



## Winter Market Event Vendor Contract

Valid through Kirkland Winter Market dates (09/30/23 - 12/16/23)

**Market Hours:**

3-7 pm (Sep and October Markets)

10 - 2pm (November - December Markets)

**Costs:** \$50 per market (10x10 booth)

Vendors are required to pay the daily market fee, each day they attend. Payment will be collected at the end of each market in the form of cash or check, made out to the Kirkland Downtown Association or Kirkland Wednesday Market. We ask each vendor to ensure they have this valid form of payment on the day of the market. If they are

\$50 per market day they attend. Payment will be collected at the end of each market in the form of cash or check, made out to the Kirkland Downtown Association. We ask each vendor to ensure they have this valid form of payment on the day of their market. Failure to pay will result in termination of market attendance and prior KDA events moving forward. Market fees are non-refundable.

**Requirements:**

Vendors are required to bring their own equipment to run their stand, including but not limited to: their own WHITE canopy, 4 (25 lb) weights per each leg, fire extinguishers, tables, signage, POS systems, etc. We will not provide any of this. Kirkland Urban and the Kirkland Downtown Association reserves the right to ask vendors who fail to provide canopy and weights, to leave. In this circumstance the market fee of \$50 for the day will not be refunded.

Required items include:

- White Canopy, examples can be found [here](#).
- 4 (25 lb weights)
- Certificate of Insurance

Vendors are also required to have copies of their appropriate paperworks, including business licenses, permits, health cards (if applicable), insurance, etc. The Kirkland Downtown Association will reach out to vendors regarding these items if there are any questions.

### **Event Load-In, Set-Up and Time:**

The event will be located at the [Kirkland Urban plaza](#), outside on the first and second levels. Vendors will be provided with separate instructions ONE WEEK prior to their market date via email regarding where to load in at the Kirkland Urban plaza. Vendors will follow the adequate signage and utilize the volunteers to help streamline a seamless load in and out experience. For questions, please email [info@kirklanddowntown.org](mailto:info@kirklanddowntown.org) for more details.

Load in time is from 7:00 am - 9:00 am (for 10 - 2 pm markets) and from 1-2:00 pm (for 3-7 pm markets). Vendors must be set-up in their positions no later than thirty minutes prior to the start of the market. Vendors who arrive late may not be approved to sell their products that day and we reserve the right to assess the full vendor costs for that day.

Breakdown will begin promptly at the end of each market. All KDA load-in carts will be collected no later than an hour after the market ends.

### **Weather Conditions:**

We are a rain or shine market and vendors are expected to be at the market regardless of weather unless either the Kirkland Downtown Association or Kirkland Urban cancels the market. Heavy winds can occur in the particular area and we encourage vendors to dress accordingly and utilize tent-walls for booths.

### **Absence Policy:**

Vendors are responsible for attending every day they've committed to. Although, we recognize unforeseen circumstances may occur. As such, we require no less than 48 hours advance notice for any days that will be missed. Vendors who provide notice after that time-frame will be responsible for paying the market-fee for that day.

Unforeseen circumstances may be reviewed on a case-by-case basis and may still be assessed no show penalties if the KDA and Kirkland Urban is unable to fill your spot in a timely manner.

In addition, previous market or event vendors who've had two or more no shows, may be asked to put down a 50% deposit prior to attending the winter market. These vendors will be reached out to by one of the market officials with further details.

Tardiness will not be accepted under any circumstances. Any tardiness beyond the 30 minutes will be considered a no show resulting in exclusion from that market day and will be invoiced the daily booth fee.

### **Code of Conduct:**

Vendors are required to review our Code of Conduct form, sign, and agree to its terms and conditions prior to their market. This form is attached in the vendor approval email.

Inappropriate behavior will not be tolerated. Vendors are expected to treat customers, other vendors, market officials and the Kirkland Urban space with dignity and respect. Vendors are also responsible for leaving the area in the same condition as they found it.

### **Summation of Agreement:**

This experience is to help showcase vendor products and highlight the very best of artisanal goods and crafts during the holiday experience. The Kirkland Downtown Association is not responsible for low sales and traffic and encourages vendors to help promote the winter market on their social media channels for visibility. In addition, vendors participate at their own risks. Kirkland Urban and the Kirkland Downtown Association are not responsible for vendor products, personal property, booths, etc. and any injuries, accidents, losses, etc. that occur on the property during the events.

We expect the market to be fun for everyone, but we also rely on vendors to help with marketing promotion and bringing in customers.

\_\_\_\_\_ I have read, understood and agreed to the terms of the Vendor Agreement.  
(Initial)

\_\_\_\_\_ I have read and understand the terms of the Market Rules & Regulations handbook.  
(Initial)

\_\_\_\_\_ I agree to abide by the KDA code of conduct when representing my business, the KDA,  
(Initial) and the city of Kirkland.

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Signature of KDA Representative

\_\_\_\_\_  
Signature of Business Representative

\_\_\_\_\_  
Signature of KDA Board President