

## 2026 Sammamish Farmers Market Rules - Non-Profit Booths

As a community gathering place, the Sammamish Farmers Market allows non-profit groups to educate marketgoers about their organization and mission. Sammamish non-profits are prioritized as our policy is to create awareness of all the good, they do in the community. Vendors and non-profits must meet the same values and character of the Sammamish Farmers Market. Non-Profits are allowed two days per season and also Non-Profit day at the market as stall space allows.

Market Rules (below) apply to non-profit booths. Non-Profits may NOT sell any items and fundraising is not allowed although educating customers on how to make donations to the organization is encouraged.

### Market Rules for Non-Profit Booths

**Overview:** It is our goal that each of our organizations is successful. Decisions related to the daily operations of the market will reflect our efforts to achieve this goal. There is no fee for a non-profit organization. Parking will be at Sammamish Hills Lutheran Church at 22818 SE Eighth St. across the street from the SFM. There is NO parking at City Hall, YMCA or the Library. These areas need to be saved for customers.

**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 vehicle is available for unloading only during the set-up period on the day of the market.

**Booth Assignment:** The Market Management has full authority to assign stall space. Requests for specific sites will be given strong consideration, but management reserves the right to assign and locate all non-profits with the emphasis on creating an esthetically pleasing, safe and easily navigable market.

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.

**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 3PM for non-profit booths and must be completed by 3:30PM.** You may not arrive earlier unless previously arranged with the Market Manager. **Late arrivals will not be allowed for that market day without express permission from the Manager for circumstances out of the control of the non-profit owner.** Certain non-profit organizations 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 non-profit organization is responsible for providing their own 10X10 canopy, weights, table and chairs.** All canopies shall be weighted in accordance with the WSFMA guidelines (24 pounds per leg). WSFMA provides insurance for the site and conducts periodic site visits to monitor market safety. It is the responsibility of the non-profit vendor to provide weather protection for their product.

- We would like to encourage non-profit organizations to attend the market. Be aware that the site can be windy, rainy, or hot and there is no shelter available.
- 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 products, demonstrations, musicians, and special events. No fees will be assessed for the use of power.
- Signage at each stall must clearly identify the name of the non-profit. Three feet wide signs are recommended. Balloons are attention grabbing.
- Non-profit organizations are responsible for keeping their booths attractive and free of trash during market hours; are responsible for removing their trash and debris at the close of the market; and may not dispose of trash in market trash cans. There are dumpsters onsite for trash.
- All business must be conducted within the 10X10 booth. There is no walking around, stopping customers or handing out flyers.

**1) Staffing the Booth:** The booth must be staffed by the non-profit owner or designated employee or volunteer. Children are welcome though they need to be monitored closely.

**2) Non-profit Booth Etiquette:** Always, non-profit organizations shall conduct their non-profit in a professional manner and will be civil and respectful towards each other, staff, and customers.

**3) Dress and language** should be appropriate for a market and community/family event. 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 with customers are strongly encouraged. Dogs and pets are not allowed without special permission from the Manager.

**4) Cleanup and Breakdown:** Non-profit organizations 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 and must be completed by 9PM. Vehicles can have access to the site at 8:10 pm. The Market Manager will determine the priority of vehicle access based on travel time, amount of product, vehicle size and other considerations.

If you have any questions, please contact [Manager@SammamishFarmersMarket.org](mailto:Manager@SammamishFarmersMarket.org).