

MARKET INFO, RULES, EXPECTATIONS, & GUIDELINES

Oregon Crafters Market will be held every Saturday & Sunday and the first Friday of each month

Market takes place in the parking lot at 215 N. Water St.

Open Hours are Saturday 11am – 6pm & Sunday 11am – 5pm

First Friday 6pm – 9pm

- Each vendor is expected to be fully set up and ready by the start of the market's open hours (11am Sat/Sun and 6pm First Friday's) Vendors are to remain fully set up and participating throughout the entire market hours. NO EARLY OUT! Penalties will be applied and possible permanent dismissal from for infractions of this policy.
- No cars are to be in the lot at all ONE hour **before or after** scheduled market hours. Arrive BEFORE 10am if you would like to drive into the lot to unload. We recommend vendors arrive at least two hours prior to market opening and will have staff on site by or before 8am each market day. Arrive as early as you'd like to if you need plenty of time for your set up! Curbside parking can be done very briefly if arrival is after 10am and ONLY to unload, vendor must then go to park elsewhere before they begin setting up.
- Each vendor will be provided with a 10x10 space. Vendors are required to supply their own booth, table & set up etc.
- If you have not been previously assigned to a space, the market manager will assist in assigning a space to you upon arrival. Vendors who are 'regularly attending vendors' may have their spaces reserved for them according to their contracted agreement. A vendor must be committed to attending 2 or more weekends a month, and have their attendance planned for each month, thereby allowing their reserved space to be issued to other vendors if they will not be in attendance that weekend.

- Oregon Crafters Market may use and take pictures of vendor's products and share them on social media sites for advertising.
- We are also happy to make a post from OCM page specifically about your product, art, story, and online store – for this to happen it is the vendor's responsibility to send their info/pics/details to the Oregon Crafters Market Facebook page via messenger, therefore received by all who help to manage the page.
- The Market offers optional storage (limited space) for market vendors that regularly attend to store stuff through the week to avoid making the entire haul of everything necessary for setting up. Vendors who store their stuff throughout the weekdays must also be vendors who attend 2 or more weekends a month.
- There is usually space available in the storage container for it to be used by guests or visiting vendors as an overnight storage on market weekends, though this is not guaranteed and is based upon availability. If you would like to know in advance if there is space available on a weekend you will be attending, inquire with the market manager within the week prior to the weekend you're attending.
- Vendors shall provide the Oregon Crafters Market with copies of any permits, licenses, or certifications applicable for the sale of their product or services.
- The Oregon Crafters Market will not assume responsibility for product liability. If your product requires liability insurance, the vendor is responsible for purchasing their own.

- Each Vendor is responsible for making sure their area is picked up completely during and after the Market, leaving nothing behind. The dumpster & recycling container in the parking lot may be used for small garbage acquired throughout the weekend.
- There is a designated smoking area by the dumpsters, sometimes (not always.) Vendors are not allowed to smoke (**anything**) in their booth or throughout the lot otherwise. **Smoking marijuana on the lot is not allowed** and if discovered doing so may lead to permanent dismissal from the market.

Oregon Crafters Market Perks

- Permanent booth space may be allotted throughout season to vendors who regularly attend.(Must be intending 2 or more weekends of attendance per month and sign an agreement with market manager re: agreement of assigned space.)
- One shelf space in storage locker throughout the season for regularly attending vendors. Items can be kept in the locker during the week between market weekends.
- Storage locker shelf spaces will also be available for visiting vendors to use overnight during the weekend they are attending. Subject to availability, of course.
- Additional shelf in storage locker throughout the season (if available) for a one-time fee of \$50
- Link to online store, social page, or website from the OCM website (if requested and all information provided by vendor)
- Vendors who attend the First Friday of the Month are offered the opportunity to set up and sell during the evening of First Friday in addition to Saturday and Sunday with no additional space fee.
- OCM has a team of people to work on marketing and social media presence and other advertising strategies to help improve customer attendance.
- OCM venue has live arts stage and books live music each day of market with an array of styles and performances!

Insurances and Licensure

(This section is only applicable to those who have it and those who are required to have it. OCM does not require all vendors to have insurances and licenses, except for vendors that are mandated by the State of Oregon to have it for the selling of their services or products)

INSURANCE: Vendors are encouraged to list the 'Oregon Crafters Market' as an additional insurance certificate holder on their insurance policy with the same limit as the market insurance which is \$1,000,000 per occurrence and \$2,000,000 aggregate.

PLEASE SEND A COPY OF INSURANCE WITH THIS APPLICATION TO:

info@oregoncraftersmarket.com

LICENSE: All appropriate licenses are required. You are responsible for bringing copies of your license to each market. License must always be posted and available for business and services that are required to have one in the State of Oregon.

PLEASE SEND A COPY WITH EXPIRATION DATES OF ALL LICENSES WITH THIS APPLICATION TO:

info@oregoncraftersmarket.com