



Vendor Guidelines and Rules
2017 Holiday Maker Market
Talent Community Center – Saturday December 9, 2017

1) What Can Be Sold?

- a) Handmade Products: This category includes jewelry, pottery, photography, clothing, woodworking, and similar, locally-made products.
- b) Food Products : This category includes handmade food products. Examples include jams, salsas, baked goods, cheeses, etc. It is the responsibility of the vendor to abide by all applicable federal, state and local health and label regulations.
- c) Wine and Beer: Wine and beer vendors will be selected by Talent Maker City to provide samples and sell their locally-crafted libations. It is the responsibility of alcohol vendors to abide by all applicable federal, state and local health and label regulations.

2) Vendor Guidelines and Agreement

- a) All vendors are admitted at the sole discretion of Talent Maker City (TMC).
- b) All vendors must complete and sign a vendor agreement with TMC and pay the appropriate fees. TMC reserves the right to prohibit anyone from selling at the market and to cancel the privileges of any vendor.
- c) Any grievance regarding vendors should be reported to TMC.

3) Product Pricing

- a) Vendors may set their own prices. Obvious price reductions of goods for competitive advantage against other market vendors is prohibited.

4) Behavior

- a) Inappropriate language, behavior, profanity, or other harassment or abuse by a vendor or participant towards another vendor or participant, employee, or customer of the market is grounds for immediate and permanent expulsion from the market.

5) Money Exchange

- a) Each vendor is encouraged to post prices in full view of the consuming public with lettering and signs being limited to the individual stall area.
- b) Each vendor is responsible for transacting their own sales.

6) Booth Conditions and Appearance

- a) It is the responsibility of individual vendors to maintain a clean and healthful condition within their assigned area(s) and to leave that area clean and free of debris.
- b) Products should be displayed in an attractive manner.

7) Booths and Assignments

- a) Single booth spaces will be an approximate 8'x8' area.
 - i) Accommodates one folding table (See item 7d, below).
- b) Double booth spaces will be an approximate 8'x12' area.
- c) The TMC Maker Market manager will assign booth spaces.
 - i) We will do our best to accommodate reasonable requests for relocation.
- d) Vendors are encouraged to bring their own display table. A limited number of 72"x30" plastic folding tables are available for use and provided on a first come, first served basis unless other arrangements are made with the manager.
 - i) No canopies or tents are permitted inside the Community Center.
 - ii) No nails or tacks are permitted for hanging signage. One pull-style removable hook per booth will be provided. Vendors are welcome to bring additional removable hooks.

8) Booth Policies and Fee

- a) A single booth fee is both \$25 and one donated item for silent auction fundraiser, handmade by the vendor of a retail value greater than or equal to \$50.
- b) Double booth fee is both \$50 and one donated item for silent auction fundraiser handmade by the vendor of a retail value greater than or equal to \$50.
- c) All donated items will be auctioned later in the evening to raise funds for Talent Maker City, a 501(c)(3) nonprofit organization.
- d) Two or more vendors may share a booth as approved by the manager.
- e) Wifi access will be available upon request.

9) License to Sell

- a) All vendors should secure necessary occupational licenses for the TMC Maker Market and State or local licenses when required for their type of goods or food products, and have licenses in their booth at all times.

10) Market Hours

- a) The market will open to customers from 10:00am to 4:00pm at the Talent Community Center (104 East Main St.) on Saturday December 9, 2017.
- b) Vendors are permitted to arrive no earlier than 8:00am. Booths must be completely set up to sell by 9:45am. One hour is allowed for finishing sales and clean up after 4:00pm closing.

11) Market Manager

- a) A Maker Market manager whose duties shall include assigning market stalls, answering vendors questions, collecting appropriate fees, and supervising the market. The TMC Maker Market manager will be the final authority on market day.

12) Cancellations

- a) If a registered vendor is unable to attend the TMC Maker Market, vendor must contact the TMC Maker Market manager a minimum of 48 hours in advance.
- b) A phone call or text to (541) 219-2729 is all that is required. Vendors will be charged the full booth fee if the manager is not notified.

13) Unloading/Loading and Parking

- a) For unloading/loading purposes, vendors can park in spaces surrounding the Talent Community Center.

14) Electricity

- a) Vendors will have access to standard wall outlets (15amp) at no additional cost.
- b) Vendors are encouraged to furnish their own extension cords and power strips, if required.
- c) As a matter of safety, extension cord load and routing subject to approval of the manager.

15) Subleasing

- a) No vendor shall sublease or sell the use of their booth.

- 16) **Clean Up**
- a) The vendor is responsible for cleaning up the booth space(s) after the market and depositing all recycling and trash in the appropriate receptacles.
- 17) **Liability**
- a) All vendors participating in the TMC Maker Market shall be individually and severally responsible for any loss, personal injury, death and/or any other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and/or employees, and all vendors hereby agree to indemnify and save TMC Maker Market and the City of Talent harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred as the result of participation in the TMC Maker Market and/or any consequences of any product sold at the market.
 - b) All food vendors will be required to have proof of their product insurance certifications with them at each market. All other vendors are encouraged to carry general liability insurance written for conducting market business. There are affordable policies available. Feel free to contact the Market Manager for more information.
- 18) **Authenticity**
- a) Because the nature and of the TMC Maker Market, vendors are expected to truthfully represent their locally-produced, handmade products and operations.
- 19) **No Discrimination**
- a) The TMC Maker Market will not discriminate against anyone because of race, color, creed, national origin, sex, age, disability, or sexual orientation. All vendors must abide by this policy.
- 20) **No Smoking or Vaping**
- a) No smoking or vaping will be allowed in the market area.
- 21) **Children**
- a) All children in the care of vendors during the TMC Maker Market must be supervised by an adult at the vendor's stall.



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