

Ilwaco Saturday Market
2021 VENDOR RULES & GUIDELINES

1. **Dates:** Saturdays, May 1 through September 25, 2021
2. **Saturday Hours:** Vending 10:00 AM to 4:00 PM
3. **Market Fees:** All fees are payable to **ILWACO MERCHANTS ASSOCIATION** at P.O. Box 36, Ilwaco, WA, 98624 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 (unless they attend a minimum of 17 weeks. Annual vendors that miss more than 5 weeks may lose their normal space. Annual vendors must cancel by Noon on Thursday prior to Market day, if they choose to miss a Market day.

- o **Annual Fees and Applications for Ilwaco Saturday Market (ISM) must be RECEIVED NO LATER THAN March 31, 2020** by the Market Manager. Besides the low cost per Saturday benefit, Annual vendors receive priority for space assignments.
- o **Annual fee postmarked or received after March 31 will be an additional \$50.**
- o **After May 1, 2020, the Annual fee option is only available at the Market Manager.**

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

Ilwaco Saturday Market does NOT charge vendors a percentage of sales.

Annual Fee	Daily Fee	Vendor Category	Definition: Arts (fine art, photography, ceramics, jewelry, etc.), personally hand-crafted products (including fabric crafts, bodycare), plants, raised animals, processors, packaged foods,
\$375.00 Rec'd April 1- April 30, will be \$425	\$27.00	Farmers	Standard Fee (see above)
\$550.00 Rec'd April 1- April 30, will be \$600	\$45.00	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.

City Permit Fees: All vendors are required to have a \$25.00 Annual City Vendor Permit to sell product at Ilwaco Saturday Market. This fee is paid to directly to ISM and is for the 2021 season only.

For **Annual Vendors**, this fee is in addition to your space fee and should be included with your application due March 31, 2020, ***no exceptions.***

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

Additional charges that may apply:

- o **Electricity**—\$5.00 fee for each market day
- o **Tent Rental**—\$30.00 per market day for a 10'x 10' tent owned by ISM. **Fee includes partial set-up. You may need to adjust to the proper height and secure side panels.**
- o **Table Rental**—\$10.00 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 8.1% 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 Ilwaco Saturday 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 <https://secure.dor.wa.gov/home/> or call the WA State Department of Licensing at (360) 705-6741. YOU DO NOT NEED AN ILWACO CITY LICENSE UNLESS YOU LIVE OR OPERATE A BUSINESS IN ILWACO other than SATURDAY MARKET.**

5. **Space Assignments:**

Selection — The Market Director approves and assigns all vendor spaces. Returning Annual Vendors receive priority when spaces are assigned. 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.

Vendor Commitment – Vendors are expected to remain open and selling for entire market from 10 am to 4 pm. Exception is if the Market Manager “calls” the market closed due to weather or other safety issues. Full payment is due, even for markets closed early for safety.

Non-Profit Organizations— If space is available (unrented), non-profit organizations (non-political/nonsectarian) may apply to the Market Manager 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 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 book out after 5PM on Friday** may lose their preferred space assignment **and will incur a \$25.00 fine for each infraction. Daily vendors that have booked in but then book out after 5PM on Friday will be charged their normal space rent of \$27 plus \$25 Cancellation Fee.**

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: Park as close to the grass as possible so other vehicles can drive through.

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 their vehicles off the walkway before 9:00am.

3. Vendors on the west end, spaces #0 - #31 1/2, will enter from the WEST (by Englund 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: No Early Tear Down Allowed.

Vendors who tear down early may lose their vending privileges.

1. Have all your product packed up and ready to load before bringing your vehicle in. **Park as close to the grass as possible so other vehicles can drive through.**

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 4:10pm.

6. Large trucks and vehicles pulling trailers that can load quickly, will be allowed to enter at 4:00pm; others will have to wait until 4:30pm or when market manager deems it safe.

Waterfront Way is a pedestrian walkway and was never designed for 10-ton vehicles jockeying for position. Be extremely careful of pedestrians, businesses, and Port property. 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.

Tent/Canopy Weights: Vendor owned tents used at Ilwaco 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.

Note: If you don't have weights, you will have to sell without your canopy.

8. **Products to be Sold:** Vendors must grow, gather, or create finished products. The Ilwaco Saturday 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. There can be some exceptions to this for existing vendors that have been grandfathered. You can only sell those items listed on your application. Any new items must be submitted for approval.
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.
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. Cardboard must be disposed of at the recycle dumpsters located at the east end of the port.
12. **No smoking** on or around premises please.
13. **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 Ilwaco Saturday Market, 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 attorney fees and costs at trial and on appeal.
14. **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.
15. **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.

16. **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.
- o You can contact PCEH at:

Griffin Solsburg
gsolsburg@co.pacific.wa.us
360-875-9356

cc permits to dcd@co.pacific.wa.us

- o Permits and food related documents must be **prominently displayed** in your booth.
 - o A Copy of your permits and food related document must be submitted to the Market Manager before you may begin vending.
 - o All food vendors must provide liability insurance of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate and name the Saturday Market at the Port and the Port of Ilwaco as additional insured.
16. **Questions:** Contact the Market Manager via email at marketmanager.ilwaco@gmail.com or call (360) 670-0120
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:
Ilwaco Saturday Market
PO Box 36
Ilwaco, WA 98624

Make checks payable to: **ILWACO MERCHANTS ASSOCIATION**