



## 2<sup>nd</sup> Annual Summer Night Pop-Up Market Policies 2022

Please read these policies carefully. Your signed vendor application confirms that you have read, understand, and agree to these policies. Keep this copy of the policies for your records. Failure to observe these policies may result in being asked to leave and/or lose the right to participate in the event.

**Vendor Application Deadline: 06/20, 2022**

*All applications will be reviewed by 06/24/2022. Applicants will be notified of approval/denial on 06/27/2022. Applications received after the deadline will be reviewed if time permits and approved based on space availability.*

### General Information

<b>Market Date:</b>	Friday, July 29 <sup>th</sup> , 2022
<b>Vendor Setup Hours:</b>	2:00pm – 4:30pm
<b>Vendor Cleanup Hours:</b>	8:30pm – 10:00pm
<b>Market Hours:</b>	5:00PM-8:30PM, market operates rain or shine
<b>Location:</b>	320 SW Mount Si Blvd., North Bend WA 98045
<b>COVID Policies:</b>	The market operates in accordance with King County Public Health regulations. All vendors must follow applicable COVID-19 policies at the time of the event.

### Vendor Categories

Arts & Crafts  
Farmers & Flowers  
Processed & Packaged Foods  
Informational

## **Vendor Code of Conduct**

*Code applies to all vendors, their workers, agents, guests, volunteers, family, or anyone assisting a vendor in any manner.*

1. Practice patience and understanding to customers, other vendors, and Sno Falls staff.
2. Demonstrate sensitivity to people of all ages, ethnicities, and diversities; in accordance with RCW49.60.030 Freedom from Discrimination Law.
3. No wearing of or use of items that violate the anti-hate crime laws (including but not limited to wearing of t-shirts, stickers, posters, pamphlets, etc.)
4. Treat customers with courtesy, respect, and honesty.
5. Treat other vendors and their property with respect and understanding.
6. Treat Sno Falls staff and volunteers with respect and understanding.
7. Notify Sno Falls staff immediately of any unsafe conditions or grievances.
8. Vendor's children are their responsibility and must be always under adult supervision.
9. All products offered for sale must be safe, have a decent life expectancy and exhibit quality of construction.

## **Market Rules, Regulations and Booth Guidelines**

*Rules, Regulations, and Booth Guidelines apply to all vendors, their workers, agents, guests, volunteers, family, or anyone assisting a vendor in any manner.*

1. Do not use or condone profanity or vulgarity towards any other person, either by actions or in any language.
2. No vendor may be under the influence of any drugs or alcohol while participating at the market; or use prescription or over-the-counter drugs that impair their ability to operate their booth in a safe manner.
3. Smoking is prohibited.
4. No dogs or other animals are permitted. Service Animals only.
5. Booth/Canopy size not to exceed 10'x10'.
6. All canopies must be weighed down and secure. No stakes are permitted.
7. Generators, open flames, cooking, and heating systems are not allowed.
8. Vendors are responsible for keeping their booths clear of any hazards.
9. Aisle width throughout the market area shall be maintained at 44" or greater.
10. Canopy material must be flame-retardant.
11. Booths must be supervised at all times.
12. No electricity or running water will be available. Portable Restrooms and handwashing stations are available on site.
13. Attendance is required for the entire duration of the event. Setup and Cleanup will only be permitted during designated hours.
14. Vendors must park all vehicles in the designated parking area.
15. Vendors must grow, craft, prepare or process what they sell. We do not accept vendors with resale items.

### **Washington State Plastic Bag Ban**

Per Washington's Plastic Bag Ban, single-use plastic carryout bags are not permitted. Should vendors wish to provide large paper carryout bags or thick, reusable plastic carryout bags they may do so at a charge of \$.08 per bag to the shopper. Reusable Sno Falls Grocery Totes will be made available to all attendees at the market entrance.

### **Licenses, Insurance, and Permits**

All vendors must comply with all applicable laws, ordinances, and regulations. Copies of necessary licenses and permits must be provided prior to final approval. All vendors must provide proof of Washington State business license. General liability insurance is strongly recommended for all vendors.

### **Sales Tax and Scales**

All vendors are responsible for obtaining appropriate licenses and reporting and paying all taxes needed to do business in the City of North Bend and State of Washington. Vendors are required to have a Washington State Master Business License Number (UBI) and must supply this tax number at the time of application.

Vendors selling produce by weight must provide their own scales. Scales must be "legal for trade" and are subject to inspection by the Department of Agriculture's "Weights and Measures" Program. All scales must be registered annually by the Washington State Department of Licensing.

### **Advertising**

All Vendors participating in the event may provide a high-resolution logo for the purposes of advertising their attendance at the Market. Sno Falls Credit Union reserves the right use the Vendor Business Name and Logo in all print and electronic media for the purpose of advertising before and after the event.

### **Photo & Video Release**

I the undersigned MARKET VENDOR PARTICIPANT and/or any representative of my Sno Falls Summer Night Pop-Up Market participation, give permission to have photos/video tapes taken without compensation, during the event activities and used for publicity purposes in any manner by Sno Falls Credit Union.

### **Indemnification & Hold Harmless Agreement**

I the undersigned MARKET VENDOR PARTICIPANT and/or any representative of my Sno Falls Summer Night Market participation has read and understands the Sno Falls Summer Night Pop-Up Market Policies and is bound by the terms and conditions outlined in them. The vendor is responsible for the quality and safety of what they sell. Vendor shall defend, indemnify, and hold Sno Falls Credit Union, its Commissioners, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of, or in connection with, the performance of this Agreement, except for injuries and damages caused by the sole negligence of Sno Falls Credit Union.

Full Name

Signature

Date

### **Return completed application packet to:**

**Email:** [community@snofalls.com](mailto:community@snofalls.com)

**Mail:** Sno Falls Credit Union, Attn: Summer Night Pop-Up Market, PO Box 2510, North Bend WA 98045