

## Sammamish Chamber of Commerce Business Fair

Each market day the Sammamish Farmers Market will host a Sammamish Chamber of Commerce Business Fair with up to 10 business booths for marketing and advertising purposes only. Business booths are reserved for businesses that do not qualify to be market vendors. Applications for the Business Fair Booths will be made directly to the Chamber of Commerce. Market Rules (below) will apply to Business Fair Booths. Businesses may NOT sell their products and no money may be exchanged while at the market

Fees: (payable to the Chamber of Commerce)

- \$30 Annual Application Fee
- Businesses with proof of revenue (the entire amount of income before any deductions are made) that **exceed \$25,000/year**, \$125/ market day; \$100 for Chamber Members
- Businesses with proof of revenue (the entire amount of income before any deductions are made) of **\$25,000/year or less**, \$75/market day; \$50 for Chamber Members

### Market Rules for Business Booths

**Overview:** It is our goal that each of our business exhibitors is successful. Decisions related to the daily operations of the market will reflect our efforts to achieve this goal.

**Site Description:** The Sammamish Commons market site has many amenities, including large lawn areas, a spacious courtyard, overhead lighting, public restrooms, and a nearby natural park and skate park, along with many parking options. Access to the site by vehicles is available on the day of market, but will be limited, as this is a public park area. We have estimated that we have a total of 10 available 10x10 stall spaces for business exhibitor booths.

**1) Booth Assignment:** Market management and Sammamish Chamber of Commerce have full authority to assign booth space. Requests for particular sites or reserved sites for regular business exhibitors will be given strong consideration, but management reserves the right to assign and locate all business booths, on a week-by-week basis, with the emphasis on creating an esthetically pleasing, safe and easily navigated market.

All sites are accessible for loading and unloading of product and supplies, with easily accessible nearby vendor/business exhibitor parking. This site has a minimum number of spaces that will allow for onsite parking and these will be assigned with priority for Farmer and Processor vendors only.

Many of the stalls on this site are south-facing, looking on to the lawn area and entertainment. The few sites that face east or north east will be reserved for Farmer and Processor vendors with perishable product.

#### 2) Booth Setup:

- Cooperation is vital for setup at market and the Market Manager has sole discretion for market layout, which may be modified at the last minute based on cancellations and other unforeseen events. **Setup may begin at 3PM for business exhibitors.** You may not arrive

earlier unless previously arranged with market manager. Setup must be completed by 4PM. Businesses which require on-site access for vehicle unloading should arrive at least one hour prior to market opening. Businesses will need to quickly off-load their equipment and displays to allow room for other vehicles. **No vehicles will be allowed to drive on site after 3:30** for the safety of our customers and businesses, and to allow the setup of market amenities. Late arrivals will not be allowed for that market day without express permission from the Manager for circumstances out of the control of the business owner. Certain business owners may be asked to arrive at a specified time, based on site access and stall location, and the Market Manager will determine this schedule if necessary.

- Each business owner is responsible for providing his or her own canopy or umbrella, which will be limited to a 10x10 space, with exceptions allowed on a case by case basis. All canopies shall be weighted in accordance with the WSFMA guidelines, which provides the insurance for the site and conducts periodic site visits to monitor market safety. It is the responsibility of the vendor to provide weather protection for his or her product.
- Electricity is available on a case by case basis, and will be prioritized for use by prepared food vendors, farmers and processors who have refrigerated product, demonstrations, musicians and special events. No fees will be assessed for use of power.
- Signage at each stall must clearly identify the name of the farm or business (at least 3' wide signage).
- Business owners are responsible for keeping their booth attractive and free of trash during the market hours. Business owners are responsible for removing their trash and debris at the close of business. Business owners may not dispose of trash in market bins.

**3) Staffing the Booth:** The booth must be staffed by the business owner or designated employee, Children are welcome though they need to be monitored closely.

**4) Business Booth Etiquette:** Business owners shall conduct their business in a professional manner, and will be civil and respectful towards each other, staff and customers at all times.

Dress and language should be appropriate for a market and community/family event. Hawking, recorded music, or other potential distractions are not allowed. Reading books, lengthy talks on cell phones, listening to I-pods, etc. is discouraged. Storytelling, give-away's, and other interactions are strongly encouraged. Dogs and pets are not allowed without special permission from the manager.

**6) Cleanup and Breakdown:** Business owners should keep their space attractive and clean during market hours. Business owners must provide for their own garbage removal, and shall clean the grounds around their booth at the end of the day..

Breakdown can begin at 8PM and no sooner, except by rare, special permission by the manager, and must be completed by 9PM. Business owners should not begin breakdown prior to this out of courtesy to our customers. Vehicles can begin to have access to the site at 8:10. The Market Manager will determine the priority of vehicle access based on travel time, amount of product, vehicle size, and other considerations.

**7) Suggested Supplies:** Booth or market umbrella, table, chairs. Signage related to business, giveaways, marketing materials and balloons. If bringing a booth, please bring weights to keep booth from lifting in the wind.