

Ilwaco Saturday Market

2026 VENDOR AGREEMENT & GUIDELINES

Every Saturday, May 2 through September 26, 2026-10:00 AM to 4:00 PM

Application Process:

All applications will only be accepted through www.managmymarket.com.

Paper application will no longer be available. All fees must be paid in full prior to the first market day on May 2nd. Accepted payment methods include a credit card on file or a mailed check. Vendors will receive an emailed invoice for the first market day; invoices will automatically process for each consecutive market day. Checks must be mailed to:

Mail check payment to:
Ilwaco Saturday Market
PO Box 36
Ilwaco, WA 98624

Make checks payable to:
ILWACO MERCHANTS ASSOCIATION

Market Fees:

-Annual Vendor Fee: Must be paid in full prior to season beginning, reduced cost per Saturday and classified as full-time with the same assigned space each week, must attend a minimum of 17 market days, may miss no more than 5 market days or will forfeit assigned space. Absences must be reported by 12:00 PM (noon) the Thursday before market day.

- **Applications:** Must be SUBMITTED NO LATER THAN **March 31st** on Manage My Market. Annual fees postmarked or received **AFTER March 31** will pay an add'l. \$50.
- **After May 1, the Annual fee is only avail. at the Manager's discretion. NOT avail. after June 1st.**

-Daily Vendor Fee: Pay week by week. Do not have reserved spaces, and are not guaranteed they will receive the same space they may have previously occupied. May change weekly. (See fee table).

Annual Fee	Daily Fee	Vendor Category	Category Definition:
\$400.00 Rec'd 4/1- 4/30, will be \$450	\$30.00	Farmers Artists Handcraft Etc.	Arts (fine art, photography, ceramics, jewelry, etc.), hand-crafted products (including fabric crafts, bodycare), plants, processors, prepackaged foods, produce, others as approved
\$550.00 Rec'd 4/1- 4/30, will be \$600	\$45.00	Food (prepared on-site)	Prepares freshly made foods for sale and immediate consumption on-site at the Market in accordance with all federal, state & local health requirements. Shall possess and maintain all required state, county, and local permits.

Additional Charges that may apply:

-Electricity: Annual-\$100 for entire season, Daily-\$10.00 each day (See Power Usage pg.3)

-Application Fee: All applications submitted will be charged a one-time per season, **fee of \$16.00** regardless of approval status. This includes Non-Profit Organizations.

-Ilwaco Saturday Market does NOT charge vendors a percentage of sales.

Ilwaco City Vendor Permit:

Vendors are required to have a **\$25.00 Ilwaco City Vendor Permit** to sell product at Ilwaco Saturday Market. This fee is paid to ISM and is for the 2026 season only.

- For **Annual Vendors**, this fee is in addition to your space fee and must be included with your application due March 31, 2026.
- For **Daily Vendors**, this fee is due on or before your first market day.
- Vendors **DO NOT** need an **Ilwaco City Vendor Permit** if you operate a business in Ilwaco other than the Saturday Market and have obtained an Ilwaco Business License.

UBI # and TAXES:

Each retail vendor must obtain a **Master Business License** from the state of Washington and is responsible for collecting and reporting retail sales taxes to Washington State. Each vendor must supply their Washington State Master Business License Number (also termed the Unified Business Identifier or UBI) when application is made to sell at the Ilwaco Saturday Market. The current sales tax rate is 8.2% for Ilwaco. If tax is included in the price of your products, you must display a sign stating this and have "tax included" noted on your price tags.

If you do not have a WA State UBI #, apply on-line at <https://dor.wa.gov/open-business> or call the WA State Department of Licensing at (360) 705-6741.

Food Service Permits:

All market vendors who prepare and sell food must obtain a Temporary Food Service License from the Pacific County Environmental Health Division and must have a Food Handler card. If you would like to give samples of food for people to taste, a Food Sampling Permit is required-sampling may increase sales, so consider obtaining this low-cost permit.

- Learn more at: https://www.co.pacific.wa.us/dcd/food_applications.html
- You can contact the DCD at: **cc permits to:** dcd@co.pacific.wa.us 360-642-9382 (Long Beach) or 360-875-9356 (South Bend)
- Permits and food related documents must be **prominently displayed** in your booth.
- **A Copy of your permits and food related document MUST be submitted to the Market Manager before you may begin vending.**

On-Site Food Vendors: Food vendors must submit a complete list of the foods and beverages they plan to sell on the Vendor Application-items excluded from this list may not be sold. The Market Manager will work with all food vendors to facilitate a fair and equitable menu for competing food vendors. The market desires a variety of menu items from different vendors.

Liability and Insurance:

As per the Market's agreement with the Port of Ilwaco, ALL vendors MUST carry and provide Liability Insurance of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate and name the *Ilwaco Saturday Market at the Port and the Port of Ilwaco* as additional insured. With this, the Vendor bears sole responsibility for any personal injury, property or merchandise placed upon or sold from the Market premises. The vendor agrees to indemnify and hold harmless Ilwaco Saturday Market at the Port, the Port of Ilwaco, the Ilwaco Merchants Association, the City of Ilwaco, and all of their officers, employees, representatives, directors, contractors, agents, sponsor and affiliates against all loss, injury, damage, or liability to persons or property sustained by reason of the vendor's activities on the premises, including selling, storage and merchandising, or the vendor's occupancy of the premises, or use of common areas, or any portion thereof. Indemnification shall include, and the Market shall be entitled to recover, all reasonable attorney fees and costs at trial and on appeal.

All Certificates of Liability Insurance should be mailed to PO Box 36, Ilwaco, WA 98624.

Space Assignments:

All vending must occur within the confines of your assigned space-vending/selling outside this space is not permitted.

- **Selection:** The Market Manager approves and assigns all vendor spaces. Returning Annual Vendors receive priority when spaces are assigned. Note that infrequent Special Events and inclement weather may require a change in space assignment for any vendor.
- **Reservations/Notification:** Requests for space may be submitted to the Market Manager until Noon on the Thursday before each market. However, since space is limited, the earlier a reservation is received the more likely a space can be assigned. Vendors will be notified of space assignments via email and through Manage My Market, not later than 5pm on Friday.
- **Vendor Commitment:** Vendors are expected to remain open and available for the entire market from 10 am to 4 pm. The exception is if the Market Manager “calls” the market closed due to weather or other safety issues. Full payment is due, even for markets closed early for safety.
- **Non-Profit Organizations:** If space is available, eligible non-profit organizations (non-political, non-sectarian) may apply through Manage My Market to promote their organization. A \$15 application fee applies; there are no additional fees. Proof of 501(c)(3) status is required. Non-profits may not sell products or compete with vendors. Participation is limited to two (2) non-profits per market day and ten (10) market days per season. Space is approved at the Market Manager’s discretion.
- **Non-transferable** - Vendors, whether they are present or not, may not offer/transfer their assigned spaces to another vendor. On market days where Annual Vendors choose not to attend, Saturday Market retains the right to assign another vendor to their reserved space.

Power Usage:

- **Power Access:** Vendors may request access to one standard 120-volt outlet, available in limited designated areas, for an additional fee. All power usage incurs an extra charge.
- **Electrical Standards:** All wiring and electrical equipment must be UL (Underwriters Laboratories) or ETL (Electrical Testing Laboratories) approved. Electrical safety and code compliance are essential for the success and safety of this event.
- **Power Specifications:** 120-volt, single-phase power is available. Vendors must use an adequate surge protector and a 50-foot, 12/3-gauge extension cord to connect to the provided outlet. Acceptable uses include basic needs such as general lighting or a cash register.
- **Setup Instructions:** Vendors may run one extension cord from the outlet to their booth. If multiple devices require power, a surge-protected power strip must be used at the booth.
- **Safety & Liability:** Vendors are required to operate all electrical equipment safely and responsibly. The event organizers are not liable for any accidents or damages resulting from misuse. Improper or unsafe use of electricity may result in immediate removal from the market without a refund of fees. *Vendors will also be held responsible for the cost of any repairs or damaged equipment resulting from misuse.*

Cancellations & No-Shows:

All Vendors must notify the Market Manager by 12:00 PM (noon) on the Thursday prior to the market if unable to attend. Failure to do so may result in forfeited fees and/or removal from the market.

Attendance dates must be kept current in **Manage My Market**.

- **Annual Vendors:** Cancel after **5:00 PM Thursday** may result in loss of preferred space and a **\$25 fee per occurrence**.
- **Daily Vendors:** Cancel after **5:00 PM Thursday** will be charged the **\$30 space fee plus a \$25 cancellation fee**, due before the next market day.

No-Shows (no communication) are not tolerated and may result in removal from the market.

Set-up/Break Down/Vehicle Access/Parking:

Speed limit along Waterfront Way is 5 mph. Waterfront Way is a pedestrian walkway and was never designed for 10-ton vehicles, jockeying for position. Be extremely careful of pedestrians, businesses, and Port property.

- **Set Up:** Begin at 7:30 AM and all vehicles must be off-site by 9:30 am. Set-up completed by 9:45 AM.

1. Vendors on the west end (Englund Marine), spaces #0 - #30, will enter from the WEST and then exit using the drive in the center of the Port businesses, between Sea Breeze and Pacific Salmon Charters.

2. Vendors on the east end (Coho Charter) spaces #32 - #58, will enter from the EAST and then exit using the drive in the center of the Port businesses, between Sea Breeze and Pacific Salmon Charters.

Park as close to the grass as possible, NOT on grass, so other vehicles can drive through.

3. All vendors must unload and immediately move vehicle from the walkway. **NO setting up; empty it and move it.** Only one vehicle at a time per vendor booth.

4. Large trucks and vehicles pulling trailers must be off the walkway before 9:00am.

- **Breakdown: NO Early Tear Down Allowed.** Early tear down may lose their vending privileges.

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Park as close to the grass as possible, NOT on grass, so other vehicles can drive through.

3. Have all your product packed up and ready to load before bringing your vehicle in.

5. No vehicles will be allowed on the walkway before 4:15 pm for load-out.

NEVER GO OVER 5 MPH, walking pace.

-Parking: Park on the furthest side in the Port lot across the street (Howerton Way) so that shoppers can use the spaces closest to the market. Vendor parking is NOT allowed in the small parking lots on the Port side of Howerton Way or along the street. Let's make it as easy as possible for customers to come and purchase from you!

-Tent/Canopy Weights – All tents used at Ilwaco Saturday Market must have a minimum **30-pound weight attached to each leg. If you do not have weights, you will have to sell without your canopy.**

Products to be Sold:

Ilwaco Saturday Market Manager will jury all products for sale and reserves the right to accept or reject in whole or in part, any items presented for sale. You can only sell those items listed on your application all items must be pictured on Manage My Market. Any new items must be submitted for approval.

-AI-Generated Artwork: To uphold the values of originality, craftsmanship, and authenticity that define the Ilwaco Saturday Market, the sale of AI-generated or AI-assisted artwork is not permitted at this market.

Definition: *AI-generated artwork refers to visual pieces created, in whole or in part, using artificial intelligence tools or platforms regardless of subsequent editing or modifications by the vendor.*

- **Prohibited Sales:** Any art, prints, or creative works that have been generated or significantly altered using artificial intelligence tools are not allowed for sale at the market.
- **Handmade and Original Requirements:** All artwork sold must be original and handmade by the vendor using traditional or digital artistic methods without the use of generative AI software.
- **Authenticity and Transparency:** Vendors are expected to represent their work honestly. Misrepresenting AI-generated work as handmade or original will be considered a violation of market policy.
- **Enforcement:** The Market Manager reserves the right to ask vendors to remove non-compliant items. Continued violations may result in warnings, fines, or suspension or removal from future market participation.

Why This Policy Exists: Our market is dedicated to supporting local artists and makers who contribute their own creativity and skill to their work. This policy ensures that all creative goods sold reflect the time, talent, and authenticity that customers expect when supporting small businesses.

Appearance of booth/space: Vendors must clearly display the name of their business. All items for sale must be clearly priced and displayed in a clean and professional-looking manner. Booths should be orderly and tidy for customer safety and a cohesive appearance throughout the market.

No smoking is allowed within the Market.

Cleanup: Vendors are responsible for cleaning all refuse, trash and waste created by their products within and around their allotted space. Failure to do so may result in a clean-up charge.

Port dumpsters, public trash cans, & recycling bins are NOT for vendor product use.

Pets/Children:

Well-mannered pets-on-leash are allowed provided owners clean up after their pets. If complaints are received for any reason (e.g., aggression, noise, off leash), the offending pet must immediately be removed and may not return to the Market. Vendors must monitor and supervise their children at all times during the Market day. Children should not be allowed to wander the grounds and adjacent properties without a parent or guardian with them. The Market can take no responsibility for the safety or whereabouts of pets or children, or for any damages they may incur.

Non-compliance:

The Market Manager retains the right to refuse to allow any vendor to participate in the Market or item to be sold that does not comply with the Saturday Market's Agreement & Guidelines or meet quality standards. The Manager may remove a Vendor from the market for non-compliance without a refund. At the Manager's discretion, a vendor may be removed from the Market without refund at any time.

Restrooms:

Ilwaco Saturday Market provides 3 public restroom locations for vendors and patrons:

- Across from Coho Charters on Howerton Ave-Multiple stalls.
- In the Pavillion next to Pacific Salmon Charters-Multiple stalls.
- A single Port a Potty at west (Englund Marine) end entrance of Waterfront Way.

Please note that this is a working fisherman-friendly port. Occasionally, restrooms may need attention. If you notice any issues, inform the Market Manager as soon as possible.

The Ilwaco Merchants Association and the Ilwaco Saturday Market retain all rights to change these Agreements & Guidelines throughout the course of the market season with notice.

Communication: All communication during the season, space plans, notifications, etc., is done via email and through Manage My Market. **All Vendors are required to have an active email address and to establish a Manage My Market Vendor Profile.**

Questions: Contact the Market Manager via email at marketmanager.ilwaco@gmail.com or call (360) 670-0120. **Please leave a message.** During market hours: manager is will be on sight sometimes in the market trailer located next to the pavillion restrooms.

After reading the Agreement & Guidelines, please complete the Vendor Application and sign the Vendor Certification/Liability Release at www.managemymarket.com.