Saturday Market at the Port of Ilwaco

2017 VENDOR AGREEMENT & GUIDELINES

1. **Dates**: Saturdays, May 6 through September 30, 2017
2. **Saturday Hours:**: Vending 10:00 AM to 4:00 PM
3. **Market Fees:** All fees are payable to SATURDAY MARKET AT THE PORT OF ILWACO and *are non-refundable, non-transferable.*

Vendor Space Fees— Choose either the low cost per Saturday Annual fee to reserve one space each Saturday OR the Daily fee to pay for one space by the market day. (See table below.) **Annual Vendors** are considered **Full Time** and will maintain the same space each week provided they attend a minimum of 15 weeks.

- **Annual Fees and Applications for Saturday Market must be RECEIVED NO LATER THAN APRIL 1, 2017** by the Market Manager or Port of Ilwaco Office. Besides the low cost per Saturday benefit, Annual vendors receive priority for space assignments.
- **After April 1, 2017, the Annual fee option is only available at the Market Manager/ Advisory Board's discretion.**

Daily Vendors pay week by week and are assigned spaces, as they are available.

Drop in Vendors fee is $40.00 per day if a reservation is not made by Noon on the Thursday before each market.

- **Saturday Market at the Port does NOT charge vendors a percentage of sales.**

Annual Fee	Daily Fee	Vendor Category	Definition
$325.00	$25.00	Farmers	Raises produce/plants/animals sold at the market
$325.00	$25.00	Processors	Personally prepares and sells fresh food products such as meats, seafood, ciders, jams, baked goods in accordance with all federal, state & local health requirements.
$325.00	$25.00	Crafters	Personally handcrafts products
$325.00	$25.00	Resellers	Resells produce/products purchased directly from the farmer/creator. Allowed only if farmers/creators at the Market cannot meet demand.
$325.00	$25.00	Artists	Creates fine art (painting, photography, sculpture, etc)
$450.00	$40.00	Food (prepared)	Prepares freshly made foods for sale and immediate consumption on-site at the Market in accordance with all federal, state & local health requirements. Shall possess and maintain all required state, county and local permits.
$450.00	$40.00	Miscellaneous	Any vendor who does not fulfill the requirements of any of the above categories.

City Permit Fees: All vendors are required to have a $25.00 Annual City Vendor Permit to sell product at Saturday Market. This fee is paid to directly to Saturday Market and is for the 2016 season only.

For **Annual Vendors**, this fee is in addition to your space fee and should be included with your application due April 1, 2017, ***no exceptions.***

For **Daily Vendors**, the Annual City Vendor Permit Fee of $25.00 is due on or before your first maret day.

Additional charges that may apply:

- **Electricity**—$5.00 fee for each market day
- **Tent Rental**—$25.00 per market day for a 10'x 10' tent or $50.00 per day for a 10' x 20' tent owned by the Market. **Fee includes partial set-up. You may need to adjust to the proper height and secure side panels.**
- **Table Rental**—$5.00 per market day

4. **UBI # and TAXES:** Each vendor is responsible for collecting and reporting retail sales taxes to Washington State—the current rate is 7.8% for Ilwaco. Most vendors are required by law to have a Washington State Master Business License Number (UBI) and must supply this UBI number when application is made to sell at the Market. If tax is included in the price of your products, you must display a sign stating this and have "tax included" noted on your price tags. **If you do not have a WA State UBI #, apply on-line at http://www.dol.wa.gov/forms/700028.html or call the WA State Department of Licensing at (360) 664-1400.**

5. **Space Assignments:**

Selection —Returning Annual Vendors receive priority when spaces are assigned. All other space selection is determined by the Market Manager on a weekly basis. Note that infrequent Special Events may require a change in space assignment for any vendor.

Reservations/Notification —Requests for space may be submitted to the Market Manager until Noon on the Thursday before each market. However; since space is limited, the earlier a reservation is received the more likely a space can be assigned. Vendors will be notified of space assignments via email by Noon on Friday.

Exceptions —Vendors who need to arrive late/leave early, must notify the Manager prior to Noon on the Thursday before each market. They will be assigned space at either end of the market for that day. Note that vehicles are banned from the Waterfront Way from 9:45 AM to 4:10 PM so product/equipment/supplies must be hand-carried or carted to the vendor's space. Special requests for water, power, and proximity to facilities due to handicap status must be submitted to the Market Manager in writing at least one week prior to the Saturday(s) you will be attending. Efforts will be made to accommodate special needs, but note that facilities are limited.

Non-Profit Organizations— If space is available (unrented), non-profit organizations (non-political/nonsectarian) may apply to the Market Manager/Advisory Board for space to promote their organization at no charge. The organizations may not sell any item(s) at the market or compete in any way with Vendors or vendor's products or services. Not more than two spaces per market day may be assigned in this manner. The Market Manager/Advisory Board retains the right to grant or deny this space without explanation to non-profit organization applicants.

All vending must occur within the confines of your assigned space—vending/selling outside this space is not permitted.

Non-transferable—Vendors, whether they are present or not, cannot offer/transfer their assigned spaces to another vendor. On market days that Annual Vendors choose not to attend, Saturday Market retains the right to assign another vendor to their reserved space.

6. **Cancellations:** If a vendor is unable to attend a market, the vendor must notify the Market Manager no later than Noon on the Thursday before each market. Failure to provide this notice may result in loss of any fees paid for space or termination of vendor participation at Saturday Market. Annual

Vendors who fail to provide timely notice more than once, may loose their preferred space assignment and incur a $25.00 fine for each infraction.

7. **Set-up/Break Down/Vehicle Access/Parking**

□ **Setup/Breakdown** —Set-up may begin at 7:30 AM and must be completed by 9:45 AM.

Set Up:

1. All vendors will need to off load their stuff and remove the vehicle from the walkway ASAP.
No more letting it sit there while you get organized. Empty it and move it.
2. Large trucks and vehicles pulling trailers will need to have there vehicles off the walkway before 9:00am.
3. Vendors on the west end, spaces #0 - #31 1/2, will enter from the WEST (by England Marine) and then exit using the street in the center of the port just east of the Derby Booth.
4. Vendors on the east end, spaces #32 - #58, will enter from the EAST (by Coho Charter) and then exit using the street in the center of the port just east of the Derby Booth.

Breakdown:

1. Have all your product packed up and ready to load before bringing your vehicle in. You can start packing as early as you like.
2. Load up and remove the vehicle quickly but also slowly, 5 mph maximum.
3. Vendors on the west end, spaces #0 - #32, will enter from the WEST (by England Marine) and then exit using the street in the center of the port just east of the Derby Booth.
4. Vendors on the east end, spaces #33 - #58, will enter from the EAST (by Coho Charter) and then exit using the street in the center of the port just east of the Derby Booth.
5. Vehicles not pulling trailers can now enter the walkway at 3:00pm.
6. Large trucks and vehicles pulling trailers will need to wait until 3:30pm to enter the walkway.

Waterfront Way is a pedestrian walkway and was never designed for 10 ton vehicles jockeying for position. Be extremely careful of pedestrians and never go over 5mph.

Parking—Park in the gravel lot across the street (Howerton Way) so that shoppers can use the spaces closest to the market. Vendor parking is NOT allowed in the small parking lots on the south side of Howerton Way. Ilegally parked cars are subject to a minimum $25.00 fine or towing.

Special Exceptions—See the Market Manager prior to Saturday to request special exceptions to any of the above. Note that Special Events may provide opportunities to extend or decrease vending hours. The Market Manager/Advisory Board reserves the right to alter any of the above with prior notice to vendors.

Tent/Canopy Weights: Vendor owned tents used at Saturday Market must have a minimum **30 pound weight attached to each leg facing the walkway and any leg not staked to the ground.** It is recommended that a minimum 30-pound weight be attached to each leg and that the rear legs (waterside) are staked and the waterside edge of the canopy be tied down. All weights and tie-downs must be attached in a way that is not a hazard to patrons. When staking the "front" legs, make sure the stakes are **no more than 4 inches from the edge of the pavement** to avoid damaging the underground water system.

8. **Products to be Sold**: Vendors must grow, gather or create finished products. The Saturday Market Advisory Board and Market Manager will jury all products for sale and reserve the right to accept or reject in whole or in part, any items presented for sale. Upon Advisory Board approval, a limited number of vendors may be allowed to sell products grown/handcrafted outside the region, manufactured products (e.g. kites) or services. These vendors must clearly display a sign stating the products' origin.

9. **Appearance of booth/space:** Vendors must clearly display the name of their business. All vendors must post prices for all items being sold. All items will be displayed in a clean and professional looking manner. No smoking on or around premises please.

10. **Pets/Children:** Well-mannered pets-on-leash are allowed provided owners clean up after their pets. If complaints are received for any reason (e.g. aggression, noise, off leash), the offending pet must immediately be removed and may not return to Saturday Market. Vendors must monitor and supervise their children at all times during the Market day. Children should not be allowed to wander the grounds and adjacent properties without a parent or guardian with them. The Market can take no responsibility for the safety or whereabouts of pets or children, or for any damages they may incur.

11. **Cleanup**: Vendors are responsible for cleaning all refuse, trash and waste created by their products within and around their allotted space. Garbage bins are provided on the Market site for this purpose. Failure to do so may result in a clean up charge.

12. **Liability:** The Vendor bears sole responsibility for any personal injury, property or merchandise placed upon or sold from the Market premises. The vendor agrees to indemnify and hold harmless Saturday Market at the Port, the Port of Ilwaco, Ilwaco Merchants Association and the City of Ilwaco, and all of their officers, employees, representatives, directors, contractors, agents, sponsor and affiliates against all loss, injury, damage, or liability to persons or property sustained by reason of the vendor's activities on the premises, including selling, storage and merchandising, or the vendor's occupancy of the premises, or use of common areas, or any portion thereof. Indemnification shall include, and the Market shall be entitled to recover, all reasonable attorneys fees and costs at trial and on appeal.

13. **Non-compliance**: The Manger/Advisory Board retains the right to refuse to allow any vendor to participate in the Market or item to be sold that does not comply with Saturday Market's Agreement & Guidelines or meet quality standards. The Manager may remove a Vendor from the market for non-compliance without a refund. At the Manager/Advisory Board's discretion, a vendor may be removed from the Market without explanation and a refund for any time paid but not used may be issued if no major infraction has occurred.

14. **Food (prepared) Vendors:** Food vendors must submit a complete list of the foods and beverages they plan to sell on the Vendor Application—items excluded from this list may not be sold. The Market Manager/Advisory Board will determine which foods and beverages a vendor may sell based on the vendor's submitted list and other vendors' products, and will notify the vendor.

15. **Permits**—All market vendors who sell prepared food must obtain a Temporary Food Service Permit from the Pacific County Environmental Health Division and must have a Food Handler card. If you would like to give samples of food for people to taste, a Food Sampling Permit is required—sampling may increase sales, so consider obtaining this low cost permit. Pacific County's deadlines for submitting permit applications are as follows:

Submit Forms	Begin Vending
April 21	May 6
May 26	June 12
July 21	August 5

For information and application forms:
http://www.co.pacific.wa.us/dcd/Food.htm
Contact: Stacy Friscia
Pacific County. Environment Health
(360) 942-7247
sfriscia@co.pacific.wa.us

* Note that forms must be received by the South Bend office of Environmental Health by this date—post marks are not valid. Vendors who submit applications received after a deadline will not be able to vend until the next vend start date, even if the late fee is paid.

- Permits and food related documents must be **prominently displayed** in your booth.
- **A Copy of your permits and food related document must be submitted to the Market Manager before you may begin vending.**

16. **Questions:** Contact the Market Manager via **email at satmkt.bruce@gmail.com** or call 503-338-9511.

17. **Communication:** All communication during the season, space plans, notifications, etc., is done via email. Vendors are required to have an active email address.

After reading the Agreement & Guidelines, please complete the Vendor Application and sign the Vendor Certification/Liability Release.

Return the Vendor Application and Vendor and City Permit Fees to:

Mail application and payment to:
Saturday Market at the Port of Ilwaco
PO Box 36
Ilwaco, WA 98624

Hand deliver application and payment to:
Port of Ilwaco Office
165 Howerton Way SE
Ilwaco, WA 98624

Make checks payable to "Saturday Market at the Port of Ilwaco."