

2023 WATERFRONT FARMERS MARKET
VENDOR GUIDELINES



PROUDLY BROUGHT TO YOU BY
DOWNTOWN
WATERFRONT

Alliance

Gig Harbor

OUR MISSION

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.

FOOD-CENTRIC MARKET

The Waterfront Farmers Market is a food-centric market. We endeavor to present at each market a vendor ratio of 85% farms and food products, with the remaining 15% made up of a combination of artisans and crafters, Volunteer Organization of the Week, Sponsors, activities, and community non-profits.

MAIN STREET[®]

The Waterfront Farmers Market is brought to you by the Gig Harbor Downtown Waterfront Alliance, a Washington State and Nationally Accredited Main Street[®] Program. The Mission of the Alliance is Bringing together all our community. Encouraging Economic Vitality. Honoring our historic character.



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As a member market of the Washington State Farmers Market Association (WSFMA), we abide by the regulations set forth in the WSFMA "Roots Guidelines".

www.wafarmersmarkets.org/wsfma-rootsmemberguidelines

In some cases, our rules and expectations may be more rigorous than those of the WSFMA. To maintain the authenticity and integrity of the Waterfront Farmers Market, we expect vendors to follow Market rules and regulations, not misrepresent their products, and follow all directives of Market staff.

Review all rules carefully before signing the online application.

VENDOR SELECTION

- Vendors for the Waterfront Farmers Market are selected annually by the Market Manager.
- As a part of Main Street®, the Market may choose to give vendor priority to businesses located within the Gig Harbor downtown waterfront Main Street district.
- No vendor will have guaranteed return rights to the Market from week to week or 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 Market Manager believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry or granted limited participation.
- Selection will be based on quality and uniqueness of product and compatibility with the Market mix.
- Agricultural products will be given priority in selection, space, and location assignment over other product categories.
 - Vendors selling non-agricultural products may be placed on a weekly rotating schedule or on a wait list to maintain agricultural balance in the Market.
 - Returning vendors may be given priority placement.
- It is the sole responsibility of the vendor to be knowledgeable of and submit copies of all required licenses. Submit licenses online with your application or via email to marketmanager@ghhwa.org.
- A certificate of insurance naming The Downtown Waterfront Alliance as additionally insured is required for all vendors regardless of product. Submit the COI either online with your application or via email to marketmanager@ghhwa.org.
- All 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.
- The Market does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

VENDOR CONDUCT

Vendors will:

- Act professionally at all times to Market customers, staff, volunteers, and other vendors.
- Be suitably and respectfully dressed.
- Interact and conduct business with the public and fellow vendors in an ethical, courteous and appropriate manner.
- Display their products neatly and attractively, with consideration for the other vendors and customers.
- Respect all selling spaces and common areas and contain their product, displays, and signage within their given 10' x 10' space, unless such encroachments are approved by the Market Manager.
- Should a complaint or problem arise during market hours, the issue should be directed to the Market Manager in a manner that is not disruptive to the market.
- Should a complaint or problem arise on social media regarding the Market the issue should be directed to the Market Manager or Alliance Staff in a timely manner. Any vendor replies to comments or posts regarding the Waterfront Farmers Market should be done so in a non-confrontational manner and with respectful language. Vendor understands comments deemed inappropriate by the Market staff may be removed or hidden.

Vendors may not:

- Promote, campaign or disseminate information that is deemed as inappropriate or is political or religious in nature.
- Consume, sample, or distribute alcohol, tobacco, vape, or controlled substances at the Market.
- Smoking and vaping are prohibited per city code at Skansie Brothers Park, the Welcome Plaza, and Jerisich Dock.
- Discriminate in any way on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

PRODUCTS

- **NO RE-SELLING:** A re-seller is a business or person who purchases products that they have not planted, grown, harvested, assembled, or created with the intent to sell. All products at the Market must be sold directly by the farmer, grower, producer, artisan, crafter, designated family member, or designated employee.
- **FARMER/PRODUCER:** A business or person who plants, grows, and harvests a product with the intent to sell. Produce reselling is not allowed. Farmers must have adequate signage that identifies their farm and where it is located in Washington State.
- **PROCESSOR:** A business or person who provides value added products, through hands-on processing of fresh food products such as smoked meat or fish, cheese, baked goods, preserves, wine, etc. Processors shall submit, maintain, and possess with them each Market Day, all required national, state, county, and local Health Department permits including mandatory Tacoma Pierce County Health Department (TPCHD) permits for operation specifically at the Waterfront Farmers Market. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, producer name, and address.
- **PREPARED FOOD VENDORS (Concessionaires):** A business or person who offers freshly made foods, available for sale and immediate consumption on-site at the Market. Prepared Food vendors shall submit, maintain, and possess with them each Market Day, all required national, state, county, and local Health Department permits, including mandatory Tacoma Pierce County Health Department permits for operation specifically at the Waterfront Farmers Market. A limited number of qualified food vendors will be approved by the Market Manager. Selection by the Market Manager will be based on quality of product and ingredients, space availability, and compatibility with the existing market mix. Food vendors must commit to a specific menu each week which is communicated to and approved by the Market Manager prior to the Market Day. Vendors may be asked to provide samples of their product to the Market staff prior to selection as part of the vendor selection/vetting process.
- **CERTIFIED ORGANIC:** Use of the term “certified organic” is permitted only if a vendor is certified organic by the United States Department of Agriculture(USDA). This certification must be on file with the Market Manager.
- **SEAFOOD:** Seafood must originate from and be processed in the greater Pacific Northwest; Washington, Oregon, Alaska and British Columbia.
- **SAMPLING:** Sampling of any product at the Market requires specific TPCHD sampling permits. Sampling of alcohol or alcoholic beverages and products is prohibited per city regulations.
- **ALCOHOLIC BEVERAGES:** Alcoholic beverages must be made entirely from ingredients grown and/or processed in Washington, or from grapes grown in a recognized Washington appellation. Additives required for processing which cannot be produced in the State of Washington may not amount to more than 5% of the total volume of the beverage.
 - Only closed bottle selling of alcohol is permitted.
 - Sampling or consumption of alcohol and alcoholic beverages or products is NOT PERMITTED at the Waterfront Farmers Market per GHMC 9.04.010
- **INSPECTION:** At any time, the Market Manager and/or staff, TPCHD, or any other Market governing agency may inspect product.

2023 FEES

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- 10' x 10' space with daily sales equaling \$99 or less = \$20/day
- 10' x 10' space with daily sales equaling \$100 - \$499 = \$30/day
- 10' x 10' space with daily sales equaling \$500 - \$999 = \$50/day
- 10' x 10' space with daily sales equaling \$1000 - \$1999 = \$60/day
- 10' x 10' space with daily sales equaling \$2000 or more = \$70/day
- Additional 10' x 10' spaces = \$20/day/space.
 - Additional spaces require approval of the Market Manager prior to the Market Day.
 - Additional spaces must be adjoining and serve as extension of your booth and pre-approved products. Booth placement and Market layout is based on many factors and is decided on well ahead of Market Day.
 - A request for an additional space will not be accepted if made on Market Day and may be denied if made after the layout has been finalized.

PAYMENT

- Market staff will distribute blue banking envelopes and daily tally sheets to each vendor during the course of the day.
- AFTER the close of the Market, complete and sign the daily tally sheet.
- Enclose the daily tally sheet along with your payment in the blue banking bag and return the bag to the Market staff at the info booth.
- Payments will not be accepted before closing.
- Weekly fees may still be assessed if the Market must close early due to weather and other safety factors.

BOOTHS & SELLING SPACE

- Allotted spaces are 10' x 10'
- Space assignments may vary week to week and are not transferable
- Double spaces or larger must be pre-approved by the Market Manager prior to Market Day. Additional 10' x 10' spaces = \$20/day/space.
- **Sharing your space with another vendor is not permitted.**
- Vendor space assignments are made at the Market Manager's discretion, taking into consideration product mix, customer flow, special promotions, and vendor seniority.
- 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.
- Specific space location requests will be accommodated **when possible, but are not guaranteed.**
- Vendors provide their own canopies, tables, signage, selling equipment, and any display materials desired for their booth.
 - Canopies and appropriate weights are required for each booth space. Please refer to the Canopy Safety section in further in this document for detailed information.
- All products, displays, signage, etc. must be contained within your assigned space.
 - Encroachment into other booths or common areas is not permitted unless pre-approved by Market Manager.
 - Vendors who have signage that does not comply with Gig Harbor city signage codes will be asked to remove non-compliant signs.
- Selling spaces must be deemed by the Market Manager and staff as safe, clean, and professional in appearance.
 - Please inquire with the Market Manager if you would like information on how to best present your booth.
- Booths shall be staffed at all times during regular Market hours.
 - If a restroom or water break is needed, please notify Market staff and we will supply coverage for your booth.

ARRIVAL

- **The 2023 Market hours are Thursdays, June 1st – September 14th, 1:00pm – 6:00pm.**
- Arrival and setup time begins at 10:00am and ends promptly at 12:30pm.
- Upon arrival, pull your vehicle into the designated vendor loading/unloading area along the curb in front of Skansie Brothers Park and proceed to the Market Info Booth to check-in to get your space number
 - The layout of the Market is subject to change each week as the Market expands and contracts with the season and readjusts to changing product mix and number of vendors.
 - At no time are vehicles or trailers allowed on the grass or Welcome Plaza.
- After checking in and obtaining your designated space number, unload your canopy, supplies, and goods to your designated booth location.
 - When unloading, be mindful of sidewalk pedestrians and street traffic.
 - The Market will provide volunteers (when available) to assist vendors with the unloading process. **The availability of volunteers is not guaranteed.**
 - Please be respectful to volunteers as they are generously donating their time and are there to assist all vendors.
 - Volunteers are to help with unloading but are not available for help with booth set-up or preparation.
 - **Volunteers will not be available to assist vendors arriving after 12:30pm.**
- Once unloaded and BEFORE setting up your space, relocate your vehicle to the designated vendor parking.
- The WFM will provide designated off-site parking options for all vendors, with a shuttle available to take you back to the Market.
 - The shuttle ends promptly at 12:45pm and resumes again after the Market closes.
- Do not park in front of downtown businesses or private parking lots.
 - Please note that the Pleasure Craft Marina parking lot (directly adjacent to Skansie Brothers Park), and the Java & Clay/Maritime Inn parking lots (directly across from Skansie Brothers Park), are private lots and off limits.
- Set-up must be completed by 12:45pm with the vendor and booth ready for selling for the 1:00pm opening.
 - **No selling before 1:00pm per WSFMA regulations.**
- Due to safety reasons, vendors arriving after 12:30pm may not be permitted to set up and may forfeit their booth space for that market Day.
- Vendor vehicles are not permitted in the loading-unloading zone during market hours.
- If you are delayed in arriving, please inform the Market Manager at 253-448.4317.

DEPARTURE

- **No early tear down.**
 - Tear-down of your booth may not begin until the Market closes at 6:00pm
 - If you are sold out of product, you may put up signage at your booth to indicate so - OR - remain at your booth to continue to provide customers with information and encourage them to return to the Market in the future to purchase your product.
- **Before breaking down your booth:**
 - Pack your items and make them ready for loading into your vehicle.
 - Vendors are responsible for the removal of all trash and returning your area to its original condition.
 - Use the dumpster located behind the restrooms in the Welcome Plaza.
 - No dumping of cardboard. Any cardboard must be taken with you when leaving.
 - Place your completed daily tally sheet and your payment in the blue banking bag and return it to the Market Info Booth.
 - Payments will not be accepted before 6:00pm.
 - The shuttle will resume at 6:00pm for vendors to retrieve their vehicles.
 - **Vendor vehicles are not permitted in the loading-unloading zone until your tear-down process is complete.**
 - Retrieve your vehicle and pull into the designated vendor loading area. Please be patient. There may be a wait for a space for your vehicle in the designated loading spots in front of Skansie Brothers Park.
 - Market staff and/or volunteers will direct vendor traffic during the loading process and will do their best to ensure a safe and timely process for all vendors.

ATTENDANCE

- Attendance on your scheduled dates is expected.
- Booths will be staffed at all times during regular Market hours.
- The Market will remain open during published scheduled times (rain or shine!)
 - Exceptions will be determined by the Market Manager and may include the presence of lightening, wind, or poor air-quality.
- **Cancellations after 1 pm Wednesday (less than 24 hours prior to Market Day)**
 - **Due to high demand for vendor space, cancellations after 1:00pm on the Wednesday before Market Day will result in a late cancellation fee of \$50.**
 - Call the Market Manager's cell number at 253-448-4317. If no answer, please leave a message at this number as it will be checked frequently on Market Day.
 - For all other communications and customer inquiries please provide the Downtown Waterfront Alliance number, 253-514-0071.
- **Cancellations before 1 pm Wednesday (more than 24 hours prior to Market Day)**
 - Contact the Market Manager at 235-448-4317 or marketmanager@ghhwa.org, with the date you are canceling your space.

Please note that 253-4458-4317 is a personal cell number and should only be used for vendor/manager communications. It is not to be given to customers or anyone not employed by you for selling your product at the Waterfront Farmers Market.

CANOPY SAFETY

- Canopies and appropriate weights are required for your for your space at the Market.
 - **ALL CANOPIES MUST HAVE WEIGHTS! NO EXCEPTIONS.**
 - Each 10 x 10 canopy requires 4, 24lb. weights. One weight securely fastened on each leg.
 - All vendors (including during set-up and tear-down), 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.
 - Vendors without proper canopy weights will not be able set up or sell at the Market until in compliance with the weight requirement for all vendors regardless of product.
 - All canopies are required by law to be flame retardant and contain the manufacturers label stating that it is flame retardant.

GENERAL SAFETY

- At no time, including set-up and tear-down, shall vehicles or trailers be permitted on the grass, sidewalks, or Welcome Plaza courtyard in Skansie Brothers Park.
- Cooking of any kind is not permitted under or within 10' of the Rotary Pavilion or Skansie House per the Gig Harbor Fire Marshal.
- Vendors using canned gas or requiring an open flame must possess an open flame permit and must provide the permit along with their application when applying to the Waterfront Farmers Market.
- Vendors requiring electricity or any other fuel source must note this on their 2023 Vendor Application AND contact the Gig Harbor Fire Marshal at 253-853-7632, to verify if they require an open flame permit.
- Vendors shall not use any bottled gas, electrical devices, or hazardous material without prior approval of the Market Manager.
- The required level of fire extinguisher is mandatory for prepared food vendors.
- It is the vendor's responsibility to have with them on site, the required level of fire extinguisher needed for your specific booth.
- Cooking under a canopy is not allowed.
- Vendors are not permitted to have pets or other live animals at the Market.
- All safety questions or concerns should be brought immediately to the Market Manager or staff.
- The Downtown Waterfront Alliance and Waterfront Farmers Market are not responsible for any loss or damage of product or supplies incurred by vendors.
- A certificate of insurance naming The Downtown Waterfront Alliance as additionally insured is required for all vendors regardless of product. Submit the COI either online with your application or via email to marketmanager@ghhwa.org.

FOOD SAFETY

- The following does not cover every TPCHD or USDA requirement. At any time, COVID regulations may alter or amend current food safety requirements.
- It is the sole responsibility of the vendor to be informed and in compliance with all permitting and safety regulations.
- All food vendors must be an approved vendor at Waterfront Farmers Market before applying for your vending permits with TPCHD. Once approved for vending at the WFM, your name and your business name are submitted to our TPCHD Approved Vendor list.
- Copies of vendor's TPCHD permits must be submitted to the Market Manager before being allowed to vend at the Market. Submit the COI either online with your application or via email to marketmanager@ghhwa.org.
 - Even if your product is produced outside of Pierce County, you still need Tacoma Pierce County Health Department permits
- Prepared food vendors and food processors must have at least one person at your booth with a valid Washington State Food Worker Card in their possession at the Market.
 - Copies of all food working cards need to be submitted to the Market Manager before vending at the Market. Submit the card/s either online with your application or via email to marketmanager@ghhwa.org.
- Handwashing stations meeting TPCHD standards are required at all booths with open food, including vendors supplying samples.
 - Vendors are responsible for supplying their own handwashing stations.
- Vendors are required to know the proper use of gloves, tongs, deli-tissue or utensils.
- All processed food and pre-preparation of food prepared on site, must be done in a kitchen that is approved by the Tacoma-Pierce County Health Department.
- All fruits and vegetables to be sold for on-site consumption at the Market must be pre-cut or washed in a TPCHD approved kitchen.
 - If selling unwashed fruits and vegetables not intended for on-site consumption, see the Market Manager for signage to be placed at your point of sale.
- Food prepared at home is not allowed unless you possess a USDA Cottage License. Submit the license either online with your application or via email to marketmanager@ghhwa.org.
- Sterno devices are not allowed.
- Check food temperatures frequently.
- When using an approved barbecue or grill, you must separate or rope off the equipment from the public with at least a four-foot barrier. Contact the Gig Harbor Fire Marshal at 253-853-7632 for these regulations.

FOOD SAFETY (continued)

- A consumer advisory is required any time undercooked or raw eggs, meat, fish or shellfish are offered.
- A re-inspection fee may be instituted by TPCHD if you do not meet sanitation requirements.
- All vendors will be monitored and upheld to the food safety standards and requirements of the USDA, WSDA, Tacoma Pierce County Health Department (TPCHD), the Waterfront Farmers Market and any other applicable permitting agency or authority.
- For further regulations or clarification on whether the food rules are applicable to your booth, contact the Tacoma Pierce County Health Department (TPCHD) at info@tpchd.org or (253) 798-6500.
- The Downtown Waterfront Alliance and Waterfront Farmers Market are not responsible for any fines or other charges incurred by the vendor.
- A certificate of insurance naming The Downtown Waterfront Alliance as additional insured is required. Submit the COI either online with your application or via email to marketmanager@ghhwa.org

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.