

## Saturday Market Rules most recently not followed resulting in warning/fines.

- Submission of application does not imply acceptance into the Market. All applicants are juried and products must be homemade, handmade, or homegrown to qualify.
- 10'x10' Canopy is required. Your booth fee covers a 10'x10' space. Vendors at the Saturday Market may use yellow dots with market discretion to expand booth space.
- A minimum of 20lbs of weight per canopy leg is required. Vendors whose canopies blow around due to lack of heavy weights (20lbs each) will pay a \$100.00 fine, which will be payable at the time of the incident.
- All booths must have a minimum signage of 12"x18" or 1.5 square feet that includes the business name.
- All cars must be off of the Salem Saturday Market lot by 8:30am to allow for customers to enter.
- Saturday Market vendor parking is in the Red Lot or Veterans Memorial lot only. DO NOT park on the street or in the yellow lot, this is for customer parking only.
- Vendors must pull into their booth as close as possible to allow other cars to pass, vendor booth should be on the right side, passengers side, at all times.
- Vendors are required to turn car off during the unloading/loading process.
- Only ONE car per vendor on the lot permitted at a time.
- Vendors MUST unload their car and remove it from the lot before setting up booth space (food and sensitive items may have a table set up while unloading). After the airhorn blows at the end of day vendors MUST take down and pack up booth before bringing the car on the lot.
- **DO NOT** line your car up at the entrance at the end of day while waiting for the second airhorn to sound. Vendors MUST wait until second airhorn has sounded and staff has removed all cones before bringing vehicle on the lot. **DO NOT** create traffic in any form surrounding the market. Any vendor who disobeys this policy will be written up and/or fined, this is a very serious offence that may result in the loss of our lot contract with the State. You will receive one written warning, second offence will be a \$50 fine, and third offence is \$100. On top of market violation fees, vendors are also responsible for any State fees incurred due to traffic caused. **Continued disobedience of this rule may result in vendor suspension or permanent removal from the market.**
- It is each vendors responsibility to check dates and placements on a regular basis as placements may change. You may check your placement through your ManageMyMarket.com account, or through our interactive map. All employees need to know how to access placement information, please teach them.

Link to interactive map:

<http://maps.managemymarket.com/6395>

- If there is an error in your schedule, or if you need to change your market dates, please email [SalemCommunityMarkets@gmail.com](mailto:SalemCommunityMarkets@gmail.com). Verbal requests do not count, all date change requests must be submitted in writing to the Executive Director for placement.
- No one particular booth space is guaranteed, even if you are a reserved returning vendor with points, all points are not considered after February 1<sup>st</sup> (point system explained on page 15 of the seasonal handbook). Once original season placements have been made, they are final. If you want to add on a date, you may check the interactive map and see what space available for your requested date. If the booth space you are looking for is

taken, then it is no longer available for your use. You may then submit an email request to [SalemCommunityMarkets@gmail.com](mailto:SalemCommunityMarkets@gmail.com) to be put on a cancellation waitlist for that specific space should it become available on that requested date, otherwise you have the option to choose any other open space in the market.

- NO DUMPING! Do not dump water or any other substances on the lot, not even in the bushes or near drains. This is in compliance with our State lot contract. State employees often attend our market and are watching at the end of day. **If disobeyed, the vendor is responsible for any fines given by the State, along with being written up or fined by the market.**
- Vendors are responsible for packing up all trash at the end of the day and ensuring a clean space is left behind. Do not dispose of vendor trash into market garbage cans, this is for customer use only.
- Vendors are responsible for educating all employees on the Handbook and market guidelines. No leniency is given to vendor employees, they will be written up and/or fined just the same as every other vendor.
- SCM circulates semi-regular vendor updates by email to communicate market news, policy changes, and other useful information relevant to our market community. Vendors are expected to read these communications thoroughly and share information with their employees, as they contain important and time sensitive information. A paper copy is available upon request. Please make sure you have the correct email address on [ManageMyMarket.com](http://ManageMyMarket.com).
- SCM staff reserves the right to do what is needed to run the market efficiently, therefore not all market rules apply to the market staff. You may see them putting up or breaking down canopies during market hours, if you have questions about what they are doing and why, please ask.
- The Market does not guarantee any vendor the exclusive right to sell any one product. The market Board of Directors will determine when a quota for product categories. The Executive Director will make the decision when a product is adequately represented and deny applications from vendors with similar products, who may then be placed on a waiting list. The product mix in the Market as a whole, as well as customer demand, will serve as important factors in determining how many vendors will be allowed to sell similar items.
- Vendors may be warned, fined, suspended, or removed from the market, or have selling privileges revoked for failure to obey or conform to market, local, state or federal rules and regulations. Vendors shall be honest and conduct themselves at all times in a courteous and businesslike manner. Rude, abusive, offensive or disruptive conduct will not be permitted. To maintain a positive atmosphere, vendors should bring concerns about the market to the Market Manager or Executive Director, NOT to customers or other vendors.
- While at the market, vendors are expected to conduct themselves professionally at all times, behaving courteously toward market staff, customers, other vendors, volunteers, as well as our neighbors or any persons who are present within our markets. We provide an important space for our communities and we want to create a safer space for all people.
- Vendors are not permitted to play radios or use other sound-generating electronics during market hours.