

Sammamish Farmers Market Rules - Non-Profit Booths

As a community gathering place, the Sammamish Farmers Market allows non-profit groups to educate market-goers 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 on day per season at the market, with additional days granted upon request and as space is allowed.

Market Rules (below) apply to non-profit booths. Non-Profits may NOT sell any items and fundraising is not allowed although awareness of 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 are 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 market, but it will be limited, as this is a public park area.

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 non-profits 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 navigated market.

All sites are accessible for loading and unloading of products and supplies, with easily accessible nearby vendor/business exhibitor parking.

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 3PM for non-profit booths and must be completed by 3:45PM.** You may not arrive earlier unless previously arranged with Market Manager. No vehicles will be allowed to drive on site for the safety of our customers and businesses and to allow for 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 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 his or her own canopy or umbrella, which will be limited to a 10x10 space, with exceptions allowed on a case-by-case basis. The market may provide the above supplies on a first come, first served basis. This must be approved ahead of time with the Market Manager. 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.
- We would like to encourage non-profit organizations to attend the market. If you do not have access to a 10x10 pop up tent, but can bring a table and chairs, we will give consideration to your organization to attend. Be aware that the site can get windy, hot and there is no shelter available in case of rain.
- 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 non-profit. (At least 3' wide signs are recommended.)
- Non-profit organizations are responsible for keeping their booth attractive and free of trash during the market hours. Non-profit organizations are responsible for removing their trash and debris at the close of non-profit. Non-profit organizations may not dispose of trash in market bins. There are dumpsters onsite for trash.

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

4.) Non-profit Booth Etiquette: Non-profit organizations shall conduct their non-profit 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. Hawking, 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 special permission from the Manager.

5.) Cleanup and Breakdown: Non-profit organizations should keep their space attractive and clean during market hours. 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, except by rare, special permission by the Manager, and must be completed by 9PM. Non-profit organizations 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.

6.) Necessary Supplies: Booth or market umbrella, table and chairs. Signage related to non-profit, giveaways, marketing materials and balloons. If bringing a canopy, please bring weights to keep booth from lifting in the wind.

If you have any questions, please contact Manager@SammamishFarmersMarket.org.