



Tour Operators Registration

Updated October 2020

Any individual or business leading a tour at the Pike Place Market is required to register with the Pike Place Market Preservation and Development Authority (PDA) and follow the requirements outlined below.

COVID-19 GUIDELINES AND REQUIREMENTS

For the duration of emergency health and safety measures in effect under City of Seattle and State of Washington orders, guided tours of the Pike Place Market are subject to specific restrictions. King County is currently in Stage 1 of the Healthy Washington COVID-19 recovery plan enacted by Governor Inslee. <https://medium.com/wagovernor/inslee-announces-healthy-washington-roadmap-to-recovery-229b880a6859>.

At this stage, ticketed outdoor events are permitted with a maximum of 10 persons (including guides) and two households. Groups must be timed apart, face coverings and physical distancing is required.

- Groups must stay in open air settings unless entry to a business has been approved. Tenant is required to follow all guidelines provided by the State and County regarding capacity and distancing within their business.
- Face masks required at all times for all customers and staff.
- Have hand sanitizer available for customers and staff.
- Utilize on-line or phone reservation systems to pre-pay and limit interactions, and restrict payments to credit cards only to eliminate the handling of cash.
- Food sampling is limited to small portions, individually pre-packaged at a commercial kitchen or equivalent facility. Wax paper or sealed compostable plastic packaging is suggested.
- Utensils, napkins, and containers to be disposable, individual use.
- No assembly in PDA common areas that would conflict with social distancing guidelines
- Require customers to cancel if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell and ensure that they can reschedule with no penalty when they are feeling better.

The PDA has identified the following general guidance, subject to updates or clarifications by the State of Washington. The PDA permissions to operate tours is subject to the tour operator complying with all relevant rules and restrictions of local and state. Previously issued guidance provided by the state <https://www.governor.wa.gov/sites/default/files/COVID19Phase1and2OutdoorRecreationGuidance.pdf> (See page 4 other Guided Outdoor Activities) may be updated at any time. Please check regulations for the most current guidance.

GENERAL GUIDELINES

- **Commercial Tours:** All commercial tour operators are required to register with the PDA annually. Commercial tours include any operators who promote a recurring tour schedule and escort groups through building interiors. Operators may be for profit or not for profit, have a website or advertising materials, accept reservations, etc.
- **Registration requirement:** Operators shall provide contact information for business office and emergencies, copies/number of city and state business licenses, current and updated names of tour guides conducting tours of the Pike Place Market. An annual registration fee will be charged for tour group operators groups and for individual tour leaders. Tour leaders are required to have annual registration as well.
- **Tour Description:** Operators shall identify the different tours they sponsor, frequency, general topic of interest, and size of tour group. Operators providing tours with scheduled stops for product tastings shall identify business locations involved.
- **Insurance:** Commercial tour operators shall maintain commercial insurance coverage of a minimum \$1 million each for injury, death, or property damage. Operator shall provide the PDA with a Certificate of Liability Insurance naming the “Pike Place Market Preservation and Development Authority, its employees, agents, tenants and assigns” as coinsured.
- **Trademark:** Registration does not include license to use PDA trademarks for the name Pike Place Market, Pike Place and similar names and the image of Pike Place Market including the Public Market Center sign and clock. Trademarks may not be used in any advertising or promotion without license. The words **Pike Place Market** may be used for place identification in a descriptive manner and should always be secondary to the name of the tour business or the tour name.
- **Promotional materials:** Shall include the text “This tour is operated independently of the Pike Place Market PDA, which is not responsible for its content or presentation.” Alternative language may be submitted and approved by the PDA Executive Director. Tour operators may not post signs or conduct business transactions on PDA owned or managed property without prior approval.
- **On site identification:** Tour operators may not advertise their tour or carry signs promoting their business while conducting tours. Identifying graphics used to identify the tour leader should be symbolic, with text limited to articles of clothing worn by the leader.
- **Personal photography:** Taken with handheld cameras is permitted in the Market; any photography or video taken for commercial use by tour operators or by tour attendees requires advance approval from the PDA. More information/application at www.pikeplacemarket.org/film-and-photography-requests.

- **Cooperation:** Tour operators are encouraged to maintain communication with the PDA on matters of general interest concerning promotion of Market businesses, special events, and other matters. Please submit this content and updates here - www.pikeplacemarket.org/neighborhood-news
- **Limitations:** Registration of tour operators is based upon good faith representation. Registration does not confer any endorsement, leasehold rights, exclusive agreement, or other business relationship between the Pike Place Market PDA and tour operator. Registration may be revoked for cause by the PDA at any time.
- **Reasonable Accommodations:** Tour operators are asked to work with the PDA to respond to requests for reasonable accommodations for routes of travel and access to public facilities.
- **Limitations on Right of Entry:** Permission to operate tours inside buildings owned and managed by the Pike Place Market PDA will be subject to special conditions concerning group size, times of access and frequency as determined by the PDA to be consistent with the commercial and security standards of the Pike Place Market.

Agreement to conditions for tour operators

Signed: _____ Date: _____
(Representative of tour operator)

Tour Operator Business Name _____

Business owner /contact _____

Company Address _____

Company Email _____

Phone: Office _____ Mobile _____

Website Address: _____

Submit to Pike Place Market PDA (via info@PikePlaceMarket.org) with copies of:

- Certificate of Insurance
- Registration fee (\$50 – includes one tour guide badge)