

# 2022

## Salem Community Markets *Presents*



# VENDOR HANDBOOK

[www.salemcommunitymarkets.com](http://www.salemcommunitymarkets.com)

503-585-8264

# Welcome to the 2022 Holiday Market!

The Salem Community Market Staff and Board of Directors look forward to your participation and we will do all that we can to insure that this Holiday Market will be profitable and enjoyable for everyone!

**IMPORTANT -- Please READ through ALL information!!**

**WHERE IS YOUR BOOTH LOCATED?** Follow these steps to find out:

1. Visit [salemcommunitymarkets.com](http://salemcommunitymarkets.com)
2. Click on "Holiday Markets" tab,
3. Scroll down to see and click on "Interactive Map – Click Here"
4. Locate your business name from list (left upper corner)
5. Click business name and booth will be highlighted on map

Vendors are **REQUIRED** to check in at the Information Booth in the building in which you are assigned - **PRIOR** to setting up. Staff will confirm your booth space, provide welcome packet that includes name badges, year end tax statement, and answer any set-up questions.

## **PUBLIC SHOW DATES & TIMES:**

|                                     |                    |
|-------------------------------------|--------------------|
| Friday, December 9 <sup>th</sup>    | 5:30 pm to 8:30 pm |
| Saturday, December 10 <sup>th</sup> | 10 am to 6 pm      |
| Sunday, December 11 <sup>th</sup>   | 10 am to 4 pm      |

## **SET UP DATES & TIMES:**

|                                    |               |
|------------------------------------|---------------|
| Thursday, December 8 <sup>th</sup> | noon to 8 pm  |
| Friday, December 9 <sup>th</sup>   | 10 am to 5 pm |

**\*\* MUST be setup and open by 5:30 pm \*\***

*NOTE:* The doors will open promptly at noon and locked promptly at 8 pm on Thursday. The pipe and drape will already be setup. Set-up may continue on Friday between 10 am - 5 pm. Doors will be open at 8 am on Saturday & Sunday mornings for re-stocking.

## **CHECK IN:**

Vendors are **REQUIRED** to check in at the Information Booth in the building in which you are assigned - **PRIOR** to setting up.

**Vendors that are not checked in at the Information Booth by 2:00 p.m. on Friday, or have not made arrangements prior to December 6<sup>th</sup> for later arrival will be considered NO SHOW** and may forfeit their space and fees. We will start calling wait list vendors at 2:00 pm.

## SET UP:

**Vehicles have 20 minutes to unload equipment/product. PLEASE be respectful of other vendors!!**

1. **CHECK IN** at Information Booth and **VERIFY SPACE**
2. **UNLOAD** all equipment/product
3. **MOVE YOUR CAR** to designated vendor parking area (gravel lot in front of Jackman Long)
4. **SETUP UP** your booth

Parking your vehicle in Fire Lane or close to any building doors before scheduled setup time is prohibited. Blocking doors/entrances with vehicles or equipment is prohibited.

## TEAR DOWN:

**Vehicles have 20 minutes to load equipment/product. PLEASE be respectful of other vendors!!**

1. **DISASSEMBLE** booth
2. **PACK UP** all product
3. **MOVE YOUR CAR** to location that does not block other vendors
4. **LOAD**

**VERY IMPORTANT – Early break down will not be tolerated!** If you are found to be breaking down any part of your display before the announcement is made, you may be disqualified from future SSM events. If you sell out of product, you must still leave your display in place until 4 pm Sunday. **Equipment for loading up is not to be brought in for breakdown until 4 pm Sunday.**

## BOOTH BASICS:

- ✓ All booths will have alternating red & white 8' drapes on the back and/or between you and your neighbor.
- ✓ Pinning to the drapes is prohibited and charges will be applied for any damage incurred.
- ✓ Please bring business signage and plan accordingly, as they are not provided.
- ✓ All tables must be covered, unless decorative or antique. Professional Display = Interested Customers!
- ✓ **REMINDER:** All of your display and product(s) must be located within your booth space – nothing is allowed outside of your booth space. No signs, chairs, etc.
- ✓ Booth numbers will be located in your booth upon arrival. Following setup of your booth space, vendors **MUST predominantly display their booth number visible to guests during event.**
- ✓ We encourage you to decorate your booth in a holiday theme.

## CANOPIES:

**The use of pop-up canopies is prohibited.** If you need an exception to accommodate your product display, you can submit a proposal to the Executive Director for review and consideration **PRIOR to December 1st.** Corner poles & cross bar rentals are available for light weight displays.

## CANCELLATION:

If for any reason a vendor needs to cancel their booth space at the Holiday Market, a full refund will be issued up until November 1<sup>st</sup>. If cancellation is after this date, reimbursement will depend upon the market's ability to fill the space prior to the event.

## PRODUCT SALES:

The Salem Saturday Market requires that all products be juried, no imports, buy/sell or commercial items are allowed. If any items, either un-juried or suspected wholesale/imports, are found in an exhibitor's booth, the Executive Director will insist that they be immediately removed.

**GUEST ADMISSION:** FREE Guest admission continues this year!!

**HOSTING TABLE:** This was eliminated in 2021 due to COVID – unsure at this time if it will return for 2022 HM.

**VENDOR MEALS:** This was eliminated in 2021 due to COVID – unsure at this time if it will return for 2022 HM.

## CUSTOMER APPRECIATION COUPON:

Vendors are encouraged to distribute Customer Appreciation Coupons to their customers to:

- 1) show appreciation and thank your customers;
- 2) provide customers with an additional raffle ticket to win basket (by bringing coupon to the Information Booth);
- 3) help promote the Holiday Market event; and
- 4) an opportunity for vendor to win \$150 credit towards 2022 Holiday Market booth fee.

Vendors will want to customize the coupon to include their business name and their contact information. **The vendor who receives the most coupons turned in with their name on it will be rewarded with \$150 credit towards next year's booth fee!!**

## NAME BADGES:

- Business name badges will be REQUIRED for vendor entry ID, including employees working.
- Each business will be provided with 2 complimentary name badges/lanyards. If you know in advance that you will need additional badges, please contact us so we can have your business name on them.
- Additional name badge/lanyards, can be purchased for \$1.00 each
- **PLEASE RECYCLE** at the Information Booth after the show to keep costs down

## DOOR PRIZES:

**PLEASE provide 2 (1 per day) of your own handmade product donations, as door prizes.**

**Market guests look forward to and truly appreciate the door prizes generously donated by vendors.** Staff will be combining donated items into baskets for a raffle drawing. The baskets will be on display in the Columbia Hall building. Guests will enter their raffle ticket into the basket option of their choice. The drawings will take place at the end of each day and winners will be drawn and notified.

**Please bring all door prize donations following setup OR first thing Friday morning, to the Information Booth located in the building you are participating in.**

**VENDOR HOSPITALITY:** Beverages and pastries will be available in the Jackman Long Hospitality Room (northeast corner) for vendors both Saturday and Sunday between 8 am to 10 am. We will have coffee, tea, cider, hot chocolate, fruit, yogurt and croissants/muffins. Please DO NOT fill thermoses so there is enough to go around.

## SECURITY:

All buildings entrances are locked and we provide security to the facility upon closing the show each day until opening the following day. Salem Saturday Market does not assume responsibility for damaged or lost articles or exhibits.

In years past, there have been issues with theft during setup/tear down during our event as well as others. **Vendors are highly encouraged to keep their cash, cash box, purses, any valuable on them at all time during load in/out.** Couple other options include:

- ask market staff to lock it in a secure room until you are done
- ask neighboring vendor, spouse, etc. to keep it secure

**FOOD VENDORS:** **The only prepared/processed foods that will be allowed are those that are packaged/sealed for off premises consumption.** Prepared/processed foods that are ready-to-consume WILL NOT be allowed.

If you have **ANY** questions, please ask in advance of the show so there is no confusion or risk of additional expenses to obtain correct packaging at the last minute.

**ALCOHOL VENDORS:**     **NO RETAIL SALES of samples** - Retail sales of onsite ready to consume beer, wine, cider and spirits IS **NOT** allowed. **EXCEPTION:** Onsite caterer contracted by OSF.

All Spirits/Alcohol samples must be **FREE**, **vendors cannot charge or accept tips**. Only sales are bottles/cans for off premises consumption (in accordance to OLCC rules).

Each vendor must upload a copy of their OLCC license, Department of Agriculture license and liability insurance policy face page showing effective and expiration dates of at least a one million dollar coverage naming Salem Saturday Market as additional insured. A beer, wine, cider or spirits vendor will also provide sign for their booth citing OAR 125-6-321 (No Alcoholic Beverages permitted opened on State premises).

On-site tasting will be permitted and limited to .5 oz per taste. All tasting must be within 2 feet of the front section of the booth and cannot be taken away from booth to consume. All sampling cups must be disposed in the vendor's trash receptacle. The Market reserves the right to terminate service privileges of any and/or all breweries, wineries or distilleries if open containers are found away from the tasting booth on the Market site.

**ELECTRICITY:**     **Electricity is available for \$55.00 if ordered BEFORE November 1st. If ordered AFTER November 1st, the cost is \$75.00.** Electricity is limited to 1000 watts and if using extension cords, they must be 3-prong. If you use electricity and have not paid in advance you will be charged \$75.00 plus an additional \$50.00 fee.

**TABLES & CHAIRS:**     The fairgrounds have 8' x 30" tables available for rent at \$12.00 each and chairs for \$5.00 each if ordered BEFORE November 1st. **If ordered AFTER November 1st, the cost increases to \$15.00 for each table and \$7.00 for each chair.**

**GIFT CARDS:**     **Salem Saturday Market gift cards MUST be honored by all vendors and reimbursed at 100%.**  
Gift cards must be processed at the Information Booth, please do the following:

- fill out a duplicate receipt for purchase and give to guest,
- send BOTH copies with guests to the Information Booth for market to process transaction,
- guest will return to your booth with one copy of the receipt indicating "PAID",
- you can then give guest their purchased products
- we will process and mail reimbursement checks by December 20<sup>th</sup>

**CREDIT & DEBIT:**     For those vendors who do not already take credit/debit cards, this is a service the market offers through the Market's merchant service provider and a 7% fee will be deducted from the gross transaction to cover market expenses. Please do the following:

- fill out a duplicate receipt for purchase and give to guest,
- send BOTH copies with guests to the Information Booth for market to process transaction,
- guest will return to your booth with one copy of the receipt indicating "PAID",
- you can then give guest their purchased products
- we will process and mail reimbursement checks by December 20<sup>th</sup>

**OR TRAIL/EBT:**     The Market will also run **Oregon Trail (EBT food stamp)** transactions for vendors with qualifying food product and reimbursed at 100%. Please do the following:

- fill out a duplicate receipt for purchase and give to guest,
- send BOTH copies with guests to the Information Booth for market to process transaction,
- guest will return to your booth with one copy of the receipt indicating "PAID",
- you can then give guest their purchased products
- we will process and mail reimbursement checks by December 20<sup>th</sup>



**GUEST PARKING:** Parking is FREE. Guest Parking is located behind the Jackman Long & Columbia Hall buildings.

**VENDOR PARKING:** Designated parking for vendors is the gravel parking lot directly across from the Jackman Long Building. Please be respectful of other vendors and guests and abide to this.

**TRAILER PARKING:** Vendors requesting trailers be left onsite and secure for the event have permission to do so. Trailer parking is on the south end of the Jackman Long Building. PLEASE park them at the farthest distance (along the chain link fence) so that guests can park closer to the building.

**OTHER INFORMATION:**

- NO SMOKING is allowed in any part of the Jackman Long or Columbia Hall buildings. Smoking is allowed outdoors per designated building signage.
- Service animals are the only pets allowed in the Jackman Long and Columbia Hall Buildings.
- We will also have several non-profit organizations that will be on-site with pets adoptions.
- **Please bring plenty of change, as there are no banks, stores, etc. adjacent to the fairgrounds.** There will be an ATM on site for customer convenience.
- If you bring your children to this event, they are required to stay in your booth during show hours, set-up and breakdown. They may not cause disruptions for your fellow vendors and/or customers.
- American Red Cross will bring their bus for blood donations on Saturday, December 11<sup>th</sup>.

**Please do not hesitate to contact the Market Office at (503) 585-8264**

**or [salemcommunitymarkets@gmail.com](mailto:salemcommunitymarkets@gmail.com)**

**if you have any questions or need further information.**