

# WATERFRONT FARMERS MARKET 2018 VENDOR GUIDELINES & POLICIES



*A project of the* **DOWNTOWN  
WATERFRONT  
Alliance**  
Gig Harbor

WATERFRONT FARMERS MARKET  
Office: 3311 Harborview Drive  
Mailing: P.O. Box 771  
Market Location: Skansie Brothers Park  
3211 Harborview Drive  
Gig Harbor, WA 98335  
(253) 514-0071  
[marketmanager@ghhwa.org](mailto:marketmanager@ghhwa.org)



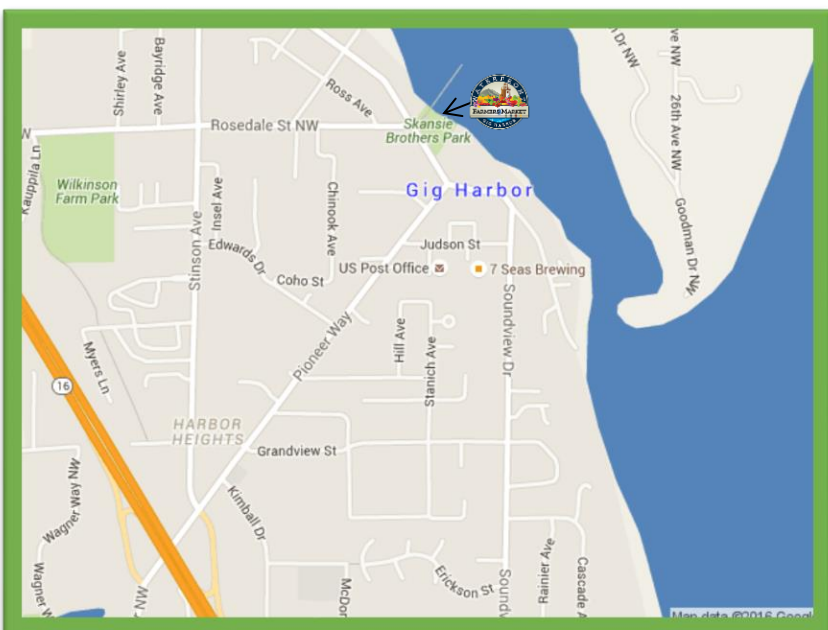
# Contact Information

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## Waterfront Farmers Market Mission Statement

Under the guidance of the Gig Harbor Downtown Waterfront Alliance, The Waterfront Farmers Market strives to provide access for all citizens to fresh, local, sustainable food and food products in an atmosphere that promotes community and economic vitality while supporting our region's farmers and producers.



# 2018 Vendor Rules

The Waterfront Farmers Market (WFM) is a member of the Washington State Farmers Market Association (WSFMA). As a member market, we will abide by all regulations set forth in the WSFMA "Getting Back to Our Roots Guide". In some cases, our rules and expectations may be more rigorous than those of the WSFMA. ([www.wafarmersmarkets.com](http://www.wafarmersmarkets.com)). In order to maintain the authenticity and integrity of the Waterfront Farmers Market, we ask vendors to follow Market rules and regulations, not misrepresent their products and follow directives of Market staff. Please review all rules carefully before signing the application.

## PRODUCT POLICIES & GUIDELINES

- Products sold at the Waterfront Farmers Market must be locally grown or produced in the State of WA, with the exception of seafood which must originate from the greater Pacific Northwest, including; Washington, Oregon, Alaska, and British Columbia.
- No reselling. All products must be sold by the farmer/grower, producer, family member, or their employee.
  - Producer: A business or person, who plants, grows and harvests a product with the intent to sell.
  - Re-seller: A business or person, who purchases products that they have not planted, grown or harvested, assembled or created with the intent to sell.
  - Farmer - Produce/ Nursery - products must be grown, raised, produced, or gathered by the vendor in Washington State.
  - Produce reselling is not allowed. Farmers must have adequate signage that identifies their farm and where it is located.
  - Processors - value added products, through "hands-on" processing of fresh food products such as; smoked meat or fish, seafood, cheese, cider, baked goods, preserves, wine, etc. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, producer name, and address.
- Use of the term "certified organic" is permitted only if certified organic by the Department of Agriculture.
- Prepared food (concessionaires) shall possess and maintain all required state, county and local permits and product liability insurance (see application for requirement details).
- All food vendors must have an individual Pierce County health permit. A limited number of qualified food vendors will be approved by the Market manager. Selection will be based on quality of product, space available and compatibility with existing market mix. Food vendors must commit to a specific menu and schedule to accommodate health department inspection.



# Vendor Selection

## VENDOR SELECTION

- Vendors are selected annually by the Market Manager and the Downtown Waterfront Alliance.
- Selection will be based on quality and uniqueness of product, current product mix, vendor performance and seniority.
- No vendor will have guaranteed return rights to the Market from season to season. The Market generally does not offer exclusive rights to vendors to sell any one product. Market customers benefit from having a choice. However, if the management believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry or granted limited participation.
- Priority – Agricultural products will be given priority over other product categories. Agricultural vendors will also be given priority in space and location assignment. Vendors selling non-agricultural products may be placed on a wait list to maintain agricultural balance in the Market mix.
- The Market will not discriminate against any vendor.

## SELLING SPACE

- Market Space – Spaces are roughly 10' x 10'. Selling space and location assignments are determined by the Market Manager and are not transferable. Double spaces or larger must be pre-approved by the Market Manager prior to Market day.
- Sharing space with another vendor must be pre-approved by the Market Manager.
- Vendors will provide tables, canopy with appropriate weights, signage, and any display materials desired for their booth. All products, displays, signage, etc must be contained within space assigned. Do not spill into other booths or common areas unless pre-approved by Market Manager.
- Space Assignments – Specific space location requests will be accommodated when possible, but are not guaranteed. Agricultural products have priority at the Market.
- Other vendors may be asked to relocate to an alternate location during the season, to accommodate seasonal produce vendors, or when the Market Manager feels the product mix requires a change for the overall good of the Market.
- Vendor space assignments are made at the Market Manager's discretion taking into consideration product mix, customer flow, special promotions, and vendor seniority. Space assignments are not transferable.

## BOOTH FEES

The 2018 Waterfront Farmers Market booth fees are as follows:

- \$30.00/ 10' x 10' space – if sales total \$100 or *more* that Market day
- \$20.00/ 10' x 10' space – if sales total \$99 or *less* that Market day
- \$50.00/ 10' x 20' space – regardless of sales total
- \$300/10' x 10' space, total season, paid by 5/4/18
  - No refunds for missed market days on pre-paid season.
  - No refunds or discounts for inclement weather or other natural situations that may arise on Market day.
  - Payments accepted in the form of cash or check made out to Downtown Waterfront Alliance and are due at close of each Market day.



# Set-up and tear-down

## LOGISTICS

- Market Layout – The layout of the Market changes virtually every Market day. A core group of seasonal vendors may be present, but because the Market expands and contracts with the season a certain amount of rearranging is needed each time. It may be necessary to move vendors to make way for seasonal produce or to condense the layout when there are fewer vendors present.
- Space Assignment – Your space for the Market Day will be communicated to you upon check-in on Market day.
  - Find Market Management to check in and confirm your booth location each Market day. All selling spaces are pre-assigned and rearranged as necessary.
- Check in- Vendor will check in with the Market Manager upon arrival.
  - A file will be at the Market Management Booth each Market.
    - Upon arrival, check your booth's file for important communications and end of day envelope.
  - Check in before setting up your booth.
- Check out-
  - At the close of Market vendors will report to the WFM booth or Market Manager to check out and process money due.
  - Complete your end of day envelope and return it to your file.
  - Complete this process before loading vehicle.

## ARRIVAL AND SET-UP PROCEDURE

- **\*\*Please note the new start time\*\*** The 2018 Market hours are Thursdays, June 7<sup>th</sup> – August 30<sup>th</sup>, from **1:00pm to 7:00pm**. Arrival and setup time will begin at 10:00am and end promptly at 12:30pm. (Canopies must be erected and weighted by 12:30pm).
- **All vendors will be ready for business by 12:45pm**. No selling shall begin until that time, per WSFMA guidelines.
- For safety reasons, late arrivals may not be allowed to set up and stall space may be forfeited.
- Pull your vehicle into the designated vendor loading area.
- The Market will provide volunteer assistance to the vendor when possible for loading and unloading.
  - Unload canopies and goods to your designated stall location.
    - Avoid placing items on the sidewalk.
  - Park vehicle(s) at designated off-site parking area.
    - WFM will provide designated off-site parking options for all vendors, with a shuttle available back to the Market.
      - Please note the shuttle operates only during designated set-up and tear-down times.
    - Product set up and display for your booth should be done after relocating your vehicle in order to keep the flow of arriving vendors moving.
  - Canopy set up must be done after relocating your vehicle from the loading zone.
    - All weights must be in-place before the canopy is left unattended.
    - The canopy in all stages of set-up and take-down is the responsibility of the vendor



# Set-up and tear-down (cont.)

## TEAR-DOWN AND DEPARTURE PROCEDURE

- The market closes at 7pm.
- For safety reasons, early take-down and departure before closing time will not be allowed.
  - Exceptions may be made in case of emergency, please consult the Market Manager
- Takedown on Thursdays will be completed by 8:00 p.m.
- The Market will provide volunteer assistance to the vendor when possible for loading and loading.
  - Pack-up canopies and goods and complete end-of-day procedures before taking the shuttle to retrieve your vehicle.
  - Place items near but not on the sidewalk.
  - Retrieve your vehicle and pull into the designated vendor loading area.
    - Please not the shuttle operates only during designated set-up and tear-down times.
- Vendors are responsible for returning the area to original condition and for the removal of their own trash. No dumping of cardboard.
- Vendors are responsible for their own stalls.
- Vendors supply all necessary trash containers and must leave their site clean and in a condition suitable to the Market Manager and property owner.
- Each member will remove containers, waste and trimmings before leaving the Market.
- If Volunteer assistance is needed please notify the Market Manager.
- No dumping of ice or ice chests.

## ATTENDANCE

- Your attendance on dates you have reserved is expected.
  - A daily fee may still be owed if Vendor is a no-show for Market day.
- If an emergency arises and cancellation is necessary:
  - Please contact the Market Manager as soon as you are aware that you will not be in attendance.
- Booths shall be staffed at all times during regular Market hours.
  - The Market will remain open during published schedule times (rain or shine!).
  - The exception is during a lightning storm or heavy rain and wind, when we will close for safety. This will be determined by the Market Manager.



# Safety

## GENERAL SAFETY

- At no time shall a vehicle be permitted on the grass, sidewalks, or Welcome Plaza courtyard in Skansie Brothers Park.
- Vendors are not permitted to bring pets or other live animals.
- Smoking, including vaping) is not permitted within Skansie Brothers Park.
- Use extreme caution when parking in the designated loading and unloading spaces near the Market.
  - Take into account this is a public park and downtown area containing heavy vehicle and pedestrian traffic.
- All vendors will comply with codes established by the City of Gig Harbor and Gig Harbor Fire.
- Vendors using canned gas or requiring an open flame must possess an open flame permit.
  - All food vendors using electricity or any other fuel source for cooking should contact the Gig Harbor Fire Marshall to verify if they require the open flame permit and have the proper required fire extinguisher.
  - Vendors shall not use any bottled gas, electrical device, or hazardous material without prior approval of the Market Manager and Gig Harbor Fire.
  - Cooking under a canopy is not allowed.
  - For further information, contact the Gig Harbor Fire Marshall at 253-853-7632
  - All safety concerns should be reported immediately to the Market Manager.

## CANOPY SAFETY

- All canopies must be flame retardant to be in compliance with fire department standards.
  - Your canopy must contain the manufacturers label stating that it is flame retardant.
- **ALL CANOPIES OR UMBRELLAS MUST HAVE WEIGHTS! NO EXCEPTIONS.**
  - All vendors (including during set up and break down times), are required to have their canopies sufficiently and safely weighted from the time their canopy is put up to the time it is taken down.
  - Weights must be at least the required weight of 24lbs. per weight.
  - Each 10 x 10 canopy requires 4 weights. One weight per leg.
  - Vendors without proper weighting may not be able sell at the Market until in compliance with the weight requirement.

## FOOD/PRODUCT SAFETY

- All vendors will be monitored and upheld to the food safety standards and requirements of the USDA, WSDA, Tacoma Pierce County Health Department, the Market Manager and any other applicable permitting agency or authority.
- A certificate of insurance naming the Waterfront Farmers Market as additionally insured is required.
- Any questions as to which insurance, licenses and permits apply to you should be immediately directed to the Market Manager.

# Vendor Conduct



## VENDOR CONDUCT

- Vendors will be suitably dressed, and interact with the public and fellow vendors in a courteous and appropriate manner.
- There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality.
- Vendors will display their products neatly and attractively, with consideration for the other vendors and the general public.
- Respect all spaces and contain product with-in your given 10' x 10' space.
- All booths are to have visible signage that indicates the farm/business name.
- Product must be clearly priced.
- No political or religious campaigning or disseminating of information.
- Consumption of alcohol or controlled substances at the Market is strictly prohibited.
- Retail sales taxes are the responsibility of the individual vendor.
- Vendors are required by law to have a Washington State UBI Number and must supply this tax number when application is made to sell at the Market.
- Should a complaint or problem arise during market hours, it should be directed to the Market Manager in a timely manner that is not disruptive to the market.

## INDEMNITY

Gig Harbor Downtown Waterfront Alliance (DWA) shall not be held liable for any debt, tax or assessments incurred by Market vendors in the operation of his/her booth nor for any salary or expense due to any of his/her employees. The DWA shall not be liable for the result of any accident or damage to any person or article employed by, or in possession of the vendor while at the Market in the City of Gig Harbor, whether such accident, loss or damage occurs during the time of preparation, the period of occupancy, or at the time of removal there from. In consideration of the privileges granted by this contract, the vendor agrees to protect, indemnify and hold harmless the DWA from any and all claims for damages, demands, or suits arising from injuries or damages sustained, or alleged to be sustained, by employees of the vendor or by any member of the public where such injury or damage shall have resulted either directly or indirectly from the activities and business of the vendor in connection with this contract. The vendor shall cooperate and assist the DWA or its representatives in investigating such claims and in negotiating settlement thereof and the vendor shall be bound by any decision of the DWA or its representatives respecting the disposition to be made of such claims, even if any of the allegations, claim for damages, demands or suits are groundless, false, or fraudulent.