



# Outside Set-Up, Weight, and Wind Policy

## Pike Place Market Farm Program

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### **OUTSIDE SET-UP AND CANOPY WEIGHT REQUIREMENTS**

All canopies must be secured with a minimum 25 pound tent weight per leg. Double canopy set-ups require 50lbs of weight (2x25lbs) in the middle where the two tents legs are connected.

Weights must be attached as soon as the canopy is put up, and must be connected with a bungee cord spiraled up the leg and clipped to the top bar of the canopy. Additionally, the weight should be secured to the base of the leg with a bolo/ball bungee. Under no circumstances should a bungee be suspending or lifting the weights off the ground. Handles should be used to attach bungees instead of the Velcro straps on some weights.

Acceptable weights include: Sandbags, concrete filled buckets/pvc pipes, barbells, 5 gallon buckets filled with water and covered with a lid.

Unacceptable weights include: Containers filled with farm product. Coolers. Glass and breakable materials. Weights that are unable to be securely clipped to a bungee cord. Cord and rope is not acceptable for securing weights. Weights included with tent purchases are often under 25lbs.

Tethering to nearby permanently fixed objects is encouraged, but does not replace the 25lb weight requirement. Marketmasters have the discretion to require more weights and make adjustments to booth set-up during escalated wind conditions.

Outside vendors should come to market aware of wind conditions, and be prepared to have up to 50lbs of tent weights per leg. If you do not have additional weights, you may be asked to shut down. At Marketmaster discretion, you may be rented weights for an additional fee (\$5 per weight)

**If a canopy flies away or causes damage, the liability is with the permit holder.  
Please review the photo guide on proper weight set-up at the end of this document with your agents.**

### **REQUIRED EQUIPMENT FOR OUTSIDE SET-UPS**

#### **Single Set Up - 10x10 Canopy:**

- 4 x 25 lb. weights
- 4 long bungies (able to reach top tent bar without suspending weights)
- 4 short/bolo bungies (able to fully wrap around weights)
- 4 additional 25lb weights accessible on site in event of heavy wind

#### **Double Set Up - 2 10x10 Canopies:**

- 8 x 25 lb. weights
- 8 long bungies (able to reach top tent bar without suspending weights)
- 8 short/bolo bungies (able to fully wrap around weights)
- 8 additional 25lb weights accessible on site in event of heavy wind

**MARKETMASTERS HAVE THE DISCRETION TO DEEM A SET-UP UNSAFE**



## **HEAVY WIND POLICY**

In circumstances where there are sustained winds above 15mph, vendors will be required to follow our heavy wind protocol.

- Tent banners should be removed along with any signage/table supplements that could fly away in the wind.
- Additional weights should be deployed and if applicable, tents should be secured to permanently fixed objects like bollards and walls. It's acceptable for coolers to be bungeed as additional support for tents beyond required additional weights, as long as they weigh at least 25lbs and contain no glass products.
- Canopies should be dropped to the lowest level that is possible factoring in a vendor's height.
- Two people are required during canopy set-up and tear down.
- Vendors should not be away from their tent for extended periods of time.
- If conditions become unsafe and the Marketmaster has not yet made the call to shut down, vendors are responsible for making the decision to pack up/end for the day. A phone call should be made from the vendor to the Marketmaster informing them that they are breaking down.

Some examples of unsafe conditions where a pack up is required: Any movement/jostling of tent legs from their fixed position, needing to hold down the top of tent while inside, product repeatedly flying off of tables, intense "ballooning" of the canopy shell. This is not a comprehensive list of reasons to pack up, vendors should prioritize the safety of themselves and those around them in their decision making. This is the responsibility of the booth operator. Agents must be trained by permit holders!

**If a canopy flies away or causes damage, the liability is with the permit holder.**

## **WIND SHUTDOWN PROCEDURE**

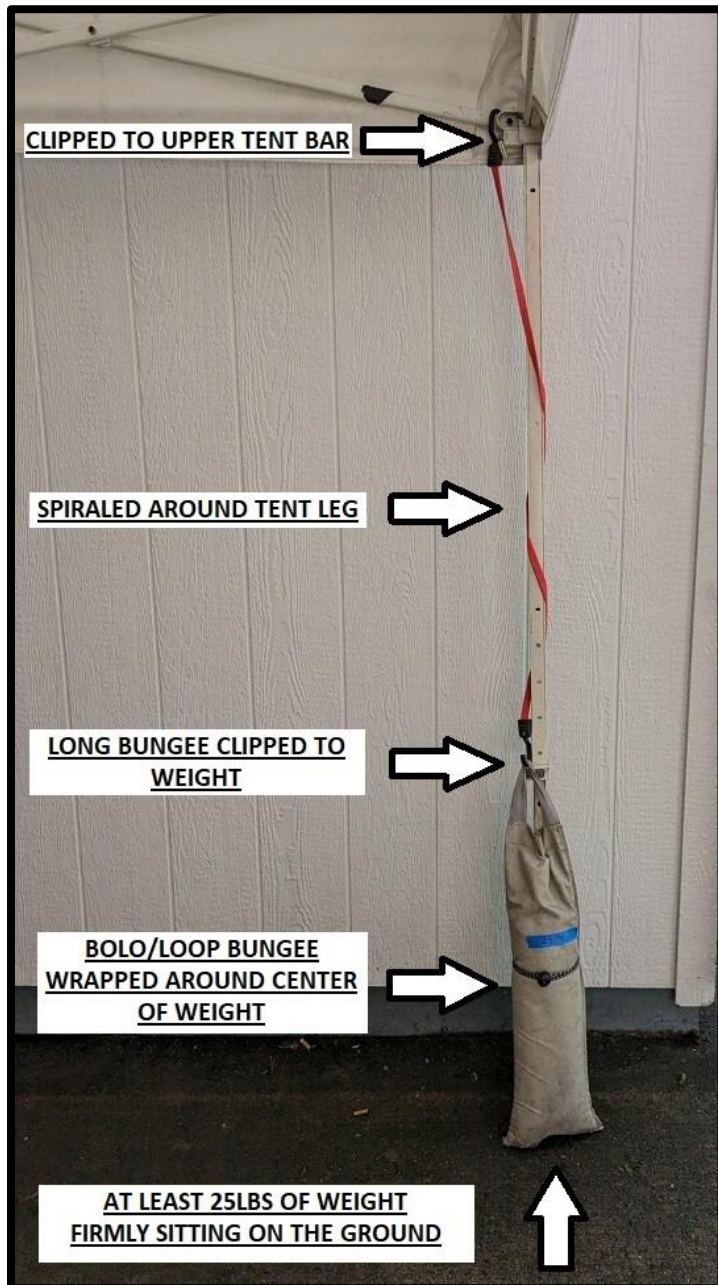
If the vendor or Marketmaster has determined that it is no longer safe to be set up outside, the following procedures should be followed.

- Call the Marketmaster phone and inform them that you are packing up.
- Immediately remove the canvas cover from the top of the tent.
- With two people: Drop the tent legs to the lowest level, remove weights while maintaining hand contact with tent, then pull out and collapse the tent.
- While transferring equipment to vehicles/storage, ensure that any objects that could fly away are properly secured.

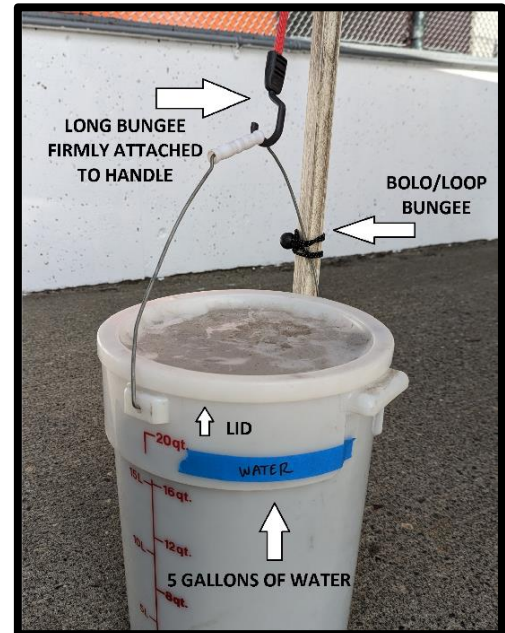
**NEVER LEAVE YOUR TENT UNATTENDED DURING A WIND EVENT**  
**MARKETMASTER PHONE: 206-618-7117**

## PROPER SET-UP PHOTO GUIDE

### PROPER WEIGHT SET-UP



### PROPER BUCKET & SANDBAG SET UP



## **UNACCEPTABLE WEIGHT SET UP**



**WEIGHTS CAN'T BE SUSPENDED**



**PRODUCT CAN'T BE USED AS WEIGHTS**