

2023

VENDOR APPLICATION



CONTACT INFORMATION

Contact Name : _____

Phone Number : _____ E-Mail : _____

Address : _____

BUSINESS INFORMATION

Business Name : _____

Website : _____

Facebook : _____ Instagram : _____

Describe your products : _____

Type of Vendor

☐

Farm

☐

Food

☐

Other

MEMBERSHIP & SIGNATURE

Would you like to become a KPM Member to receive discounted daily booth fees and other benefits?

☐

Yes, I want to become a KPM Member!

☐

No, not at this time.

By signing below, I acknowledge that I have read and agreed to the Market Policies provided by The Kingston Public Market.

Signed

Date



Complete and return the Pre-Schedule Form with the dates you plan to attend the market. Pre-scheduling helps us plan for and promote your business ahead of market days to drive attendance.

Submit completed application to:

📍 P.O. Box 124 Kingston, WA 98346 **OR**
✉ thekingstonpublicmarket@gmail.com

Questions? Contact us!

☎ (360) 660 0848

FOR OFFICE USE ONLY

Application received by:

Signed

Date

2023

VENDOR PRE-SCHEDULE



CONTACT INFORMATION

Contact Name : _____

Phone Number : _____ E-Mail : _____

Business Name : _____

PRE-SCHEDULE DATES

Letting us know which market days you plan to attend will help us to promote your business ahead of time.

| | | | | | |
|------------------------------------|----------------------------------|----------------------------------|---------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> ALL DATES | <input type="checkbox"/> June 4 | <input type="checkbox"/> July 2 | <input type="checkbox"/> Aug 6 | <input type="checkbox"/> Sept 2 | <input type="checkbox"/> Oct 1 |
| <input type="checkbox"/> May 7 | <input type="checkbox"/> June 11 | <input type="checkbox"/> July 9 | <input type="checkbox"/> Aug 13 | <input type="checkbox"/> Sept 10 | <input type="checkbox"/> Oct 8 |
| <input type="checkbox"/> May 14 | <input type="checkbox"/> June 18 | <input type="checkbox"/> July 16 | <input type="checkbox"/> Aug 20 | <input type="checkbox"/> Sept 17 | |
| <input type="checkbox"/> May 21 | <input type="checkbox"/> June 25 | <input type="checkbox"/> July 23 | <input type="checkbox"/> Aug 27 | <input type="checkbox"/> Sept 24 | |
| <input type="checkbox"/> May 28 | | <input type="checkbox"/> July 30 | | | |

2023

MARKET FEES



KPM MEMBERSHIP FEES

| VENDOR | FEE |
|------------------------|--|
| Adult (18+ yrs old) | \$70 \$50 if paid before opening day, May 7, 2023 \$35 if paid after August 13, 2023 |
| Junior (14-17 yrs old) | N/A |
| Child (<14 yrs old) | N/A |
| Non-Profit | N/A |

KPM DAILY MARKET FEES FOR 10x10 BOOTH

| | MEMBER FEE | NON-MEMBER FEE |
|------------------------|--|----------------|
| Farm Vendor | \$15 | \$25 |
| Food & Other Vendors | \$30 | \$40 |
| Junior (14-17 yrs old) | N/A | \$15 |
| Child (<14 yrs old) | N/A | \$5 |
| Non-Profit | N/A | N/A |
| Extra Booth Fee | Spaces larger than 10 x 10 are required to pay an additional \$10 fee per week | |
| Special Market Days | Daily fees may be priced differently during special market days (e.g. 4th of July) | |

ADDITIONAL PRICING INFORMATION

- Food vendors requiring electrical hookup from the port must pay a \$5/market day or \$50/market season fee.
- Seasonal parking passes can be purchased at the market for \$50.
- A maximum of 2 independent Vendors may share a single booth space if both are Market Members.



2023

MARKET POLICIES

All members of the Kingston Public Market will behave towards market customers, staff, volunteers, and each other in a professional manner that fosters a sense of market community and camaraderie, a spirit of cooperative involvement, and that promotes the market as a whole to the North Kitsap community.

MARKET SEASON

The Kingston Public Market season runs from May through early October.

TIMES AND DAYS

The Kingston Public Market operates on Sundays from 10:00 AM – 3:00 PM with occasional "special event" extended hours.

FEES

The Board of Directors shall set fees for participation in the Kingston Public Market. Fees shall be clearly presented on the Market website and as an addendum to these Market Policies. Fees may be adjusted periodically and shall be established to balance a set of inter-related factors: cost of Market operations; support for Vendors in all categories; local market conditions. Fees may include Annual Membership and weekly booth fees. Vendor categories include (a) primary items for sale e.g. produce, processed food, hand-held food to eat while at the Market, crafts, and other; (b) age of Vendor [Adult, Juniors age 14-17, Kids under age 14]. (See Policy

BOOTHS AND SPACES

The Market booth size is 10 feet X 10 feet. The Market does not provide water to individual booths (although potable water spigots are available on-site) or electricity to Vendors (although Vendors are able to obtain electricity from the Port of Kingston if they are Members of the Kingston Public Market). Vendors are required to delineate their space, typically using canopies or umbrellas. All vendors who wish to erect canopies on the Market site during a normal period of Market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any Vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Market on that Market Day, unless that Vendor chooses to take down and stow their canopy and sell without it. Self-contained kitchens in motorized trailers must be reviewed for approval by the Market Manager. Food Vendors must be able to move their set-up onto the site, without damage to the area.

Participation and set-up is at the discretion of the Market Manager. The goal is to create a Market layout that is complimentary to all Vendors and to the Market as a whole. Vendors preparing foods or selling produce will be assigned an area. Vendors may rent a tent from the Market for

SITE MANAGEMENT

During Market hours, the Market Manager will collect fees, direct set-up, and decide any immediate issues affecting the overall Market.

SET-UP AND TAKEDOWN

Vendors may begin setting up their booths as early as 7:00 AM. Vendors are required to be on site and out of the loading zone no later than 9:00 AM and fully setup by 9:45 AM in order to participate in that day's Market. Sales may not be made prior to the market opening at 10 AM or after market close at 3 PM as per the Port of Kingston lease. Vendors are required to stay for the entire Market Day, and are responsible for taking down their set-up, disposing of their own garbage, and leaving their spot trash-free.

VENDOR PARKING

During set-up and takedown, Vendors may park in the customer parking zone surrounding the Market area. However, Vendors may not park in the Port of Kingston's 2 Hour Parking during Market hours. Vehicles must be parked elsewhere during the Market hours. Vendor parking is available in the Port of Kingston pay lot for a fee. On each Market Day, the Market Manager may have available, on a first-come- first-served basis, a limited number of special parking passes to Vendors who display a valid WA State- issued disabled parking permit. If you need help finding the correct place to park, the Market Manager can help you. Members of the Kingston Public Market may purchase an annual parking pass for use on Market days.

SMOKING AND ALCOHOLIC BEVERAGES AT THE PUBLIC MARKET

Vendors may not smoke on the Kingston Public Market grounds. Vendors may not be under the influence of alcohol or drugs during Market hours, nor have any alcohol or drugs on the Market premises, other than Beer and Wine sold by licensed Market Vendors.

PETS

Vendors may not have personal pets on the property during market hours.

PRODUCT QUALITY

The Market Manager will make the final judgment on the suitability of any specific Vendor's operation for the Kingston Public Market.

SERVICES

Services may be sold at the Kingston Public Market provided they are performed on-site (e.g. chair massage, knife sharpening). If the service cannot reasonably be provided on-site, the Vendor may solicit future prospects and sales.

SELLING ANIMALS AT THE KINGSTON PUBLIC MARKET

Farm animals such as goats, sheep, rabbits, ducks, or chickens, and domesticated cats and dogs, may be sold at the Kingston Public Market, subject to the pre-approval of the Market Manager or members of the Board of Directors. They must be kept twenty feet from any food Vendor. It is the Vendor's responsibility to provide for the animals' welfare and clean up after the animals.

PRICING

The Kingston Public Market is a retail market. Prices charged should be fair to all Vendors, and comparable to pricing in the community. Intentional undercutting will be considered unfair and the Vendor may be asked to leave by the Market Manager.

PRODUCE

Produce Vendors are very important to the Kingston Public Market. The Market actively seeks and encourages locally grown fresh produce at the Market. Produce may be imported for sale by Member Vendors at the Kingston Public Market, so long as:

1. The Vendor is the only stop between the grower and the consumer.
2. They do not sell any produce not grown in Washington.
3. If produce is sold as local, the Vendor must list the farm(s) where the produce was grown.
4. Re-sellers must label their products as being "re-sold" (or other synonymous term)
5. Brokers, who sell none of their own produce, must apply to the Board of Directors in writing prior to selling at the Market.

ORGANIC LABELING

Vendors may advertise their produce and foodstuffs as "naturally grown", "unsprayed", etc. but not "organic" without formal certification, since use of the term "certified organic" is restricted by State law to those who have, in fact, been certified by the Washington State Department of Agriculture. Uncertified vendors are asked to not use the specific term "organic". All Vendors are required to advertise truthfully and to respond to customers' questions in a fair manner.

FOOD

Perishable farm products and baked goods must be appropriately packaged and handled, complying with any applicable regulations of the Kitsap County Health Department. Hand-held food vendors (foods that are prepared substantially on-site and typically eaten on-site) are welcome at the Kingston Public Market. The Kingston Public Market is committed to bringing high quality products, produce, and foodstuffs to the community. Any goods that are not of sufficient quality may be required to be removed from sale by the Market Manager.

PERMITS AND LICENSING

It is each Vendor's responsibility to get and maintain any licenses or permits necessary for their particular operation. Vendors must comply with all Kitsap County Health Department regulations and licensing requirements. All required permits shall be displayed. All vendors must follow sanitary procedures. Any Vendor found selling contaminated foodstuffs or produce shall be suspended from selling at the Market until satisfactory clearance has been obtained from the Kitsap County Health Department. All Vendors must wear shoes and shirts at the Market.

INSURANCE

The Kingston Public Market carries liability insurance that covers people for personal injury while they are on the market site. Vendors are not covered for damages customers may claim from their products or business losses.

THE BOARD OF DIRECTORS

The Kingston Public Market is governed by a Board of Directors elected by the Market membership. The Board of Directors will meet at a regular time. Members are welcome to attend these meetings. The first working agenda item at every meeting will be "Vendor and Member Concerns."

COMMITTEES OF THE BOARD OF DIRECTORS

The Board of Directors will appoint committees as needed to handle the business and operation of the Kingston Public Market. These committees will be chaired by a member of the Board of Directors and can include other Vendors and members of the Kingston Public Market and surrounding communities. These committees may be standing (ongoing) or ad hoc (set up for a single purpose and disbanded when the task is done.)

ANNUAL MEETING

The Kingston Public Market annual members' meeting is held after the end of the season with the purpose to elect members to the Board of Directors, and conduct the business of the organization. The time and place of the annual meeting is announced at least 30 days prior to the meeting.

GRIEVANCES AND CONCERNS

Should a Vendor or other member feel their rights as a member of the Kingston Public Market have been violated in some way, or feel that another Vendor, Board Member, or someone else has acted outside of their authority with the Kingston Public Market or in a way that harms the Kingston Public Market as a whole, the following steps should be taken:

1. The grievance or concern should be put in writing and include a clear and specific description of the problem and the name(s) of the person(s) involved, a description of the ways in which the person has attempted to resolve the matter (if appropriate), and at least two courses of action that would satisfy the writer (if appropriate). These should include, but not be limited to:

- i) *Mediation between involved parties.*

- ii) *Forming a board committee to hear all sides of the issue & recommend action to the Board.*

- iii) *Determine that the issue does not warrant formal steps to resolve it and should be handled through other channels.*

2. Copies of this correspondence should be sent to the President of the Board of Directors and to all persons involved in the grievance or concern. This must be signed correspondence.

3. The Board of Directors has final authority in deciding the outcome of grievances.

LOGO USE

Any Vendor that wishes to imprint their products with the Kingston Public Market logo may apply to the Board of Directors in writing for Board approval and conditions of use. The Board will reply in writing within 30 days of application. Vendors selling logo items will pay the Kingston Public Market a 15% royalty per item sold.

NEW GUIDELINES FOR RE-SELLERS & RETAIL SALES

The Kingston Public Market is excited to announce expanded guidelines for retail sales ~ No longer requiring that all goods be handcrafted by the vendor! You can now sell virtually anything within reasonable taste. For example, a retail or on-line store can bring products to the Market or you can re-sell things from your personal collections.

Rules For Setup:

Set up a tent or some type of enclosure that defines your 10 x 10 foot space (e.g. a pop-up tent or canopy). The Market may be able to rent one to you for the day. Contact the Market Manager before Wednesday if you want to set up to make sure a rental tent will be available.

Your enclosure must have tie-downs.

All merchandise must be on tables, not on the lawn, per the Port of Kingston requirements. The exception to this would be items that are too large or too heavy. Ask the Market Manager to review.

All merchandise must be displayed in an orderly and safe manner.

The Market's intent is to encourage a relaxed and friendly market and to avoid items that will offend visitors, and to present a visually tidy and enticing Market. The interpretation of these rules, including allowable merchandise, will be SOLELY AT THE DISCRETION OF THE MARKET MANAGER, who may ask you to leave if he/she feels you are violating any of the above. This is one instance where, if you are in doubt, better to ask permission than to ask forgiveness!

Things you may NOT sell, display, or use to proselytize: pornography, religious materials, firearms, political materials.