

Riverfront Spring Market 2021 Vendor Guide



Introduction

Riverfront Spokane is excited to work with local farmers and vendors to provide food, beverage, and other handmade local goods to the citizens and visitors of Spokane. We are also happy for vendors to have the opportunity to participate at a reduced cost during the pandemic. Andy Fuzak will be your point of contact before each event and on the day of the event. He can be reached at 509-724-3939 or by email afuzak@spokanecity.org.

In order to provide the best experience for customers, we will expect vendors to attend all of the market dates which were indicated on your application and vendors are expected to stay for the duration of the event. Please feel free to communicate early and often regarding any questions or challenges which may arise.

Fees & Invoicing

Fees for market participation remain set at \$20 per day or \$90 for all 6 days. The fee is required to be paid by March 31 and existing credits with Riverfront Spokane will be applied prior to invoicing. Expect to receive an invoice and payment instruction by March 10.

Insurance

Please send Insurance certificate listing the City of Spokane as additionally insured to afuzak@spokanecity.org. Participating vendors can meet the City's insurance requirements by maintaining in force at its own expense, the following insurance coverage:

Commercial General Liability Insurance, including Business Automobile Insurance Coverage, on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. It shall provide that the City, its agents, officers and employees are Additional Insured but only with respect to the vendor's services to be provided.

Certificate holder must be listed as:

City of Spokane
808 W. Spokane Falls Blvd.
Spokane WA, 99201

Dates & Times

Markets will be open to the public from 3-7pm on Wednesdays April 7 through May 12. Vehicles will be allowed entry into the park for load in from 1-2:30pm and load out 7:30-8:30pm. Vehicles will only be allowed in the park during the load in/load out times listed.

Vehicles may not enter the park until they are checked in by a Riverfront Spokane staff member.

Location & Load in

Vendors will enter and exit the park from the West off of Post St. near City Hall.

Load in: 1-2:30pm, Load out: 7:30-8:30pm.



The event will take place inside the Pavilion event spaces and outside on the hardscape west of the Pavilion. You indicated on your application whether you would prefer an indoor or outdoor space.



Parking

Vendors are responsible for providing their own parking and Riverfront Spokane will not allow vehicles to remain on site during the event unless a vendor requires a specific mobility accommodation. If you need special accommodation, please contact Andy Fuzak with the contact info listed above.

The following link is a map of downtown parking options but does not include metered parking:
<https://downtownspokane.org/transportation/>

Equipment

- Vendors are required to bring all necessary equipment, including tables.
- Vendors utilizing electricity must bring their own extension cords, black cord covers, and follow directions of Riverfront staff during set up.
- Vendors are responsible for providing their own pop-up tent or booth.
- Tents must be weighted immediately upon set up with sufficient weight (25 lbs.) on each leg to prevent movement by a weather event.
- No storage will be provided between market dates.
- Do not dig, stake, or otherwise penetrate the ground with any post, stick or rod or other object.
- Signs, flyers, posters, etc. are not allowed to be nailed, stapled, bungee corded, or otherwise attached to any park structure natural or man-made.

COVID Protocols

Vendors will comply with the following COVID safety guidelines outlined by Riverfront Spokane in compliance with the Washington State Department of Health (DOH) for farmers markets providing essential services:

- Participate in weekly self-assessment of health. Assessment will include all COVID screening questions as outlined in the DOH Screening guidance document, [Employervisitorscreeningguidance.pdf \(wa.gov\)](#)
- Require vendors to complete a safety plan (Attachment 1)
- Face coverings required for all staff, vendors, and shoppers; market staff to have PPE available for vendors and shoppers at all events
 - Accommodations will be made for staff/vendors with health conditions preventing them from wearing a mask. Labor and Industries has allowed for individuals with approved medical conditions to wear a shield with a fabric drape around all edges of the shield as an allowable accommodation. [Coronavirus \(COVID-19\) Common Questions Regarding Worker Face Covering and Mask Requirements \(wa.gov\)](#)
- Use of poly or vinyl food service gloves required whenever handling food
- Follow all standard food safety guidelines to prevent foodborne illness
- Vendors to provide table space for hand sanitizing dispensers for market staff and visitors (sanitizer provided by Riverfront)
- Market staff will regularly clean and sanitize all touchpoints including hand sanitizing stations, merchandise or other surfaces using EPA registered disinfectant

Attachment 1

**DRAFT
VENDOR SAFETY PLAN**

Name:

Business:

1. What essential service are you are providing?

- Food
- Supplies needed to maintain health, safety, and sanitation

2. How do you plan to protect your own health and that of your employees?

- hand hygiene, hand washing station in booth
- barriers such as sneeze guards
- signs
- Remember to and remind employees to wash their hands or use hand gel often, and to avoid touching eyes, nose, and mouth.

3. How do you plan to protect customers from exposure while at your booth?

Reduce touchpoints in the booth. Suggestions include:

- Keeping designated "Display Only" items for customers to view or handle, when possible.
- Pre-bagging/pre-packaging/pre-weighing food when possible.
- Discontinuing all product sampling and self-serve areas.

Signed: _____

Date:

Time:

Payment Handling Guidelines from the Wa Department of Health (April 21, 2020)

After handling payment, a person should not touch their eyes, nose, or mouth until they have washed their hands.

When possible, allow mobile, credit card, or other cash-free payment options. Encourage customers to pre-order/pre-pay when possible.

When handling cash, tokens, checks, or change:

- o Designate a money handler separate from the worker handling products.
- o Ask for exact change to help limit additional handling.
- o Collect payment in a container rather than directly into hands.

To disinfect wooden tokens, consider the following:

- o "Quarantine" tokens by holding in a container until the next week. Tokens held should not need additional disinfection for COVID-19.
- o Use a cloth wetted with disinfectant to clean wooden tokens or laminated paper, then air dry. Wash hands after disinfecting objects.