

Sammamish Farmers Market Rules - Business Booths

Each market day, the Sammamish Farmers Market will host business booths for marketing and advertising purposes only. Business booths are reserved for members of the Sammamish Chamber of Commerce only. SCC Members are allowed one free day per year. Signing up for a business booth at the farmers market or purchasing additional days are done by contacting office@sammamishchamber.org. **Additional days are \$60 per day.** (see below for payment options) Sponsorships are also available. Applications for business booths will be made directly to the Chamber of Commerce. Market Rules (below) apply to business booths. Businesses may NOT sell their products and no money may be exchanged while at the market.

Market Rules for Business Booths

Overview: It is our goal that each of our business exhibitors is successful. Decisions related to the daily operations of the market will reflect our efforts to achieve this goal.

Site Description: The Sammamish Commons market site has many amenities, including large lawn areas, a spacious courtyard, overhead lighting, public restrooms and a nearby natural park and skate park, along with many parking options. Access to the site by vehicles is available on the day of the market, but it will be limited, as this is a public park area. We have estimated that we have a total of 10 available 10x10 stall spaces for business exhibitor booths.

1.) Booth Assignment: Market Management and Sammamish Chamber of Commerce have full authority to assign booth space. Requests for particular sites or reserved sites for regular business exhibitors will be given strong consideration, but management reserves the right to assign and locate all business booths on a week-by-week basis with the emphasis on creating an esthetically pleasing, safe and easily navigated market.

All sites are accessible for loading and unloading of product and supplies, with easily accessible nearby vendor/business exhibitor parking. This market site has a minimum number of spaces that will allow for on-site parking; these spaces will be assigned with priority for Farmer and Processor vendors only.

Many of the stalls on the site are south facing (looking onto the lawn area and entertainment). The few sites that face east or northeast will be reserved for Farmer and Processor vendors with perishable products.

2.) Booth Setup:

- Cooperation is vital for setup at the market. The Market Manager has sole discretion for market layout, which may be modified at the last minute based on cancellations and other unforeseen events. **Setup may begin at 2PM for business exhibitors and must be completed by 3:30PM.** You may not arrive earlier unless previously arranged with Market Manager. No vehicles will be allowed to drive on site **after 3:15pm** for the safety of our customers and businesses and to allow for the setup of market amenities. **Late arrivals will not be allowed for that market day without express permission from the Manager for circumstances out of the control of the business owner.** Certain business owners may be asked to arrive at a specified time, based on site access and stall location, and the Market Manager will determine this schedule if necessary.
- Each business owner is responsible for providing his or her own canopy or umbrella, which will be limited to a 10x10 space, with exceptions allowed on a case-by-case basis. All canopies shall be weighted in accordance with the WSFMA guidelines, which provides the insurance for the site and conducts periodic site visits to monitor market

safety. It is the responsibility of the vendor to provide weather protection for his or her product.

- Electricity is available on a case-by-case basis and will be prioritized for use by prepared food vendors, farmers and processors who have refrigerated product, demonstrations, musicians and special events. No fees will be assessed for use of power.
- Signage at each stall must clearly identify the name of the business. (At least 3' wide signs are recommended.)
- Business owners are responsible for keeping their booth attractive and free of trash during the market hours. Business owners are responsible for removing their trash and debris at the close of business. Business owners may not dispose of trash in market bins.

3.) Staffing the Booth: The booth must be staffed by the business owner or designated employee. Children are welcome though they need to be monitored closely.

4.) Business Booth Etiquette: Business owners shall conduct their business in a professional manner and will be civil and respectful towards each other, staff and customers at all times.

Dress and language should be appropriate for a market and community/family event. **Soliciting outside your booth, playing recorded music or other potential distractions are not allowed.** Reading books, lengthy talks on cell phones, listening to I-Pods, etc is discouraged. Storytelling, giveaways and other interactions are strongly encouraged. Dogs and pets are not allowed without permission of the Market Manager.

6.) Cleanup and Breakdown: Business owners should keep their space attractive and clean during market hours. Business owners must provide for their own garbage removal and must clean the grounds around their booth at the end of the day.

Breakdown can begin at 8PM and no sooner, except by rare, special permission by the Manager, and must be completed by 9PM. Business owners should not begin breakdown prior to this out of courtesy to our customers. Vehicles can begin to have access to the site at 8:10. The Market Manager will determine the priority of vehicle access based on travel time, amount of product, vehicle size and other considerations.

7.) Necessary Supplies: 10 x 10 tent or market umbrella, table and chairs. Signage related to business, giveaways, marketing materials and balloons. If bringing a tent, please bring weights to keep tent from lifting in the wind.

8.) Payment for Additional Days: If a chamber member would like to have additional days at the market, they may apply for those days by emailing office@sammamishchamber.org. Once days are approved, businesses will be directed to an online form to pay, or will be invoiced upon request. Additional days must be paid for by the Friday prior to the market day(s) that they are requesting.