



## 2024 Waterfront Farmers Market VENDOR GUIDELINES

**OUR MISSION** Under the guidance of the Gig Harbor 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 Waterfront Alliance, a Washington State and Nationally Accredited Main Street® Program. The mission of the Alliance is to promote economic vitality by maintaining a historic waterfront community that attracts diverse businesses and people through collaboration, outreach and activities.

We are delighted to receive your interest in Gig Harbor's Waterfront Farmers Market, hosted by the Gig Harbor Waterfront Alliance in the beautiful location of Skansie Brothers Park, Gig Harbor.

As a member 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](http://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 requirements carefully before completing and signing the application.

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## 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 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@ghdwa.org](mailto:marketmanager@ghdwa.org).
- All vendors are required to submit proof of insurance naming the Gig Harbor Waterfront Alliance as secondarily insured. Submit either online with your application or via email to [marketmanager@ghdwa.org](mailto:marketmanager@ghdwa.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 RESELLING:** A reseller 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 WaterfrontFarmers 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 the product.

## 2024 FEES & PAYMENT

### 2024 FEES:

Our fee structure is tiered, based on your sales performance at each market:

- Sales equaling \$99 or less = \$20
- Sales equaling \$100 - \$499 = \$30
- Sales equaling \$500 - \$999 = \$50
- Sales equaling \$1000 - \$1999 = \$60
- Sales equaling >\$2000 = \$70
- Additional 10'x10' = \$20/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 well ahead of Market Day.
- A request for additional space 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 the 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 2024 Market hours are Thursdays, June 6th – August 29th, 1pm – 6pm.
- Arrival and setup time typically begins at 10:00am (please discuss with the Market Manager for earlier arrival) 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. Volunteers. 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 along Harborview Drive (this is where your customers will want to park!) or in private parking lots.
  - Please note that the parking lots surrounding Skansie Brother's Park are private. This includes Pleasure Craft Marina, Harborview Mall, and the Java & Clay/Maritime Inn parking lots..
- Set-up must be completed by 12:45pm with the vendor and booth ready for selling by 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, contact the Market Manager at 253-514-9374.

## 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 products, 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 teardown process is complete. There should be no vehicles before 6:15pm in the load in zone.
  - 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 lightning, wind, or poor air-quality.
- Cancellations 48 hours prior to Market Day (before 1pm Tuesday)
  - Contact the Market Manager at 253-514-9374 or [marketmanager@ghdwa.org](mailto:marketmanager@ghdwa.org), with the date you are canceling your space.
- Cancellations less than 24 hours prior to Market Day (after 1pm Wednesday)
  - Call the Market Manager's cell number at 253-514-9374. If no answer, please submit a text to the number and call the Gig Harbor Waterfront Alliance at 253-514-0071. If no answer, please leave a message.
- Please note the Market Manager cell phone number is intended for vendor/manager communications. For all other communications and customer inquiries please provide the Gig Harbor Waterfront Alliance number, 253-514-0071.
- Due to high demand for vendor space, cancellations after 1:00pm on the Tuesday before Market Day will result in a fine of \$50.

## CANOPY SAFETY

- Canopies and appropriate weights are required for your space at the Market.
- All canopies are required by law to be flame retardant and contain the manufacturers label stating that it is flame retardant.
- ALL CANOPIES MUST HAVE WEIGHTS! NO EXCEPTIONS.
- Each weight must be at least 24lbs. and securely fastened to the legs of the canopy.
- Each 10 x 10 canopy requires 4, 24lb. weights. One weight per 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 to set up or sell at the Market until in compliance with the weight requirement for all vendors regardless of product.

## 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 requiring electricity or any other fuel source must note this on their 2024 Vendor Application, the Market Manager may contact you to understand what specific equipment you plan to use.
- 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. It is advisable to contact the Gig Harbor Fire Marshall at 253-853-7632 to verify if an open flame permit is required.
- It is the vendor's responsibility to have with them on site, the required level of fire extinguisher needed for your specific booth and mandatory for prepared food vendors.
- 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 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 Waterfront Alliance as an additional insured is required for all vendors regardless of product.

## FOOD SAFETY

The following does not cover every Tacoma–Pierce County Health Department (TPCHD) or USDA requirement. 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.
- Even if your product is produced outside of Pierce County, you still need Tacoma Pierce County Health Department permits.
- At least one person at your booth must have 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.
- Handwashing Stations meeting TPCHD standards are required at all booths with open food, including vendors supplying samples.
- Vendors are required to know the proper use of gloves, tongs, deli-tissue or utensils.
- All processed food 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 Cottage License.
- 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.
- 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](mailto:info@tpchd.org) or (253) 798-6500.
- The Gig Harbor 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 Gig Harbor Waterfront Alliance as additional insured is required.

## INDEMNITY

Gig Harbor Waterfront Alliance (GHWA) 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 GHWA 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 GHWA 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 GHWA or its representatives in investigating such claims and in negotiating settlement thereof and the vendor shall be bound by any decision of the GHWA 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.