

Ilwaco Saturday Market
2024 VENDOR AGREEMENT & GUIDELINES

1. **Dates:** Saturdays, May 4 through September 28, 2024
2. **Saturday Hours:** Vending 10:00 AM to 4:00 PM
3. **Market Fees:** All fees are payable to **ILWACO MERCHANTS ASSOCIATION** at P.O. Box 36, Ilwaco, WA, 98624 and *are non-refundable, non-transferable.*

Vendor Space Fees - Choose either the lower-cost-per-Saturday **Annual fee** to reserve space each Saturday OR the **Daily fee** to pay for space by the market day.
 (See table below for pricing.)

Annual Vendors are considered **Full Time** and should expect to maintain the same space each week, provided they attend a minimum of 17 weeks. Annual vendors that miss more than 5 weeks may lose their normal space. Annual vendors must cancel by Noon on the Thursday prior to Market day, if they choose to miss a Market day.

- o **Annual Fees and Applications** for Ilwaco Saturday Market (ISM) **must be RECEIVED NO LATER THAN March 31, 2024**, by the Market Manager. Besides the benefit of a lower cost per Saturday, Annual vendors receive priority for space assignments.
- o **Annual fees postmarked or received after March 31 will be an additional \$50.**
- o **After May 1, the Annual fee option is only available at the Market Manager’s discretion.**
- o **Daily Vendors** pay week by week and are assigned spaces as they are available.
- o **Ilwaco Saturday Market does NOT charge vendors a percentage of sales.**

Annual Fee	Daily Fee	Vendor Category	Category Definition:
\$400.00 Rec’d April 1- April 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 April 1- April 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.

City Permit Fees: 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 2024 season only.

- For **Annual Vendors**, this fee is in addition to your space fee and must be included with your application due March 31, 2024.
- 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.*

Additional charges that may apply:

- o **Electricity** – Annual vendors \$100 for season, daily vendors \$10.00 fee for each market day

4. **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 8.1% 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.

5. **Space Assignments:**

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 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 (unrented), non-profit organizations (non-political/nonsectarian) may apply to the Market Manager for space to promote their organization at no charge. The organization must provide a 501c3 classification. The organizations may not sell product at the market or compete in any way with vendors or vendor’s products or services. No more than two spaces per market day may be assigned in this manner. Vendor is limited to 10 markets per season. The Market Manager retains the right to grant or deny this space without explanation to non-profit organization applicants.

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

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.

6. **Cancellations:** If a vendor is unable to attend a market, the vendor must notify the Market Manager no later than Noon on the Thursday before each market. Failure to provide this notice may result in loss of any fees paid for space or termination of vendor participation at the Saturday Market.

Annual Vendors who cancel after 5PM on Friday may lose their preferred space assignment and will incur a \$25.00 fine for each infraction. Daily vendors that cancel after 5PM on Friday will be charged their normal space rent of \$30 plus \$25 Cancellation Fee, due prior to the next participation date.

7. **Set-up/Break Down/Vehicle Access/Parking**

Setup/Breakdown - Set-up may begin at 7:30 AM and all vehicles must be off-site by 9:30 am. Booth set-up must be completed by 9:45 AM.

Set Up: Park as close to the grass as possible so other vehicles can drive through.

Speed limit along Waterfront Way is 5 mph.

1. Vendors on the west end, spaces #0 - #32, will enter from the WEST (by Englund Marine) and then exit using the drive in the center of the Port businesses, between Sea Breeze Charters and Pacific Salmon Charters.
 2. Vendors on the east end, spaces #33 - #58, will enter from the EAST (by Coho Charter) and then exit using the drive in the center of the Port businesses, between Sea Breeze Charters and Pacific Salmon Charters.
 3. All vendors must unload and immediately move their 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.

Vendors who tear down early may lose their vending privileges.

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2. Vendors on the east end, spaces #33 - #58, will enter from the EAST (by Coho Charter) and then exit using the drive in the center of the Port businesses, between Sea Breeze Charters and Pacific Salmon Charters.
3. Have all your product packed up and ready to load before bringing your vehicle in. **Park as close to the grass as possible so other vehicles can drive through.**
5. **No vehicles will be allowed on the walkway before 4:15 pm for load-out.**

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. NEVER GO OVER 5 MPH.

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.**

8. **Products to be Sold:** The 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. Any new items must be submitted for approval.

9. **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.
10. **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 Saturday 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.
11. **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.**
12. **No smoking is allowed within the Market.**
13. **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.**
14. **Non-compliance:** The Market Manger 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.
15. **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.

16. **Permits:** All market vendors who prepare and sell food must obtain a Temporary Food Service Permit 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.
- o Learn more at: <https://www.co.pacific.wa.us/dcd/Food.htm>
 - o You can contact PCEH at:

Griffin Solsburg
gsolsburg@co.pacific.wa.us
360-942-7247

cc permits to: dcd@co.pacific.wa.us

- o Permits and food related documents must be **prominently displayed** in your booth.
 - o A Copy of your permits and food related document **MUST** be submitted to the Market Manager before you may begin vending.
 - o **All food vendors must 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.**
17. 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.
18. **Questions:** Contact the Market Manager via **email at marketmanager.ilwaco@gmail.com** or call (360) 670-0120
19. **Communication:** All communication during the season, space plans, notifications, etc., is done via email and through Manage My Market. **Vendors are required to have an active email address and to establish a Manage My Market Vendor Profile.**

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

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

Make checks payable to:
ILWACO MERCHANTS ASSOCIATION