



Kent Farmers Market Vendor Agreement

kentfarmersmarket@livingwellkent.org

9am-2pm
2nd Ave between
Smith and Gowe,
Downtown Kent, WA
98032

MARKET HOURS

The market will run every Saturday from June 14th to September 13th with the exception of July 12th. Hours of operations will be from 9 am to 2 pm. ***All vendors must be ready for business by 9 am and cannot begin tear down until 2 pm.*** Vendors will be given 1 hour for tear down, unless prior arrangements have been made with the Market Manager.

SELECTION OF VENDORS

All vendors at the Kent Farmers Market must grow, craft or process what they sell. Resellers are not allowed in the Market. All items will be judged on quality and value and contribution to the market. No used or antique items will be allowed to be sold at the Market. No materials which are blatantly offensive, either racially, ethnically or sexually, shall be allowed at the Market. If a product is deemed a blatant copyright infringement in the opinion of the Market staff (i.e. copyright characters and logos) the product will not be allowed for sale at the Market.

Vendors must be present each week they commit to.

All items offered for sale at the Kent Farmers Market shall be subject to inspection and approval by the Market Manager.

STALL ASSIGNMENTS

Stalls will be assigned to Vendors based on the following:

1. Commitment / Frequency of space
2. Farmers
3. Food Processors
4. Crafters
5. Non-profit Groups

BOOTH SET-UP

Vendors should start setting up and check in at the Living Well Kent booth by 8am. Vendors should be set up by 8:45am with ALL VEHICLES MUST BE REMOVED FROM AREA BY 8:45am unless prior approval has been given by the Market Manager. We ask each vendor to be considerate and unload their vehicle quickly and then park it.

TEAR DOWN



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For the safety of customers, no vendor can begin to tear down until close of Market at 2 pm. Safety is our #1 priority. NO VEHICLES WILL BE ALLOWED INTO AREA UNTIL 2:15 PM AFTER ALL SHOPPERS ARE CLEARED FROM THE AREA.

STALLS

Stalls will be approximately 10' x 10'. If the vendor exceeds past the 10' x 10' area, they will be charged accordingly or required to meet the space requirements.

Vendors are required to bring all of their own supplies including any tables, chairs, canopies, extension cords, cord covers and anything necessary to make the space safe and free of hazards.

No stakes, poles, signs etc. will be permitted to be adhered to the ground or the exterior of any building, these items should only adhere to vendor equipment.

Marking or painting on the gravel or asphalt is prohibited.

All regular trash must be put inside the designated trash location.

No dumping of chemicals, hay/straw, ashes, grease or foreign items is allowed on the property.

CANOPY SAFETY

"All vendors who wish to erect canopies (including umbrellas) on the Farmers Market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Each canopy leg must have no less than 24 pounds anchoring each leg, and market umbrellas require at least 50 pounds. Alternatively, canopies may be secured on grass or unpacked soil by steel auger anchors or spiral tent stakes of at least 1/2" thickness and 12 – 15" length, properly installed and secured. Non-spiraled, straight tent stakes are not an acceptable canopy anchoring system. Holding capacity of auger anchor systems is dependent on soil conditions and density and may not be adequate in rocky soils."

In certain inclement weather conditions even properly secured canopies can be precarious. If canopies need to be taken down in the middle of market due to inclement weather, vendors should direct customers to move out of the way so they are not injured.

Weights and canopy tie-downs should be safely secured -- "safely," meaning that the method used to secure the canopy does not create its own safety hazards:

- Weights should not cause a tripping hazard
- Weights should be tethered with lines that are clearly visible
- Weights should have soft edges to avoid causing cuts and scrapes
- Weights should be securely attached



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- Weights should be on the ground (NOT above people's heads)

FEES & PAYMENTS

Daily Rental fees of \$25 per stall / \$20 for growers / \$45 for Food Vendors stalls / \$95-75 for Food Trucks are payable to the Market Manager when they collect between 9am and 2pm on market day. If the full season is paid for upfront a \$5 discount is given per day.

VENDOR PARKING

Vendor parking is prohibited at any private business lot or on the sidewalk/curb of the Market Street. Cars will be towed at your risk and expense. Free parking is available in the parking garage across the street or any surface streets other than on Meeker St.

CLEAN UP

Each vendor is responsible for leaving their area clean. NO EXCEPTIONS. Living Well Kent is not responsible for items left on the premises.

SIGNS

All vendors must have a sign clearly marking the name of the business. As well as any FMNP WIC and Senior benefits signs as required.

PRINTED MATERIAL

Vendors are allowed to display in their booths materials that pertain to their products. Other than the Vendor materials, no petitions, or other printed material, political or otherwise, will be distributed or displayed at the Kent Farmers Market, without prior approval by the Market Manager.

PRICING

Pricing of goods sold at the Kent Farmers Market and any applicable taxes are the sole responsibility of the individual Vendor. The advertising of discounted prices and promoting other non-market locations is not permitted on the Market site.

AMPLIFIED MUSIC

Amplified music or paging systems cannot be used by Vendors. No generators are allowed, unless approved by the Market Manager.



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HEALTH PRACTICES

All Vendors must adhere to sanitary procedures as outlined by the King County Public Health department. All food concessionaires, and food samplers are responsible for obtaining proper Health and food handlers permits and registration needed to do business at the Kent Farmers Market. Any Vendor found to be selling contaminated food or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the King County Health department.

For information on permits, registration and requirements please call 206-263-8496.

SMOKING POLICY

No smoking or any kind of open flame will be permitted in or around the market area, unless otherwise authorized by the Market Manager.

DRUG AND ALCOHOL POSSESSION POLICY

The unlawful possession or use of illegal drugs and / or alcohol on the Market site will not be tolerated.

ORGANIC LABELING

Use of the phrase “organic”, in produce sales, shall be governed and regulated in accordance with Washington State department of Agriculture regulations. All Vendors are required to advertise truthfully and to respond to customer’s questions in a like manner.

ADVERTISING

Advertising the Kent Farmers Market will be the responsibility of Living Well Kent and is for the benefit of all Vendors at the market.

ALL VENDORS

All vendors are responsible for paying taxes & licenses needed to do business in the State of Washington. All grievances need to be put in writing to Living Well Kent at 24604 104th Ave SE, #102, Kent, WA 98030 or emailed to kentfarmersmarket@livingwellkent.org

AGREEMENT

By accepting a stall at the Kent Farmers Market each Vendor thereby agrees to abide by these regulations and must sign the attached Hold Harmless Agreement covering both the City of Kent and Living Well Kent. The Management of the Kent Farmers Market reserves the right to cancel the privileges of any Vendor who, in the opinion of Management, has willfully violated the rules and regulations of



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governing the Kent Farmers Market. The Market Management, Living Well Kent will enforce the above rules in a fair and consistent manner.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE

I have read the rules and regulations to the Kent Farmers Market and agree to abide by them. PLEASE KEEP A COPY FOR YOUR RECORDS.

PRINT NAME	SIGNATURE	DATE
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