

## **Sammamish Farmers Market Rules - Business Booths**

Each market day, the Sammamish Farmers Market will allow space for up to 5 business booths for marketing and advertising purposes only, no sales. Business booths are only reserved for of the Sammamish Chamber of Commerce.

SCC members are allowed one free day per year. Members can apply for their free business booth and apply for additional booths, at \$50.00 per day, by going to [Sammamish Farmers Market Business Booth Application](#). Once the business booth is approved, the member can pay online or request an invoice. Sponsorships are also available and can be applied for on [Sammamish Farmers Market sponsorship](#) page.

### **Market Rules for Business Booths**

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 park and skate park, along with many offsite parking options. Access to the site by vehicles is available on the market day, but it will be limited, as this is a public park area.

**Booth Assignment: Market** management and Sammamish Chamber of Commerce have full authority to assign booth space. Requests for specific sites 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 supplies, All on-site parking is reserved for food trucks and farmers who require refrigeration. Sites facing north and northeast will be reserved for Farmer and Processor vendors with perishable products.

**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.

- Business booth setup may begin at 3:00 pm and must be completed by 3:30 pm. You must not arrive early unless previously arranged with the market manager. Late arrivals will not be allowed for that market day without express permission from the market manager for circumstances out of the control of the business owner. Based on site access and stall location, the market manager may ask certain business owners to arrive at a specified time.
- Each business owner is responsible for providing their own canopy or umbrella, tables, chairs, signage, and other supplies such as giveaways, balloons, and weights to keep the tent from listing in the wind. The space allowed is ten feet by ten feet. All canopies shall be weighted in accordance with the guidelines of the Washington State Farmers Market Association, which provides insurance for the site and conducts periodic site visits to

monitor market safety. It is the responsibility of the business owner to provide protection for their supplies.

- Electricity is available on a case-by-case basis and will be prioritized for use by prepared food vendors, farmers, processors who come with refrigerated products, 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. The market recommends signs that are at least three feet wide.
- Business owners are responsible for keeping their booth attractive and free of trash during market hours and are responsible for removing their trash and all other items at the close of business, which is 8:00 pm. • Dress and language should be appropriate for a market and community / family event. Hawking, recorded music or other potential distractions are not allowed. Reading books, lengthy talks on cellphones, listening to recorded devices is discouraged.
- The market encourages storytelling, giveaways, and other interactions. Dogs and other pets are not allowed in a business booth without special permission from the market manager, unless the animal is a trained service animal.

**Cleanup and Breakdown:** 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 no sooner than 8:00 pm out of courtesy to our customer and must be completed by 9:00pm. Vehicles can access the site at 8:10 pm. The market manager will determine the priority of vehicle access based on travel time, number of supplies, vehicle size and other considerations.