

Vendor Rules to Remember

Make sure you and your sales staff are familiar with the rules and regulations handbook before selling at our market. All on-site representatives will be asked to sign an agreement that states that they understand and agree to comply with Market rules and policies. A few important points to remember:

- **Punctuality** - The site is open to vendors for setup two hours before opening bell. Vendors must be at the market site at least 30 minutes before the market opens and be ready to sell at the opening bell. Vendors who arrive fewer than 30 minutes before market opening will load off from the parking lot outside the market site. Food Trucks must be parked 15 minutes before opening bell.
- **Selling Time** - Selling starts at opening bell, not before. All vendors must be set up and ready to sell at the opening bell. All vendors are required to stay until closing. Vendors who sell out early should post a sign, “Sold Out,” and not leave their vehicles or possessions unattended.
- **Unloading** - When unloading, park as close as you can to your assigned booth, **unload your vehicle FIRST**, move it to the designated vendor parking lot and **THEN set up**. Thank you! This helps greatly with traffic congestion within a very tight site.
- **Vendor Parking - VERY IMPORTANT** -All off-load vendors and employees **MUST** park in the designated vendor parking lot at the neighboring church which is accessed through the black gate or off of Bellevue Way. Do not park in the customer parking lots. Please honor the parking logistics. Thank you.
- **Canopy Weights – 25lb weights on EACH post of your canopy.** Remember to bring your weights! Vendors found not using required weights may be asked to disassemble their canopies. Subject to availability vendors can rent sandbags from the market.
- **Canopies—must be fire retardant and at a standard of NFPA-701**, or “California approval” rating. Most canopies have this information listed on the tag.
- **Signage** – Every vendor needs a sign no smaller than 28” wide by 8” high stating the farm or business name with location. Display and selling techniques must not impair other vendors’ ability to sell, nor create a hazardous situation for customers.
- **All prices must be clearly marked.**
- **Sampling** – King County Public Health requires that you have a 3-gallon insulated container (filled with HOT water) with a free-flowing spigot, pump soap, and waste bucket for gray water. **Bring your own hot water!** Samples must be protected from contamination by plastic wrap or a plastic dome cover. Vendors have access to the Bellevue Presbyterian Church kitchen for emergency use only.
- **Restrooms** – There will be a portable restroom on site with two hand washing stations outside. The church also has restrooms with plumbing open to vendors and all visitors.
- **Stall Space Clean Up** - Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner. Each vendor is responsible for complete clean up of their space at the close of the market and haul away all their garbage and sweeping up any product debris. **PACK UP and TAKE ALL TRASH.** Vendor generated garbage is NOT ALLOWED in the market garbage cans. They are for customer use only. Vendors must take their own garbage off-site with them and dispose of it accordingly.



- **Reporting Sales**- We need accurate and honest reporting to keep our nonprofit healthy and functioning for us and you! Please remember your commitment to accurately report ALL gross sale totals and to calculate your Stall Fee accordingly. This includes pre-orders, phone orders, invoiced orders, wedding flower orders and all revenue from WIC and Senior Vouchers and EBT. Gross sales do not include the value of any on-site CSA pick-ups. As stated in the Rules and Regulations, the Market reserves the right to audit vendors to verify the accuracy of this reporting. We only share this information in the aggregate; your individual data will never be shared.
- **Sweeping is required at the end of the day** - We are all tired and in a big hurry to get home after such long days, but if you don't clean your booth space before you leave then it is left for our staff to do. Un-swept toothpicks, cherry pits, blueberries, corn husks, bag remnants, flower petals, etc. make for very tedious, time-consuming cleanup. Brooms and dustpans are available at the Info Booth if you do not have your own. Thanks!
- **Concerns** - If a vendor has a concern about market policies or other vendors, please contact the market managers and fill out a Vendor Concern Form (available at the Info Booth).
- **Stall Assignments** - Please check your Manage My Market profile for your stall assignments. There will also be staff on-site to direct you/your staff should you have any confusion.

First time violation of each of the above rules will result in a written or verbal warning from the Market Manager. Additional violations will result in fines of varying amounts as specified in the Rules and Regulations.

