

Salem Saturday Market's Holiday Gift Market 2008 Vendor Application & Guidelines

P.O. Box 13691, Salem, OR 97309
(503) 585-8264 info@salemsaturdaymarket.com

The Salem Saturday Market is a non-profit organization governed by a 7 member Board of Directors. The Market's purpose is to provide a gathering place in Salem for local craftspeople, growers and pre-packaged food vendors to market their wares. Market vendors will be juried, to assure that only top quality foods, homegrown plants and produce and handcrafted items are sold at the Market. The Market reserves the right to limit the number of vendors in any product category.

The Holiday Gift Market is held at the Oregon State Fairgrounds in the Jackman-Long Building at 2330 17th St. NE, in Salem. The Market dates are Saturday, December 13, 2008 through Sunday, December 14, 2008. The Market hours are 10 AM to 6 PM on Saturday and 10 AM to 4 PM on Sunday. Set up will take place on Friday, December 12th from noon to 8 PM and from 8 AM to 9:30 AM on Saturday. All vendors need to be ready to sell by 9:45 AM on Saturday. All vendors must be checked in by the Coordinator by 8:30 AM Saturday or your space may be given away and fees forfeited. Breakdown will take place beginning at 4 PM Sunday and all vendors need to be completely out of the building by 7 PM Sunday. Any vendor breaking down early will not be allowed back to future Markets. Even if you sell out of product you must leave your display in place until 4 PM Sunday. Vendors are required to sell both days.

The fees for current members of the Salem Saturday Market are \$210.00 for a 10' x 10' booth **if your application and all fees are received by the Market prior to September 1, 2008.** Booth fees are \$235.00 for a 10' x 10' booth if your application is received on September 1, 2008 or later. Vendors may rent up to two booths. All 10' x 10' booths are corners.

5' x 10' booth spaces are also available. Booth fees for a 5' x 10' booth are \$125.00 per booth **if your application and all fees are received by the Market prior to September 1, 2008.** Booth fees are \$145.00 for a 5' x 10' booth if your application is received on September 1, 2008 or later.

Electricity, if desired, is \$55.00 per booth (includes double booths) for 1000 watts. This is exactly what the fairgrounds is charging the Market – we are not making money on this. All electricity must be ordered and paid for by December 5, 2008.

All vendors who are not currently members of the Salem Saturday Market must pay a \$10.00 Holiday Market only membership fee. Our membership runs on a calendar year – fees paid in '07 do not apply to the '08 Market. The fairgrounds also charges \$3.00 per vehicle per day on show days. Parking is free on set-up day.

A \$15. returned check charge, over and above the amount of the check, is levied on all returned checks. Refund of fees will only be made prior to November 15, 2008. Refund request must be made in writing and received at the Market's P.O. Box prior to November 15, 2008. There will be no refunds after this date.

General Vendor Guidelines

No firearms may be brought onto state property. Vendors may not sell or offer any products or literature deemed offensive, or which may incite violence, crime or disorderly conduct, or promote political viewpoints. Vendors may not sublet any portion of their booth without prior approval from the Market. The Board of Directors reserves the right to accept or reject membership to any applicant, based on the following criteria:

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- A. If the applicant has been previously accepted as a vendor, and has three or more documented violations of Market policy.
- B. If the applicant has demonstrated actions that could be construed as detrimental to the reputation, operation, or overall well-being of the Market.
- C. If the applicant misrepresents themselves or their product to the Market's customers, staff or Board of Directors.

Vendors are responsible for their children and guest(s) at all times. Do not allow your children to run freely through the Market, to disrupt other vendors or Market customers, or to be outside of your supervision at any time. Please remove your infants/children from the Market area if they are crying and/or screaming as a courtesy to your fellow vendors.

No pets are allowed inside the Jackman-Long Building.

Members must comply with all federal, state and local regulations, laws and licensing requirements. Vendors who willfully violate Market terms will lose their right to participate in the Market. Behavior that is verbally or physically abusive, dangerous or disruptive to Market activities will not be tolerated, and may result in immediate termination of the member's selling rights.

Decorative or antique display tables may be left undraped. However, all other tables should be covered, and all tables must be draped on at least three sides if the area under the table is used for storage. Each vendor must identify themselves in their booth with a sign or card stating their name or business name, phone number and/or address. **A vendor may sell only within their assigned space(s). Roving peddlers are not permitted. Vendors may not set up outside of their 10' x 10' space.** Each corner booth will be draped on two sides and wall booths (unless a corner) will be draped on three sides. Vendors are encouraged to decorate their booth with a holiday theme.

Vendor Product Standards

The intent of the selling policy is to enable the customer to buy something from the person who made it, and certain restrictions exist to minimize the participation of those who are not involved with the production, design and finishing of the product.

The two main requirements are (1) that the individual who sells the product must be involved with the ongoing design/production and finishing of the product, (2) that members may sell only their own hand-crafted or home-grown products. They may not sell products belonging to anyone else, except in situation of a co-op booth. Co-op spaces allow up to 4 vendors. Each vendor must individually apply, pay the membership fee and be accepted by the jury committee. Members may collaborate on products with other SSM members.

Imports, buy/sell products or any other product not handmade by the selling vendor are strictly forbidden. Any vendor booth displaying any of these products will be required to immediately remove them and, if ask to leave, will forfeit all fees paid.

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Food Vendors

Only pre-packaged food items are allowed to be sold at the Holiday Gift Market. All food items must be prepared in accordance with applicable local, state and federal regulations. All pre-packaged items must be labeled in accordance with these regulations. All food-handlers must be appropriately trained and certified. All processed and baked products must be prepared in an appropriately licensed kitchen. Failure to comply with health department regulations may result in immediate booth closure. The Market requires a 1 million-dollar liability insurance policy to be filed with the Market by all pre-packaged food vendors.

All food must be grown, baked, or prepared by the vendor; commercially prepared and purchased foods cannot be sold.

Growers

Please contact the appropriate state and local agencies to insure that you meet all legal requirements. Any scales used at the Market must meet State of Oregon licensing requirements. Submit a copy of your scale license with your application.

All products sold as "Organic" must be in compliance with all federal certification requirements. Submit a copy of your organic registration or certificate with your application.

Services

Service-providing vendors, such as massage therapists, are responsible for complying with all Oregon and Marion County licensing requirements. A copy of appropriate licenses must be submitted with your application. Also submit one copy of your liability insurance certificate, if applicable.

The vendor must submit an application and have the proposed service approved by the jury committee. The jury process will consider whether the service to be provided will enhance the Market.

Gift Certificates

Customers may purchase gift certificates through the Information Booth for any amount they choose. Vendors are asked to honor the Market gift certificates from their customers as if they were cash. The Market will reimburse vendors within one week, when they bring the signed, valid certificate to the Info Booth. Please check the date to be sure it is still effective and if you have any questions about the validity of a gift certificate please check with the Market Coordinator.

MC/VISA Sales

The Market offers its vendors the opportunity to do credit/debit card transactions through the Market's merchant services. Participating vendors must sign a MC/Visa contract with the Market and pay 4% of the transaction gross to the Market to cover its expense. Vendors who have already signed up for this service in prior years do not need to sign up again. Contracts are available at the Info Booth.

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Application Procedure

All proposed vendors must submit a completed application and associated fees. Booth spaces will be assigned on a first come – first serve basis so the earlier your application is received the better your position within the Market. Returning vendors from the 2007 Holiday Market that have their application and fees in by September 1, 2008 will receive priority for the space they had last year if they indicate that they want the same space on their application.

Returning vendors with new product(s) and new vendors must submit at least two different photos of each of your product lines if juried by mail, or bring items to a Jury Committee meeting to be juried. Products that are different in “materials, means of construction, form or function” from what was previously approved are considered new product lines and must be approved for sale. The Jury Committee will contact you if they need additional information or an in-person meeting to jury your products.

Please mail your completed application to:
Salem Saturday Market, P.O. Box 13691, Salem, OR 97309

Please call the Market voice mail at (503) 585-8264 or e-mail us at info@salemsaturdaymarket.com if you have any questions.

Application Checklist

Vendors may pay their Holiday Market booth fee and membership with their MC/Visa debit/credit card. To use this service, please write a note to the Market authorizing this payment, along with your credit card number, it's expiration date, the three numbers on the back of your card (usually near the right end of the signature line), the address, including zip code, that your credit card bill goes to, if different from your application address, and the amount you are authorizing, on a separate sheet of paper and include it with your application. **DO NOT WRITE YOUR CREDIT/DEBIT CARD NUMBER ON YOUR APPLICATION.** Once the transaction has been completed the note with your number on it will be destroyed and will not become part of your vendor file.

Please be sure that you have included the following and make your check or money order payable to Salem Saturday Market:

- _____ Completed and Signed Application Form
- _____ \$210.00 booth fee (per 10' x 10' booth) **if application and fees are received by the Market prior to 9/1/8**
- _____ \$125.00 booth fee (per 5' x 10' booth) **if application and fees are received by the Market prior to 9/1/8**
- _____ \$235.00 booth fee (per 10' x 10' booth) if application and fees are received on 9/1/8 or later
- _____ \$145.00 booth fee (per 5' x 10' booth) if application and fees are received on 9/1/8 or later
- _____ \$55.00 per booth for 1000 watts of electricity
- _____ \$10.00 Holiday Market only membership fee if not a current member of SSM
- _____ Two different photos of each of your proposed product lines, or attendance to a scheduled jury meeting **(returning vendors with new product(s) and new vendors only)**

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Please type or print neatly:

Applicant Name: _____ Date: _____

Business Name: _____ Phone #: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Are you applying to sell: _____ pre-packaged foods, _____ produce, _____ flowers, _____ plants, _____ arts & crafts, _____ services (specify type) _____. (Check all that apply)

Are you required by the State of Oregon to be licensed? _____ (if so, please include a copy of license)

Are you applying for a double (10' x 20') space? _____

Do you want electricity _____ (\$55.00 extra per 1000 watts)

Do you want the same booth space you had at the 2007 Holiday Gift Market? _____

If not, which area of the Market would you prefer your booth space to be in? _____

Please describe in detail the products you wish to sell at the Holiday Market, and how they are produced: _____

List all persons who are involved in creating these products:

Person	Responsibility
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1. (self) _____	_____
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2. _____	_____
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3. _____	_____
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Please list all persons who will sell your product(s) at the Market and/or are partners in your business:

Person's name	Relationship to vendor? Employee? Partner?
1. _____	_____
2. _____	_____
3. _____	_____

ALL Prospective Vendors

I have read and agree to abide by all SSM rules and policies as well as all federal, state and local laws, codes and regulations and to cooperate with Market management. I agree to indemnify and hold harmless SSM, the City of Salem, the State of Oregon and their officers, directors, employees, representatives and agents, from and against all liability, claims, demands, losses, damages, levies or causes of action or suits of any nature whatsoever, arising out of or related to my activities at SSM's Holiday Market. Indemnification shall include, and the Market shall be entitled to recover, all reasonable attorneys' fees and costs at trial and on appeal.

I understand that this application relates only to the products listed herein and that any further products will require an amended application for approval by the SSM Jury Committee prior to selling said products. I certify that the products above are produced in accordance with all county, state and federal laws and grown or produced by myself and partners listed on this application, and agree to an inspection of my facilities at the request of the SSM Board of Directors. I understand that I am required to file all business entity changes, including changes in partners listed on business, with SSM immediately.

I agree to exercise the utmost care in the use of facilities and properties of SSM, the City of Salem and the State of Oregon. I understand that the premises used by the Market are owned by the State of Oregon and are used with the owner's permission. Permission to use the premises can be withdrawn at any time. I agree not to hold SSM, its officers, directors, employees or agents responsible for any loss or damage claimed by the vendor should such permission be withdrawn.

Vendor(s) Signature	Date
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Vendor(s) Signature	Date
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ALL Fees Must Accompany Application Before Application Will Be Processed. Discount will NOT Apply to Vendors Who Do Not Include Fees With Application. Make Check or Money Order Payable to Salem Saturday Market.

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- _____ \$10.00 membership fee if not a current member of SSM