



## 2024 Waterfront Farmers Market GROUP VOLUNTEER 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 supporting Gig Harbor's Waterfront Farmers Market, hosted by the Gig Harbor Waterfront Alliance in the beautiful location of Skansie Brothers Park, Gig Harbor. In the 2023 market season we had a total of 40,883 attendees with an average of 2,555 attending each market. To check available dates and submit a Volunteer of the Week Application, visit [www.waterfrontfarmersmarket.org/volunteer](http://www.waterfrontfarmersmarket.org/volunteer)

Volunteering for the Waterfront Farmers Market (WFM) gives your group or organization the opportunity to interact with your community as you work together to help transform Skansie Brothers Park into a vibrant, bustling farmers market and return the park to its pristine condition at the end of the day.

As outlined further in this packet, the Volunteer Organization of the Week provides the Market with the crucial number of people needed for set-up and tear-down. Aside from the gratification that comes with volunteering, your organization will receive social media promotion and space at the Market during operating hours (1pm-6pm) on your volunteering day to further interact with your community and promote your organization.

Each Thursday, June-August (except July 4th), the Waterfront Farmers Market will come alive with the freshest tastes of the Pacific Northwest summer, cheerful vendors, live music, and activities for all ages. The WFM is situated amongst the Harbor's green trees, blue water, sailboats, kayaks, dragon boats, gondolas, and receives occasional visits from curious harbor seals and soaring bald eagles.

The stunning location of the WFM sets us apart from most markets but also provides us with a challenge in that vendors can not drive their vehicle to their space to unload and load their items. This is where your team comes in!

On Market Day, vendors pull their vehicles into the reserved parallel parking spots in front of the park and volunteers assist the vendors in unloading their vehicles and taking their products to their assigned space, and help staff with setting up different areas of the Market. At the end of the day when the Market closes the process reverses and volunteers assist in bringing the vendor's products back to their vehicles and help staff in closing procedures, ensuring all supplies are stowed and Skansie Brothers Park is left in impeccable condition.

Listed on the following pages are many of the volunteer needs at the WFM each Market day. There may be tasks not listed in this packet that may be requested of volunteers. If assigned a task that you are not comfortable with or feel you are not physically able to do, it is up to you, the volunteer, to inform the Market Manager.

Please review all requirements carefully before completing and submitting your application.

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# CHECK IN & MARKET SET UP

## 10:00am – 1:00pm, Market Set-up

### Volunteer check-in

- All volunteers should check in at the Information booth, sign-in on the volunteer sign-in sheet, and pick up their vest or apron that identifies them as a volunteer
- Market manager or staff will assign tasks to volunteers

### Market Set-up

- If your organization has a booth for the day, volunteers are to set-up their booth before 9:45am or after assisting in set-up for vendors and the Market
- Direction of tasks will be given to volunteers by Market staff and may include but are not limited to the following:
  - Retrieve supplies from on-site storage
  - Set up info booth and other Market supported booths
  - Place signage throughout Market area

### Vendor Set-up

- All vendors should be arriving between 10:00am and 12:30pm and must have their booth ready for business by 12:45pm
- Vendors will pull into the designated 'loading zone' parking spaces near the market location where volunteers will assist the vendor in unloading their vehicle and transporting canopies and goods to the vendor's designated stall location
- Be aware of sidewalk pedestrians
- Once unloaded, the Vendor will relocate their vehicle to the designated off-site parking area and return by shuttle (or a short walk) to the Market
- Volunteers' primary task is to support vendor unloading and keep the flow of arriving vendors moving smoothly.. Additional tasks to help vendors (ex: pop up tents, vendor booth display) are not required and should only occur after all vendors have arrived and the loading zone is clear.

### Volunteer Check-out

- At the end of the opening shift, volunteers check-out at the info booth, sign-out on volunteer sheet, and return apron or vest

# VOLUNTEER BOOTH SPACE

## **1:00-6:00pm: Market Operations**

### Booth Requirements

- 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 10 x 10 canopy requires 4, 24lb. weights. One weight per leg. Each weight must be at least 24lbs. and securely fastened to the legs of the canopy
- 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
- Volunteers will set-up and tear-down their booth after attending to vendor and Market set-up and tear-down

### Booth Interactions

- Selling of any item or service at your booth space needs prior approval from the Market Manager
- Having a booth at the Market is your organization's opportunity to interact with Market customers
- Games or activities for Market customers to participate in or engage with are highly recommended.
  - Please note that games, activities and any disseminated items or information may not be religious or political in nature and need to be pre-approved by the Market Manager.

## MARKET TEAR DOWN:

### **6:00 - 7:30pm (approx.)**

Tear-down of the Market does not begin until the Market closes at 6:00pm. Direction of tasks will be given to volunteers by Market staff and may include but are not limited to the following:

#### Vendor Tear-down

- Assist vendors in taking down canopies
- Once the vendor has retrieved their vehicle, assist in transporting items from their stall location to the loading zone, and additionally assist in loading their items into their vehicle
- Volunteer Group Booth Tear-down:
  - No booths can be packed up or tents taken down until after 6:00p market closing.
  - Volunteers should assist market vendors in tear down and transport before taking down their own booth.

#### Market Tear-down

- Retrieve signage throughout Market area
- Take down info booth and other Market supported booths
- Return supplies to storage at direction of Market staff
- Empty garbage cans to designated dumpster
- Move no-parking signs to a designated location behind the Skansie House
- Check with Market Manager before leaving to make sure all needed tasks are completed
- Sign-out and return the apron or vest

# ATTENDANCE & GENERAL SAFETY

## **Attendance**

- As a volunteer for the Waterfront Farmers Market, you are helping to provide our community with access to fresh, local, sustainable food as well as helping to create a welcoming and lively gathering place in our downtown. Your time and commitment is extremely valuable to our organization. Once committed to a volunteer time, the Market will be counting on your attendance at the Market that day
- The Market will take place rain or shine.
- In the event of extreme weather or an emergency, the Market Manager may choose to close the Market for safety.
- Do not assume the Market is closed. Contact the Market Manager if the weather is questionable before deciding not to show for your shift.

## **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.
- Smoking or vaping is not permitted within Skansie Brothers Park.
- All volunteers will comply with codes established by the City of Gig Harbor and Gig Harbor Fire.
- All safety concerns should be reported immediately to the Market Manager.
- If assigned a task that you are not comfortable with or feel you are not physically able to do, it is up to you, the volunteer, to inform the Market Manager.

## 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.