

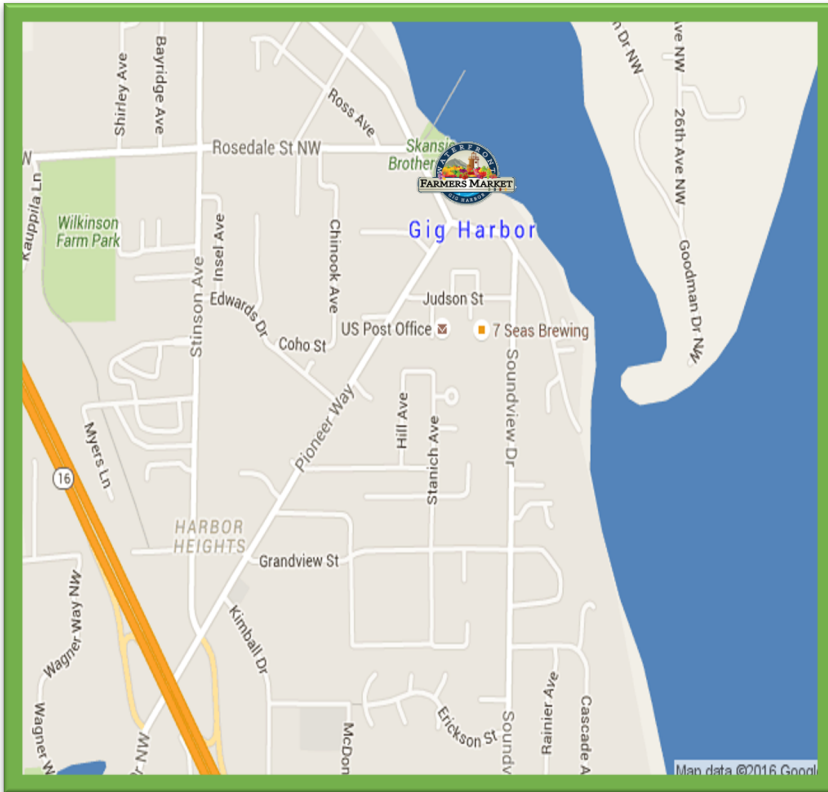
# WATERFRONT FARMERS MARKET 2021 VENDOR GUIDELINES & POLICIES



WATERFRONT FARMERS MARKET  
Office: 3311 Harborview Drive  
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Market Location: Skansie Brothers Park  
3211 Harborview Drive  
Gig Harbor, WA 98335  
(253) 514-0071  
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# Contact Information



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## Waterfront Farmers Market Mission Statement

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.



# 2021 Vendor Rules

The Waterfront Farmers Market (WFM) is a member of the Washington State Farmers Market Association (WSFMA). As a member market, we will abide by all regulations set forth in the WSFMA “Getting Back to Our Roots Guide”. In some cases, our rules and expectations may be more rigorous than those of the WSFMA. ([www.wafarmersmarkets.com](http://www.wafarmersmarkets.com)). In order to maintain the authenticity and integrity of the Waterfront Farmers Market, we ask vendors to follow Market rules and regulations, not misrepresent their products and follow directives of Market staff. Please review all rules carefully before signing the application.

## PRODUCT POLICIES & GUIDELINES

**It is the responsibility of the vendor to be informed and in compliance with all permitting and safety requirements.**

- Products sold at the Waterfront Farmers Market must be locally grown or produced in the State of WA, with the exception of seafood which must originate from the greater Pacific Northwest, including; Washington, Oregon, Alaska, and British Columbia.
  - No reselling. A re-seller is a business or person, who purchases products that they have not planted, grown or harvested, assembled or created with the intent to sell.
- All products must be sold by the farmer/grower, producer, family member, or their employee.
  - Producer: A business or person, who plants, grows and harvests a product with the intent to sell.
  - Farmer - Produce/ Nursery - products must be grown, raised, produced, or gathered by the vendor in Washington State.
    - Produce reselling is not allowed. Farmers must have adequate signage that identifies their farm and where it is located.
  - Processors - value added products, through “hands-on” processing of fresh food products such as; smoked meat or fish, seafood, cheese, cider, baked goods, preserves, wine, etc. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, producer name, and address.
- Use of the term “certified organic” is permitted only if certified organic by the Department of Agriculture.
  - This certification must be on file with the Market Manager.
- Prepared food (concessionaires) shall possess and maintain all required state, county and local permits and product liability insurance (see application for requirement details).
- All food vendors must have an individual Pierce County health permit. A limited number of qualified food vendors will be approved by the Market Manager. Selection will be based on quality of product, space available and compatibility with existing market mix. Food vendors must commit to a specific menu and schedule to accommodate health department inspection.
- Priority – Agricultural products will be given priority over other product categories. Agricultural vendors will also be given priority in space and location assignment.
  - 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 mix.



# Vendor Selection & Booth Spaces

## VENDOR SELECTION

- Vendors are selected annually by the Market Manager and the Downtown Waterfront Alliance.
- Selection will be based on quality and uniqueness of product, compatibility with existing market mix, vendor performance, space available and seniority.
- No vendor will have guaranteed return rights to the Market from 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 management believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry or granted limited participation.
- Priority – Agricultural products will be given priority over other product categories. Agricultural vendors will also be given priority in space and location assignment.
  - 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 mix.
- 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.

## SELLING SPACE

- Market Space – Spaces are roughly 10' x 10'. Selling space and location assignments are determined by the Market Manager and are not transferable. Double spaces or larger must be pre-approved by the Market Manager prior to Market day. Additional fees will apply.
- Sharing space with another vendor must be pre-approved by the Market Manager.
- Vendors will provide tables, canopy with appropriate weights, signage, and any display materials desired for their booth. All products, displays, signage, etc. must be contained within space assigned. Do not spill into other booths or common areas unless pre-approved by Market Manager.
- Space Assignments – Specific space location requests will be accommodated when possible but **are not guaranteed**. 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.
- Vendor space assignments are made at the Market Manager's discretion taking into consideration product mix, customer flow, special promotions, and vendor seniority. Space assignments are not transferable.

## BOOTH FEES

- The 2021 Waterfront Farmers Market booth fees are as follows:
  - 10' x 10' space with daily Sales <\$100 = \$20/day
  - 10' x 10' space with daily Sales >\$100 - \$499 = \$30/day
  - 10' x 10' Daily Sales >\$500+ = \$40/day
  - 10' x 10' 2019 Prepaid Season (12 weeks) = \$330
  - For spaces larger than 10' x 10', see the Market Manager
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# Set-up and tear-down

## LOGISTICS

- Market Layout – The layout of the Market changes virtually every Market day. A core group of seasonal vendors may be present, but because the Market expands and contracts with the season a certain amount of rearranging is needed each time. It may be necessary to move vendors to make way for seasonal produce or to condense the layout when there are fewer vendors present.
- Space Assignment – Your space for the Market Day will be communicated to you upon check-in on Market day.
  - Locate Market Management to check in and confirm your booth location each Market day. All selling spaces are pre-assigned and rearranged as necessary.
- Check in - Vendor will check in with the Market Manager upon arrival.
  - A file for each vendor will be at the Market Management Booth each Market.
    - Upon arrival, check your booth's file for important communications and end of day envelope.
  - Check in before setting up your booth.
- Check out-
  - At the close of Market vendors will report to the WFM booth or Market Manager to check out and process money due.
  - Complete your end of day envelope and return it to your file.
  - Complete this process before loading vehicle.

## ARRIVAL AND SET-UP PROCEDURE

- The 2019 Market hours are Thursdays, June 6<sup>th</sup> – August 29<sup>th</sup>, from **1:00pm to 7:00pm**. There will be no Market on Thursday, July 4<sup>th</sup>.
- Arrival and setup time will begin at 10:00am and end promptly at 12:30pm. (Canopies must be erected and weighted by 12:30pm).
- **Vendor vehicles are not permitted in the loading-unloading zone during market hours.**
- **All vendors will be ready for business by 12:45pm.** No selling shall begin until that time, per WSFMA guidelines.
- For safety reasons, late arrivals may not be allowed to set up and stall space may be forfeited.
- Pull your vehicle into the designated vendor loading area along the curb in front of Skansie Brothers Park.
- The Market will provide volunteer assistance to the vendor when possible for loading and unloading.
  - Unload canopies and goods to your designated stall location.
    - Avoid placing items on the sidewalk.
  - Park vehicle(s) at designated off-site parking area.
    - WFM will provide designated off-site parking options for all vendors, with a shuttle available back to the Market.
      - Please note, the shuttle operates only during designated set-up and tear-down times.
    - Product set up and display for your booth should be done after relocating your vehicle in order to keep the flow of arriving vendors moving.
  - Canopy set up must be done after relocating your vehicle from the loading zone
    - All weights at a minimum of 24lbs. per leg must be in-place before the canopy is left unattended.
    - The canopy in all stages of set-up and take-down is the responsibility of the vendor.



# Set-up and tear-down (cont.)

## TEAR-DOWN AND DEPARTURE PROCEDURE

- The market closes at 7pm.
- For safety reasons, early take-down and departure before closing time will not be allowed.
  - Exceptions may be made in case of emergency, please consult the Market Manager
- **Vendor vehicles are not permitted in the loading-unloading zone until 7:00pm.**
- Takedown on Thursdays will be completed by 8:00 pm.
- The Market will provide volunteer assistance to the vendor when possible for loading and unloading.
  - Pack-up canopies and goods and complete end-of-day procedures before taking the shuttle to retrieve your vehicle.
  - Place items near, but not on, the sidewalk.
  - Retrieve your vehicle and pull into the designated vendor loading area.
    - Please note the shuttle operates only during designated set-up and tear-down times.
- Vendors are responsible for returning the area to original condition and for the removal of their own trash. No dumping of cardboard.
- Vendors are responsible for their own stalls.
- Vendors supply all necessary trash containers and must leave their site clean and in a condition suitable to the Market Manager and property owner.
- Each member will remove containers, waste and trimmings before leaving the Market.
- If Volunteer assistance is needed please notify the Market Manager.
- No dumping of ice or ice chests.

## ATTENDANCE

- Your attendance on dates you have reserved is expected.
  - A daily fee may still be owed if Vendor is a no-show for Market day.
- If an emergency arises and cancellation is necessary:
  - Please contact the Market Manager as soon as you are aware that you will not be in attendance.
- Booths shall be staffed at all times during regular Market hours.
  - The Market will remain open during published scheduled times (rain or shine!).
  - The exception is during a lightning storm, heavy rain and wind, or poor air-quality when we will close for safety. This will be determined by the Market Manager.





# Market Safety

## GENERAL SAFETY

- At no time shall a vehicle be permitted on the grass, sidewalks, or Welcome Plaza courtyard in Skansie Brothers Park.
- Vendors are not permitted to bring pets or other live animals.
- Use extreme caution when parking in the designated loading and unloading spaces near the Market.
  - Take into account this is a public park and downtown area containing heavy vehicle and pedestrian traffic.
- All vendors will comply with codes established by the City of Gig Harbor and Gig Harbor Fire.
- Vendors using canned gas or requiring an open flame must possess an open flame permit.
  - All food vendors using electricity or any other fuel source for cooking should contact the Gig Harbor Fire Marshall to verify if they require the open flame permit and have the proper required fire extinguisher.
  - Vendors shall not use any bottled gas, electrical device, or hazardous material without prior approval of the Market Manager and Gig Harbor Fire.
  - Cooking under a canopy is not allowed.
  - For further information, contact the Gig Harbor Fire Marshall at 253-853-7632
  - All safety concerns should be reported immediately to the Market Manager.
- The Downtown Waterfront Alliance and WFM are not responsible for any loss or damage incurred by vendors. A certificate of insurance naming **The Downtown Waterfront Alliance** as additionally insured is required.

## CANOPY SAFETY

- All canopies must be flame retardant to be in compliance with fire department standards.
  - Your canopy must contain the manufacturers label stating that it is flame retardant.
- **ALL CANOPIES OR UMBRELLAS MUST HAVE WEIGHTS! NO EXCEPTIONS.**
  - All vendors (including during set up and break down times), 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.
  - Weights must be at least the required weight of 24lbs. per weight.
  - Each 10 x 10 canopy requires 4 weights. One weight per leg.
  - Vendors without proper weighting may not be able sell at the Market until in compliance with the weight requirement.

## COVID-19 SAFETY

- **THE WATERFRONT FARMERS MARKET WILL FOLLOW ALL COVID REGULATIONS THAT ARE MANDATED BY THE APPLICABLE ORGANIZATIONS AT THE TIME OF EACH MARKET DATE. VENDORS WILL BE REQUIRED TO BE IN COMPLIANCE WITH THE MARKET'S DIRECTIONS.**



# Food Safety

## FOOD SAFETY

Food Safety – For further interpretation of these rules, or clarification on whether the food rules are applicable to your booth at the WFM, contact the Tacoma-Pierce County Health Department (TPCHD) at [info@tpchd.org](mailto:info@tpchd.org) or (253) 798-6500. **This list does not cover every TPCHD requirement. It is the responsibility of the vendor to be informed and in compliance with all permitting and safety requirements.**

- **Handwashing Stations are required at any booth with open food.**
- Applications and payment to the Health Department are due at least 14 days before the event to avoid fees.
- At least one person at the booth must have a valid Washington State Food Worker Card. We recommend all employees and volunteers have Food Worker Cards.
- You must have handwashing facilities. If you do not meet sanitation requirements, a \$145 reinspection is required.
- Do not touch ready to eat food with bare hands. Use gloves, tongs, deli-tissue or utensils.
- Hands must be washed before putting on gloves and between glove changes.
- All food preparation must be done in a kitchen approved by the Tacoma-Pierce County Health Department. Food prepared at home is not allowed.
- Sterno devices are not allowed.
- Check food temperatures frequently.
- When using a barbecue or grill, you must separate or rope off the equipment from the public with at least a four-foot barrier. See the Market Manager for further Gig Harbor Fire regulations.
- All fruits and vegetables must be pre-washed, pre-cut or washed in an approved kitchen if being sold to be consumed on site.
- If selling unwashed fruits and vegetables, see the Market Manager for signage to be placed at the point of sale.
- A consumer advisory is required any time undercooked or raw eggs, meat, fish or shellfish are offered.
- A tip-sensitive food thermometer will be available at the Market information booth for your use.
- A reinspection fee may be instituted if you receive 35 red points or do not meet sanitation requirements of the TPCHD.
- All vendors will be monitored and upheld to the food safety standards and requirements of the USDA, WSDA, Tacoma Pierce County Health Department, the Market Manager and any other applicable permitting agency or authority.
  - The Downtown Waterfront Alliance and WFM are not responsible for any loss or damage incurred by vendors. A certificate of insurance naming **The Downtown Waterfront Alliance** as additionally insured is required.





# Vendor Conduct

## **VENDOR CONDUCT**

- Vendors will be suitably dressed and interact with the public and fellow vendors in a courteous and appropriate manner.
- There will be no discrimination according to race, color, creed, gender, religion, sexual orientation, age or nationality.
- Vendors will display their products neatly and attractively, with consideration for the other vendors and the public.
- Respect all spaces and contain product with-in your given 10' x 10' space.
- All booths are to have visible signage that indicates the farm/business name.
- Product must be clearly priced.
- No political or religious campaigning or disseminating of information.
- Consumption of alcohol or controlled substances at the Market is strictly prohibited.
- Smoking, including vaping, is not permitted within Skansie Brothers Park or the Welcome Plaza.
- Retail sales taxes are the responsibility of the individual vendor.
- 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.
- Should a complaint or problem arise during market hours, it should be directed to the Market Manager in a timely manner that is not disruptive to the market.

## **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.