



# 2020 VENDOR AGREEMENT

www.aberdeensundaymarket.org | info@aberdeensundaymarket.org | WHOLE Harbor, P.O. Box 927, Aberdeen, WA 98520

## 2020 Aberdeen Sunday Market at Broadway & East Heron Street

The Aberdeen Sunday Market is a weekly venue for farmers, crafters and food processors to sell their wares directly to the public. In addition to the above, the Aberdeen Sunday Market will be a space for local non-profit organizations to provide information to the public through displays, performances, handouts, personal contact and fundraising.

The following are the rules and regulations for the Aberdeen Sunday Market. Please read each page and complete an application to be considered to participate.

## MAIL APPLICATION, RULES & REGULATIONS AGREEMENT, HOLD HARMLESS AGREEMENT & CHECKS

PAYABLE TO:  
Aberdeen Sunday Market  
P.O. Box 927, Aberdeen, WA 98520

## RULES & REGULATIONS

**HOURS:** The market will run every Sunday from June 14 to September 13. Hours of operations are 10 am to 3 pm. All vendors must be ready for business by 9:30 am and cannot begin tear down until 3 pm. Vendors will be given 1 hour for tear down, unless **prior arrangements** have been made with the Market Manager.

**SELECTION OF VENDORS:** All vendors at the Aberdeen Sunday Market must grow, craft or process what they sell, in accordance with the Washington State Farmers Market Association "Roots Guidelines". Resellers are not allowed in the Market. All items will be judged on quality, value and contribution to the market. No used or antique items will be allowed to be sold at the Market. Vendors must be present each week they commit to. All items offered for sale at Aberdeen Sunday Market shall be subject to inspection and approval by the Market Manager.

**STALL ASSIGNMENTS:** Stalls will be assigned to Vendors based on the following: 1) Commitment / Frequency of space 2) Farmers 3) Food Processors 4) Crafters 5) Non-profit Groups. Requests will be considered; however, the final layout is at the discretion of the Market Manager.

**BOOTH SET-UP:** Vendors will be allowed into the Market area starting at 8 am. ALL VEHICLES MUST BE REMOVED FROM AREA By 9:15 AM. We ask that each vendor be considerate and unload their vehicle quickly and then park it. Vendors wishing to load-in after 9 am will have to cart items in - NO VEHICLE ACCESS BETWEEN 9:15 AM AND 3 PM.



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**TEAR DOWN:** For the safety of customers as well as market appearance, no vendor can begin tear down until close of Market at 3 pm. Safety is our #1 priority. Please follow signs and directions from Market Staff/Volunteers when entering and exiting the Market Area. No vehicles will be allowed into area until 3 pm, after all shoppers are cleared from the area.

**STALLS:** Stalls will be approximately 10' x 10'. If the vendor exceeds past the 10' x 10' area, they will be charged accordingly, or required to meet the space requirements. No stakes, poles, signs etc. will be permitted to be adhered to the ground or the exterior of any building, these items should only adhere to vendor equipment. Marking or painting on the gravel or asphalt is prohibited. All regular trash must be put inside the designated trash cans or taken away with you. No dumping of chemicals, hay/straw, ashes, grease or foreign items is allowed on the property. **ALL TENTS AND AWNINGS MUST BE SECURED WITH PROPER WEIGHTS (at LEAST 25 pounds per leg) TO PREVENT BLOWING AWAY AND CAUSING DAMAGE AND INJURY.**

**FEES & PAYMENTS:** Daily rental fees are due by the end of each market day and can be paid in advance or collected by the Market Manager on market day.

**VENDOR PARKING:** Vendors can park in the lot behind Furniture World. Vendors may NOT park on the street as local businesses have requested that we keep those spaces available for shoppers.

**CLEAN UP:** Each vendor is responsible for leaving their area clean. **NO EXCEPTIONS.** Aberdeen Sunday Market is not responsible for items left on the premises.

**SIGNS:** All vendors must have a sign clearly marking the legal name of the business or registered DBA name. Booths must be kept clean and display product in an attractive and safe manner.

**PRINTED MATERIAL:** Vendors are allowed to display in their booths materials that pertain to their products. Other than the Vendor materials, no petitions, or other printed material, political or otherwise, will be distributed or displayed at the Aberdeen Sunday Market, without prior approval by the Market Manager.

**PRICING:** Pricing of goods sold at the Market and any applicable taxes are the sole responsibility of the individual Vendor. All prices must be clearly and accurately displayed for all items.

**AMPLIFIED MUSIC:** Amplified music or paging systems cannot be used by Vendors. No generators are allowed, unless approved by the Market Manager.

**HEALTH PRACTICES:** All Vendors must adhere to sanitary procedures as outlined by the Grays Harbor County Public Health Department. All food concessionaires, and food



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samplers are responsible for obtaining proper health and food handler's permits and registration needed to do business at the Aberdeen Sunday Market. Any Vendor found to be selling contaminated food or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the Grays Harbor County Health Department. For information on permits, registration and requirements please call 360-249-4222.

**SMOKING POLICY:** No smoking or any kind of open flame will be permitted in or around the market area, unless otherwise authorized by the Market Manager. For the health and safety of vendors, customers and staff, no smoking or vaping within 50 feet of any vendor booth, including your own. This includes shoppers. Please alert the Market Manager of any violations of this rule.

**DRUG AND ALCOHOL POSSESSION POLICY:** The unlawful possession or use of illegal drugs and / or alcohol on the Market site will not be tolerated.

**ORGANIC LABELING:** Use of the phrase "organic" in produce sales shall be governed and regulated in accordance with Washington State Department of Agriculture regulations. All Vendors are required to advertise truthfully and to respond to customer's questions in a like manner.

**ADVERTISING:** Advertising of the Aberdeen Sunday Market will be the responsibility of the Aberdeen Sunday Market and is for the benefit of all Vendors at the market. Vendors are encouraged to also promote the Market by way of shared Social Media Posts and other approved materials.

**LICENSES, INSURANCE & TAXES:** All vendors are responsible for paying taxes & obtaining licenses needed to do business in the State of Washington. In addition, all vendors are required to carry and show proof of liability insurance, with Aberdeen Sunday Market listed as additional insured.

**GRIEVANCES:** All grievances need to be put in writing and mailed to the Aberdeen Sunday Market, PO Box 927, Aberdeen, Washington 98520.

**CHECK OUT:** All vendors will need to "Check Out" with the Market Manager to pay any fees due and report daily revenue before leaving. This reporting is required, and helps us write grants, maintain our WSFMA Membership and other Community Benefits such as WIC and EBT. All financial information will be kept absolutely confidential.

**AGREEMENT:** By accepting a stall at the Aberdeen Sunday Market, each Vendor thereby agrees to abide by these regulations and must sign the attached Hold Harmless Agreement covering both the City of Aberdeen and the Aberdeen Sunday Market. The Management of the Aberdeen Sunday Market reserves the right to cancel the privileges of any Vendor who,



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in the opinion of Management, has willfully violated the rules and regulations governing the Aberdeen Sunday Market. The Market Management, Aberdeen Sunday Market, will enforce the above rules in a fair and consistent manner.

**RULES AND REGULATIONS ARE SUBJECT TO CHANGE**

*I have read the rules and regulations to the Aberdeen Sunday Market and agree to abide by them.*

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SIGNATURE

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PRINT NAME

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DATE

\*\*\*PLEASE KEEP A COPY FOR YOUR RECORDS\*\*\*