

# 2024

## Salem Community Markets



# VENDOR HANDBOOK

## *Seasonal Markets*

Welcome to-Salem Community Markets!

During the market season customers eagerly purchase local farm fresh produce, natural meats cheeses, baked goods, nursery plants, flowers, wines, and artisan crafts.

By following the rules and guidelines outlined in this Vendor Handbook, you help keep Salem Community Markets a vibrant, viable, and enjoyable asset for the community to enjoy.

As a valued Salem Community Markets vendor, you are responsible for informing yourself and your staff about following all applicable market rules, policies and regulations set forth in this Vendor Handbook. As well as local, state and federal policies, rules and guidelines.

All vendors are asked to comply with the rules and guidelines outlined by the Salem Community Markets in order to remain a vendor in good standing.

We look forward to working with all of you. Have a great season!

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## GENERAL INFORMATION

This vendor handbook outlines the rules and guidelines that apply to all markets operated by the Salem Saturday Markets, dba Salem Community Markets (SCM). The term “SCM” is used interchangeably to refer to all markets managed by the Salem Community Markets. The terms “vendor” and “member” are used interchangeably throughout and should be determined to mean one and the same.

The Market may allow all quality products that are legal at the local, state and federal level. The Market has the right to refuse any product that does not align with SCM values. We prioritize local agriculture and business, excellence, innovation and community that promote a wholesome family friendly environment. The Market reserves the right to refuse membership to any applicant.

The Market also reserves the right to modify this vendor handbook to clarify issues or circumstances that may not be addressed directly. The Market does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age or disability.

## THE MARKETS

The purpose of all Salem Community Markets is to provide a venue for vendors to share farm fresh produce, meats, cheeses, baked goods, nursery plants, flowers, wines, and artisan crafts. Some market locations limit vendor product participation. All market vendors are juried to assure that only top quality handmade or homegrown products are sold at the market. All markets operate rain or shine, except under extreme circumstances. Please refer to the Inclement Weather Policy below for market cancellation procedure. See individual market dates, times and locations below:

### Salem Saturday Market

- Season: March 2<sup>nd</sup> through October 26<sup>th</sup>
- Hours: 9:00 am to 2:00 pm (open to the public)
- Location: State of Oregon’s “Green Lot” at Marion and Summer Streets NE

### Monday Hospital Market

- Season: May 6<sup>th</sup> through September 30<sup>th</sup>  
\*\* CLOSED Memorial Day (May 27<sup>th</sup>) & Labor Day (Sept 2<sup>nd</sup>-) \*\*
- Hours: 9:30 am to 1:30 pm (open to the public)
- Location: Salem Hospital – Breezeway between Building A & C

### Wednesday Chemeketa Market

- Season: May 1<sup>st</sup> through September 25<sup>th</sup>
- Hours: 3:00 pm am to 7:00 pm (open to the public)
- Location: Chemeketa Community College Agricultural Building

### Thursday West Salem Farmers Market

- Season: May 2<sup>nd</sup> through September 12<sup>th</sup>
- Hours: 10:30 pm to 2:30 pm (open to the public)
- Location: West Salem on Edgewater Street between Gerth & Kingwood

## THE BOARD OF DIRECTORS AND EMPLOYEES

The Salem Saturday Market (SSM) is a non-profit corporation formed in 1998 for the mutual benefit of its members under (501)(c)(6). Salem Saturday Market is governed by a seven-member Board of Directors elected by members. Salem Saturday Market dba Salem Community Markets operates several markets in the Salem area. Currently, those markets are Salem Saturday Market, Monday Hospital Market, Wednesday Chemeketa Market, Thursday West Salem Farmers Market, and the Holiday Market.

Elections are held in July and members in good standing (no violations on file) are eligible to run for the Board. The Executive Committee of the Board of Directors supervises all Market employees, including the Executive Director, Market Manager, and other market employees.

The Board is always accessible to the membership. Please respect their rights as vendors when they are selling at the Market(s), and discuss Board issues at their convenience, or schedule time at a Board meeting.

**The Board of Directors** consists of member volunteers who meet to determine the policies and procedures governing the market. In accordance to the Salem Saturday Market By-Laws, Vendor Application Guide and Vendor Handbook. The Board meeting schedule will be available upon request from Market office.

**The Executive Director** manages the day-to-day operations of the organization behind the scenes.

**The Market Manager** is onsite each market day to supervise activities required for the daily functioning, uphold by-laws, implement and enforce rules & guidelines. The Market Manager acts as a conduit between vendors, customers, the Executive Director and Board of Directors.

**Market Staff** is there to provide a safe space for customers to receive information, run EBT/Square transactions, help with market set up/takedown, and answer questions.

The Board of Directors grants the Executive Director with complete authority to interpret, implement and enforce policies as outlined in this Vendor Handbook. Members have the right to a hearing before the Board of Directors, as outlined in Appeal Process. The Executive Director has the authority to grant temporary exceptions to policies on an individual basis for cause.

## SCM MEMBERSHIP

A member may be a sole proprietor, partnership, LLC or corporation. Membership may include family members within the same household, domestic partners, parent(s), and minor child(ren), and people who share a common business name. Non-profit organizations are not eligible for membership, except as approved by the board. The board will consider non-profit membership on a case-by-case basis for programs that realize a tangible educational opportunity through market membership not attainable through a standard non-profit booth space.

Each vendor membership receives one vote in elections. One individual shall vote for the business and must be an owner, member or officer of the business. It is the intent that all recognized members of the business entity are considered members of the Market. Therefore, all members are able to participate in Market activities and must obey the Market rules and guidelines.

The Board of Directors reserves the right to reject membership to any applicant. Criteria for rejection may be:

- A. If the applicant was a member the previous year and has three or more documented violations of Market policy within the calendar year.
- B. If the applicant has demonstrated actions that could be considered 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.

The Board may request information from Market staff and/or membership in applying the above criteria. If the Board chooses denial of membership for any of the above criteria, a written explanation shall be provided to the applicant. The decision of the Board shall be final and binding.

## TYPES OF VENDORS

- Reserve Vendor** - Vendors who are interested in attending on a regular basis and want to “reserve” a space, can pay an additional reserve fee and lock into a booth space for the dates they want to attend. Placement is based on availability at the time the vendor completes the process. Reserve vendors are not guaranteed a specific placement at the market, this only allows for the vendor to schedule their dates in advance. NO ONE PARTICULAR BOOTH SPACE IS GUARANTEED. ONCE PLACEMENTS ARE MADE, THEY ARE FINAL. YOU MAY CHECK THE INTERACTIVE MAP TO SEE WHAT BOOTH SPACES ARE AVAILABLE ON YOUR PREFERRED DATES AND REQUEST OPEN SPACES ONLY. IF THE BOOTH SPACE YOU ARE LOOKING FOR IS TAKEN, THEN IT IS NO LONGER AVAILABLE FOR YOUR USE. YOU MAY SUBMIT AN EMAIL REQUEST TO [SALEMCOMMUNITYMARKETS@GMAIL.COM](mailto:SALEMCOMMUNITYMARKETS@GMAIL.COM) TO BE PUT ON A CANCELTION WAITLIST FOR A SPECIFIC SPACE SHOULD IT BECOME AVAILABLE, OTHERWISE YOU HAVE THE OPTION TO CHOOSE ANOTHER OPEN SPACE IN THE MARKET. PLEASE NOTE THAT PLACEMENTS ARE MADE BASED ON PRODUCT, IF THERE IS AN OPEN SPACE REQUESTED BUT IT IS NEAR ANOTHER LIKE PRODUCT, THAT SPACE IS ALSO NOT AVAILABLE.

Waitlist:

If you apply as a reserve vendor and there are waitlisted dates, you will be notified by email. When added to the waitlist you are given priority placement over drop in vendors for full market dates. You will be notified when there is a cancellation and you have been placed for the requested date.

**Drop In Vendor** - Vendors who are unsure of their plans, unable to commit to regular attendance, and willing to be flexible in a booth location, then participation as a drop-in vendor is perfect! Drop-in vendors will email the office on the working day before the market to see if there is availability to attend the requested market. Drop in vendors for the Saturday and Monday Markets will email on Fridays between the hours of 10 am and 3 pm.

## SCM FEES

### **Application Fees**

Non-refundable Application Fee \$ 15.00 – covers ALL seasonal markets

### **Membership Fee**

Membership Fee – Annual (not applicable to HM) \$ 40.00

### **Reserved Vendor Fee** – (Annually per market)

Monday (optional) – 1 <sup>st</sup> 10x10 booth	\$ 50.00
Monday (optional) - each addt'l 10x10 booth	\$ 25.00 – reserve recommended if double
Wednesday (optional)- 1 <sup>st</sup> 10x10 booth	\$ 10.00
Wednesday (optional)- each add'l 10x10 booth	\$ 5.00 - reserve recommended if double
Thursday (optional) – 1 <sup>st</sup> 10x10 booth	\$ 10.00
Thursday (optional) - each addt'l 10x10 booth	\$ 5.00 - reserve recommended if double
Saturday (optional) – 1 <sup>st</sup> 10x10 booth	\$ 60.00 – food court reserve recommended
Saturday (optional) - each addt'l 10x01 booth	\$ 45.00 – food court reserve recommended if double

**Note:** Saturday Market vendors selling produce can reserve up to six spaces and any other vendor can reserve up to 2, if available. Monday, Wednesday and Thursday vendors selling only produce can reserve up to 2 spaces.

**Market Weekly Booth Fees**

**\*\*Fees are based on a 10x10 location, you will be charged per 10'x10' canopy or space used.**

Monday Market (10' x 10' booth)	\$ 25.00
Wednesday Market (10' x 10' booth)	\$ 20.00
Thursday Market (10' x 10' booth)	\$ 20.00 **
Saturday Market (10' x 10' booth)	\$ 40.00

\*\*Discounted booth fees extended to 2024 thanks to the generosity of sponsorship donations

**Discount Option for Pre-Pay Reserved Vendors**

Vendors can receive a discount by paying a booth fee in advance for ALL market dates scheduled to attend. A minimum of 6 market dates must be reserved. No refund will be given for unused prepaid booth fees with exceptions considered on a case by case basis. Discount is NOT available for Monday Hospital Market, Wednesday Chemeketa Market, and Thursday West Salem Farmers Market due to lower weekly booth fees.

<b><u>PREPAY DISCOUNT</u></b>	10% OFF when reserving 6-10 market dates
	15% OFF when reserving 11-20 market dates
	20% OFF when reserving 20+ market dates

<b><u>PREPAY</u></b> allowed in 2 blocks	Early season (March – June)
	Late season (July – October)

**OTHER FEES**

A \$25.00 returned check charge, in addition to the amount of the check, is levied on all checks returned unpaid. If more than two returned checks have been received from any member/vendor, only cash will be accepted from that party for the remainder of the year. Vendor's selling rights will be suspended until the NSF check and the returned check fee charges are paid.

**Weekly Booth Fee Collection & Check Distribution Process**

The Market Manger will distribute and collect envelopes for payment collection for the "day of" market booth fee. Please have your weekly booth fee ready **no later than 11:00 am** on Saturday and Monday or **no later than 5:00 pm** on Wednesday and **no later than 1:00 pm** Thursday as they will be collected after those times.

If there is an EBT/CC, Gift Card, Double Up Food Bucks (DUFb) or POP reimbursement check for the vendor, it will be stuffed in your envelope and distributed every other week. If reimbursement is \$10 or less it will be distributed in cash and will require a signed receipt by the vendor upon receipt. Please ask or email [Salemcommunitymarkets@gmail.com](mailto:Salemcommunitymarkets@gmail.com) for check reimbursement schedule, questions or ACH information.

## VENDOR PROCEDURES & GENERAL INFORMATION

### Reserved Booth Space

When applying to a market, you are committing to specific dates. Of those dates, you are ensuring that you will attend 80% of total dates reserved. You may attend on a date you didn't originally reserve and it will count toward your 80%. However, your reserved spot will not be guaranteed nor is there a guarantee that space will be available for added dates you did not reserve when applying.

- If you fail to meet your 80% commitment, the privilege of reserving a spot will be suspended the following season.
- You may change the dates you are able to attend throughout the season. This must be done by email or written notice to the Executive Director at least 14 days in advance to guarantee market placement (depending on market space availability). However, your reserved spot will not be guaranteed, as another vendor may have already reserved.
- **Reserve vendors are allowed 2 excused absences per market season without penalty. Excused absences are ones where we receive a call prior to 8am the day before the market (For Saturday Market this is before 8am on Friday). Any unexcused absences or more than 2 excused absences per market season, you will be required to pay for your booth fee in advance before your next market attendance or you will be removed from the schedule and made a drop in vendor for the rest of the season. However, if you give more than 14 days notice, you are removed from that date on our market schedule and it will not count towards your 80% commitment.**
- **1st NO-Call - NO-Show, the vendor may forfeit reserved space for remainder of the season.** You may still vend at the market, but your space is no longer a reserved location for you and you must call in weekly to obtain a booth space for the remainder of the season. You will be considered a drop in vendor and the wait list will be placed each week before you.
- Executive Director has discretion in booth placement in case of inclement weather or low attendance markets (less than 50%) to consolidate market footprint.

### Criteria for Reserved Booth Space

- For returning vendors and those who sign up after Feb 1st, spots are assigned first come first serve based on 1) date paid 2) product 3) market needs (ie moving vendors around so all the baked goods aren't all in 1 spot, multi space booths).
- A member must reserve a minimum of 6 days to secure a reserved booth space. The member must also attend a minimum of 6 days to retain the ability to reserve the following season.
- Certain seasonal products, such as berries, and longer reserved times may be given preference of assigned space.
- Berry product vendors are expected to provide estimated start and finish dates, however, the Market is aware weather and growing periods may alter actual start and finish dates. Reserved dates for berry vendors will be adjusted accordingly and 80% commitment days will not be required for the start and finish of estimated dates, but will be enforced during the berry season.
- If a vendor wishes to change reserved spaces, they must make a written request to the Executive Director stating the reason(s) for the change. As of the date written request is received, options are limited to unreserved spaces. Written requests may be sent to Salemcommunitymarkets@gmail.com.
- Onsite prepared food vendors will be limited to reserving space as designated by the Market at the beginning of each season (as it pertains to Salem Fire Department fire codes).
- The Executive Director reserves the right to assign vendors to spaces based on federal, state and county codes, safety requirements or precautions regardless of points acquired.

### Drop-In Vendor

Drop-In vendors may email between 10:00 am and 3:00 pm on the day before the market to choose a space that has become available due to cancellation. Spaces will be given for the next day's market ONLY on a first come first serve basis. If you email for your drop in space, you will receive a response with your map location, if you call the office please leave a voicemail and check your Manage My Market profile after 3pm for placement. We will only return your call if there is NO availability. Message must include name of business and date of market requested.



**Cancellation Times**

**EXCUSED ABSENCE** - You **MUST** email (or call) **BEFORE** the times listed below.

**Booth Cancellation Times**

Saturday Market ~	BEFORE 8 am Friday
Monday Hospital Market ~	BEFORE 8 am Friday
Wednesday Chemeketa Market ~	BEFORE 8 am Tuesday
Thursday W Salem Farmers Market ~	BEFORE 8 am Wednesday

Email at [salemcommunitymarkets@gmail.com](mailto:salemcommunitymarkets@gmail.com) or call the Market office at 503-585-8264

**Canopies, Trailers, Signage, Displays & Fire Code**

All vendors are provided with a stall space measuring 10' x 10'. The Saturday Market has yellow dots for each booth, vendors may expand within those dots at market discretion. Do not stick out past yellow dots into the customer walking path, and do not take up your neighbor's space. Booth location is determined by the Executive Director.

Each vendor must provide an attractive tent or canopy which must fit within the assigned 10' x 10' booth space, **except as noted in this section**. A vendor may sell only within their assigned spaces. Roving peddlers are not permitted. Vendors needing more space must rent an additional booth space. Canopy, trailers, display and signage requirements include:

**Canopy Requirements**

- Canopies or tents are required covering each space with the exception of produce and plant vendors using a double space in which case only a 10' x 10' canopy is required.
- All canopies/tents must have four grounded and weighted corners. A **minimum of 20 pounds of weight is required** to hold down and to secure each canopy leg. Weights will be inspected periodically to ensure proper weights are attached to your canopies. 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.
- Each vendor is responsible for damages incurred due to fly-aways of their display, canopy or inventory.
- Market Manager/Director may waive canopy requirement on high wind market days (over 25 mph).
- Vendors may use sun umbrellas with market managers approval; however, it may not replace the canopy nor can it take up market or neighboring vendor space outside of the yellow dots.

**Trailer Option**

- Saturday Market vendors, with approval by the Board of Directors, may market their products out of a trailer instead of a tent so long as the items outlined in the Trailer Policy are adhered to. Booth placement of trailers/vehicles will only be allowed on the perimeter of the market. Contact the market office for a copy of the complete trailer policy at [Salemcommunitymarkets@gmail.com](mailto:Salemcommunitymarkets@gmail.com)

**Generator Requirements:** ALL generators **MUST** be approved by Executive Director in advance and be **LESS THAN 70** decibels in volume. All generators are required to be placed on the perimeter.

### **Signage and Display Requirements**

- All vendors must display signage with their business name. Signage must be a minimum of 12 x 18 inches or 1.5 square feet. Vendors must present signage that is clean, clear and accurate.
- Each vendor must have available a sign or card stating their name or business name and contact information.
- All prices posted or advertised must be honored.
- 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.
- Vendor must keep booth spaces clean and uncluttered.

### **Line Containment Requirements:**

Vendors are responsible for maintaining their line during market hours. Vendor lines cannot block access to other vendor booths. All complaints will be forwarded to the vendor at fault, and may result in being written up or fined. Vendor may use cones, signs, and have extra employees on hand to help maintain the line. It is not the responsibility of market staff to maintain vendor lines.

### **Fire Code Requirements**

- Covered spaces of 200 square feet or larger are required to provide a fire extinguisher rated 2-A:10-B:C or otherwise required by the Fire Code
- All vendors using any fire/propane operated equipment including stoves, etc., are required to use fire retardant canopies and the above required fire extinguishers. Proof in the form of a receipt from Instant Fire Protection, 3385 Portland Road NE, Salem, OR 97301, (503) 362-4511, which sells the fire retardant or other proof of the fire retardant will be required to be available upon request from the Market Manager.

Be prepared for all types of weather. Once setup, displays may not be dismantled until closing time, even though that vendor may sell out. If a vendor is sold out they **MUST** put out a "Sold Out" sign and leave booth as is until closing. Vendors may pack up any valuables and leave the booth unattended, as long as a "Sold Out" sign is visible. Vendors may be written up or fined for early breakdown.

### **Garbage**

Each vendor is responsible for the following in regards to Market garbage:

- Each vendor shall provide their own waste receptacle; at least a small waste container.
- **Vendors must pack out their own garbage.** DO NOT use market trash bins, they are for customer use only.
- Keep their area free from refuse during Market hours and clean up their area at the end of each Market day.
- Any vendor placing their garbage in another vendor's or the Market's garbage will be subject to written warning and/or fine.
- Vendors must provide their own broom and leave their space swept and clean.

### **Hawking**

The intent is for the Market to have a low key environment. Rules about hawking were created to avoid conveying a carnival atmosphere and disturbing customers and vendors. The Market's definition of hawking is as follows:

*Calling aloud to passersby who have not yet expressed interest in a vendor's goods or services; advertising, demonstrating, selling, sampling or attempting to sell goods and services outside assigned booth space is not allowed.*

## **Inclement Weather**

The Board of Directors adopted an inclement weather policy in September 2015 (published on website). In the case of inclement weather conditions (extreme heat, severe wind, etc), the Executive Director has discretion to make changes to market hours for the safety of market vendors, guests and products. If possible, vendors will be notified in advance of any changes by the Executive Director, or onsite at the market.

In general, it is SCM's policy to be open rain or shine. SCM will not be closed unless it is determined that severe weather conditions compromise the safety of vendors, employees and customers. Any necessary changes or modifications are determined by the Executive Director. Notifications of change will be issued as far in advance as possible. If a modification or cancellation is required, vendors in attendance will be notified via email. In the event of the cancellation of SCM, vendors will not be required to pay booth fees for that Market date (if booth fees have already been submitted, the vendor will be refunded).

A. High Winds: All vendors are responsible for making sure canopies are adequately secured with a minimum of 20lbs of weight on all four corners. If improperly weighted canopies are a risk to other vendors or customers, the Market Manager may require canopies to be disassembled at their discretion.

B. Lightning: If lightning arises at the Market, an announcement will be made stating the need for safety procedures.

C. Excessive Heat- Market times may be changed or a market could be canceled for excessive heat over 100 degrees or causing unsafe conditions, you will be notified in advance of market closure.

D. Air Quality: If air quality reaches Purple or Dark Red Air Quality Index with numerical values ranging from 201-500, all outdoor activities including the Salem Community Markets will be cancelled.

## **Vendors Animals At The Market**

- Vendors selling food products, including raw produce, are responsible for the enforcement of Department of Agriculture/Marion & Polk County Environmental Health Department requirements which prohibits any animal under your canopy space.
- Vendor dogs that follow market guidelines are allowed, however they must be placed 20ft away from all food vendors. Advanced notice is required
- Pet grooming is not allowed at the market, please be aware of shedding especially near food booths.
- Animals are to be kept on a short leash.
- Animals are kept under control and by the owner's side at all times.
- Dogs are to be friendly with other dogs and people.
- Owners are considerate of those who do not wish to be in contact with dogs or other animals.
- Owners must clean up after pets, doggie bags are provided throughout the market and at the market entrances.

## **Vendors Children At The Market**

- 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.
- No unsupervised minors at the market unless preapproved by the Market Manager for specific reasons. If you bring a minor, they are your responsibility and must be under your supervision for the entirety of the market. Children may not visit in other booths unless specifically invited to do so.

## **Insurance & Licensing**

All vendor products must comply with state and federal regulations. All vendors must carry General Liability insurance. Please refer to Application Guide for specific details.

## **Internal Complaints**

If you have any concerns/complaints, please send an email to the Executive Director as the Market Manager and onsite staff are not able to address complaints that require investigation. You are encouraged to alert the market manager immediately for any current issues happening at the market. For all other complaints or suggestions please email Salemcommunitymarkets@gmail.com. There is a formal procedure for vendors and others to make complaints alleging that another vendor is not complying with SCM Guidelines. SCM charges an investigative deposit for filing a complaint. There is a \$25.00 filing fee (which can be shared by a group of vendors). The fee is returned if the claim is substantiated.

## **Complaint Procedure**

Written complaints must be submitted to the Market Manager before the end of the market day the alleged violation is observed. The complaint will then be given to the Executive Director. The complaint must clearly identify the alleged violator, either through vendor name, business name, or booth number on the day of the violation. Plus provide the Market with written evidence as to the nature of the alleged violation. Forms have been created and are available from the information booth. One form is a "Vendor Concern Form" to express your concerns or ideas about the market and there is no fee for this. The other is a "Product Challenge" form for filing the \$25 investigative complaint (fee is returned if the claim is substantiated).

The Executive Director will convey the nature of the complaint to the alleged violator within 7 days in person, by phone or by mail. The alleged violator must respond in writing within three days of receiving the complaint to admit or deny the alleged violation with appropriate evidence. Failure to respond to a complaint may result in the determination that the complaint is valid.

The Executive Director and/or Board Member(s), along with others with appropriate expertise will conduct an investigation as conditions permit. Investigations may include business visits as authorized on the vendor application. Market management will attempt to resolve most complaints without a formal Board hearing but will notify the Board of all unresolved complaints.

For situations that cannot be resolved by Market management, an appropriate hearing may be held. If a hearing is held the accused vendor shall have the right to the following:

1. The right to a closed hearing, if requested
2. The right to present witnesses and evidence on their behalf
3. The right to refute testimony or evidence presented against them with testimony or other evidence.

## **PRODUCT CHALLENGE**

The intent of the Market is to offer fresh, local food from the farmer/grower who raised/grew it. Any vendor, the Market manager or Board member may challenge the sale of products that do not meet these criteria. The challenge needs to be in writing, signed, and supported by physical evidence of the offense, it must be received by the Market Manager the day of the offense. The farmer will be notified within 48 hours. For a vendor/s challenge there is a \$25 fee. The fee is returned if claim is verified. The Manager will review challenge. If the vendor is found in violation of market rules there will be a written warning for the first offense of single item, and any future violations will result in

forfeiture for the rest of the season, and approval of future markets will be compromised. If grower is found to be bringing multiple items not grown by farm, homemade, or handmade the result is forfeiture for the rest of the season. Failure to allow Manager complete access to the farm site or to provide product information for inspection will result in immediate suspension from the Market for the rest of the season.

### **Infraction Penalties**

The goal of all market practices is to create the best marketplace possible. Failure to follow the guidelines set forth by Salem Community Markets will result in the following fines to be imposed: Should any infraction be deemed a health or safety risk to the public in general or to any other vendor or market employees, any or all steps listed above may accelerate the process.

### **Fines for Infraction of Rules**

<b>1<sup>st</sup> Violation</b>	Written Warning
<b>2<sup>nd</sup> Violation</b>	\$10.00 to \$100.00
<b>3<sup>rd</sup> Violation</b>	Up to \$100.00
<b>4<sup>th</sup> Violation</b>	Suspension at all SSM managed markets

- Fines must be paid before you vend at any of the SSM managed markets
- Violations may be cumulative regardless of market location
- Multiple violations in one day may be cumulative
- Market Director has discretion in applying fines up to and including suspension
- SSM reserves right to enforce higher level of discipline

### **RULES OF CONDUCT**

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 Manager, Executive Director, or Board member, NOT to customers or other vendors.

### **ENFORCEMENT OF MARKET RULES**

All rules of the market will be enforced by the Market Manager, Executive Director and Board of Directors. The Market Manager and Executive Director have the ultimate on-site authority, and are responsible to the Market Board. If a vendor does not abide by any rule of the market, the Market Manager or Executive Director have the discretion to impose a penalty, which may include a written warning, monetary fine and/or suspension from the Market for the rest of the season. The Market reserves the right to:

- \*Prohibit any vendor from selling a particular product in the market
- \*Prohibit any product from being sold in the market
- \*Prohibit a particular vendor from selling at the market

The Board of Directors reserves the right to modify the rules of the market as circumstances warrant. Vendors will receive advance warning, and a revised copy of the rules as soon as changes are incorporated into the rules. If a vendor does not abide by any of the rules of SCM, comply with federal, state, and local regulations or engage any activity that could compromise the reputation of the market, the Market Management or designee may take any action deemed appropriate, including assessing fines or barring the vendor from selling at the market for that day and any future market days.

### **Infraction Appeal Process**

Any infraction may be appealed to the Board of Directors, to be handled at the next regularly scheduled Board Meeting. Should no meeting be scheduled within a two week period directly following the written receipt of such an appeal, a special Board Meeting will be called to order.

The vendor who is the subject of the disciplinary action shall have the opportunity to request that the Board reconsider the decision and sanctions. The Board will only review a written appeal. The request must be in writing, stating the reasons for which the Board should reconsider and what proposed sanctions should be invoked.

The Board shall review the appeal for consideration and respond to the vendor within two weeks of receiving the written request. During the appeal period the sanctions shall be fully implemented until written appeal for reconsideration is acted upon and the sanctions revised by the Board of Directors. The written request for a decision must be received by the Executive Director within 5 days of vendor notification of the decision. The decision of the Board of Directors on any appeal shall be final and binding.

### **Sharing Booth Space**

Vendors may share a space with another member. However, each must obtain a separate membership for the market and products be accepted by the Jury Committee. If two members sharing space, there must be a representative that is knowledgeable about all products. There can be a maximum of two (2) vendors/members per booth. Each vendor who participates in a shared booth will receive a point for each Market Day they attended. Please contact the office if you are interested.

**Exception:** Hot or processed food vendor providing single product (i.e. brewed coffee) that accompanies their main product sales (i.e. pastries). Products will ONLY be allowed as a complimentary item and must be made/prepared in a certified kitchen. Product sales of complimentary products (i.e. coffee beans) will not be allowed unless both companies complete the process and become market members sharing a booth space.

### **Vendor Inspections**

To assure that all products sold at the Market are vendor produced as required in the guidelines, an inspection of the vendor's booth and/or facilities may occur at any given time.

For onsite facility inspection, the Inspector(s) will note production capabilities of the facilities visited and if a discrepancy is apparent, the Executive Director may recommend to the Board of Directors that the vendor be denied access to the Market. The Executive Director's decision may be appealed to the Board for final resolution. The Board must respond to written appeals within 30 days of their receipt. The Board has final authority to resolve all discrepancies referred by the Executive Director or appealed by the vendor.

Vendors will be contacted 24 hours in advance of the on-site inspection. Vendors agree to allow photographs of their operation to be taken by the Inspectors. The inspector is also authorized to request receipts and/or invoices to support vendor's production claims. If the Inspector cannot verify that a vendor produces his or her own product, membership may be suspended and/or denied. All inspection results will be kept confidential.

## **Member Points**

Point totals are used to determine standing with regard to obtaining a reserved space. Vendor points will be a factor used to determine priority, breaking a tie regarding other vendor requests.

- One point is awarded for each market day a member vends.
- One point will be awarded for each general and annual meeting attended.
- One point will be awarded for work group or GAT and PFAT committee member per meeting attendance.
- One point will be awarded for Arts & Crafts committee member per every 5 online jury evaluations.
- Points accumulated from meetings, committees, etc. will be applied to each of the Markets the vendor attends.
- Attendance of less than six weeks will result in forfeiture of any accumulated points, regardless of payment of membership fees, for the following year.

## **MARKET SERVICES**

### **Non-Profit Groups**

The Market recognizes the value of and the need for public outreach by tax exempt, non-profit organizations. Therefore, the Market designates space within its area of control for use by these organizations free of charge. Non-profit organizations eligible for participation are those whose purpose and mission align with those of the Salem Community Market. Non-profit organizations with political or religious affiliation will not be allowed. These non-profit booth spaces are for dispensing information only. Merchandise cannot be sold from these areas.

- Non-profit groups are not eligible for membership, except as approved by the board. The board will consider non-profit membership on a case-by-case basis for programs that realize a tangible educational opportunity through market membership not attainable through a standard non-profit booth space.
- No items which the Market Director/Board Directors considers discriminatory or inflammatory may be displayed.
- Non-profit spaces are available at the Monday, Wednesday, Thursday and Saturday Markets on availability and approval by the Executive Director. Market members have priority.

### **Gift Cards**

Customers may purchase gift cards through the information booth for any amount they choose. Gift cards may be redeemed at the Market Information Booth. Vendors are required to honor the Market gift cards by completing duplicate credit receipt for the amount customer is purchasing, receipt books can be purchased from the information booth for 50 cents (first booklet is free). Vendors will be reimbursed for gift card purchases at 100%.

### **Customer Service**

The Information Booth will direct customers to vendor location on any participating market day. If a customer is looking for a member who has not attended the Market on that day, the Market staff will help them contact the vendor by providing the vendor's phone number and/or email if permission had been given. Please note this permission is given by checking the appropriate boxes on the Market Application in Manage My Market.

### **EBT, DUFB, POP, FDNP Checks & Credit Card**

The Market will process EBT (Oregon Trail/Food Stamp Benefit) Cards through the Market's electronic terminal for vendors selling eligible food products. A list of products qualifying under the USDA Food Stamp Program will be available at the Information Booth. The Market requires all vendors who sell

eligible food products to participate in the EBT program. All vendors eligible for SNAP and DUFB must post the market provided sign.

Process Explained:

**Double Up Food Bucks (DUFB)** is a program that “matches” SNAP benefits spent at participating farmers markets. For every \$2 of SNAP benefits the customer chooses to spend at the market, they’ll get a dollar-for-dollar match of up to \$20 in Double Up that the customer can spend on fruits and vegetables. So, if the customer spends \$20 in SNAP benefits, they’ll get an extra \$20 – FREE – that they can use to buy more produce. Since Double Up are \$2 each, encourage customers to spend an even number of SNAP benefits so they can receive the full match. If the customer spends \$5 in SNAP, they’ll only get \$4 in Double Up, but if they spend \$6 from their SNAP Card, they’ll get \$6 in Double Up. All produce vendors are required to participate and will be asked to sign a participation contract at the beginning of the year. These are placed in your envelope and picked up daily. They will be reimbursed every other week.

**Power of Produce (POP)** is a program that encourages children to try new types of produce. If they try “2 bites” of the weekly produce they get a \$2 voucher that can be used to buy produce or honey. These vouchers are put in your envelope and reimbursed every other week.

**FARM DIRECT NUTRITION PROGRAM (FDNP) CHECKS.** The Oregon Farm Direct Nutrition Program gives checks to low-income, nutritionally at-risk women, children and infants and to low income seniors and people with disabilities. These funds are distributed as TAN colored WIC (Women Infants and Children) checks for young families or GREEN Senior checks for elderly or disabled people. To accept these checks you must be a produce farmer/grower registered with the Oregon Department of Agriculture and display a sign. No change is given. The Market requires all farmers/growers to register to accept these checks. For information call ODA at 503 872-6600. These are processed through the individual vendors. The market itself does not take these and will not reimburse you for these. The Market also offers its vendors the opportunity to do credit/debit card transactions through the Market’s merchant services at a rate of 7% to cover the Merchant Service Fees and market processing expenses.

Although no sales should take place after the close of market to keep guests safe, Credit Card/EBT transactions that are not submitted to the information booth within 5 minutes after the close of the market will not be processed.

Reimbursement checks will be issued every other week for all SCM Markets. If checks need to be replaced (i.e. lost, expired, etc), there will be a fee of \$5.00 per check imposed when reissued, unless the need for a replacement check is due to Market error. You are also able to sign up for ACH to have your check deposited directly in your account (you can still receive a stub)

## **GUIDELINES FOR ALL SCMARKETS**

Please be aware the activities within your booth may have an impact on other Market members. The following do’s and don’ts apply to **ALL** Salem Community Markets.

- SCM circulates semi-regular vendor updates by email to communicate market news, policy changes, sponsor news, and other information relevant to our market community. Vendors are expected to read these communications thoroughly and share information with their market staff, as they contain important and time sensitive information. A paper copy is available upon request.
- **Market employees, fellow vendors and the public are to be treated with courtesy and respect at all times. Behavior that is verbally or physically abusive, dangerous or disruptive to Market activities will also not be tolerated, and may result in immediate termination of the member’s selling rights.**
- Members must comply with all federal, state and local regulations, guidance, laws and licensing requirements.



- Vendors selling food products, including raw produce, are responsible for the enforcement of Department of Agriculture/Marion & Polk County Environmental Health Department requirements which prohibits any animal under your canopy space. A sign outlining this requirement is available at the Information Booth.
- No materials which are blatantly offensive, either racially, ethnically, or sexual can be sold or displayed at the Market. The Market will not allow sales of any drug or drug paraphernalia, items promoting the illegal use of drugs or alcohol, or items promoting violence. Vendors may not sell or offer any products or literature deemed offensive, or which may incite violence, crime, disorderly conduct, or promote political viewpoints.
- Foul or offensive language will not be tolerated at the Market.
- No alcoholic beverages (with the exception of previously authorized wine & spirit vendors), may be brought into the Market. Members and members' associates (i.e. family members, employees and friends) are not permitted to be intoxicated on site.
- Vendors must not use any open flame devices, except as permitted for commercial food vendors.
- Smoking is not permitted, by vendors or customers, at any time at all SCMarket. Tobacco products including but not limited to cigarettes, e-cigarettes, vape pens and smokeless tobacco are not allowed on all State of Oregon Property by any person or persons as required by the Governors Executive Order 12-13, Ban on Tobacco Products. Vendors may not smoke within the entire Market area, either before, during or after Market hours.
- No petitions or any other printed material, political or otherwise, may be displayed or distributed at the market without the prior approval of the Market Director.
- 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.
- Sound producing activities (musical instruments, toys, sewing machines, etc.) and odors such as incense and perfumes may impact others, and should be kept to a level that does not bother other Market members.
- While imitation is the sincerest form of flattery, please respect fellow vendors' ideas and concepts and refrain from copying them.
- **A vendor with any Salem Community Markets may be subjected to the disciplinary sanctions or actions outlined in "Infraction Penalties" for any actions or behavior that misrepresents other vendors or staff, is demeaning to other vendors, staff and/or the public, or engages in activities or communications that have the potential to harm or tarnish the image/reputation of other SCM vendors, the Board of Directors, or staff may result in immediate termination of the member's selling rights.**

### **Emergency Notification for Market Evacuation**

The Market Manager will SIGNAL an emergency evacuation with three [3] horn blasts, then BROADCAST evacuation of the Market as loudly as possible, and then ask vendors to help spread the evacuation announcement as they leave the premises immediately, as safely as possible.

Copies of the Emergency Evacuation policy are available at the SCM Office or upon request via email.

### **Salem Authorities**

If there is an immediate threat to life or property, call 9-1-1. If you call 9-1-1 at the market, please notify our staff immediately so that we are aware of the situation and can provide support or crowd control if applicable. For non-emergency situations that are NOT an immediate threat to life or property but benefit from a police report or other resource supports, call the non-emergency line: 503-585-5032. Some examples of non-emergency situations at market might be: Theft that already transpired and the suspect is no longer there, harassment or assault that already transpired and the suspect is no longer there.

## **Market Disruptions**

Occasionally, an individual or group may engage in behaviors or activities that impact other people's sense of safety, or interfere with vendors' ability to conduct business at market. When an individual is engaging in a behavior or activity that poses an immediate threat to safety, we call 9-1-1. When an individual is engaging in a behavior or activity that is unlawful, bias-motivated or interfering with market operations and is not posing an immediate danger to physical safety, market staff may notify them of the rules and how they can comply. If the behavior or activity continues, we document the incident(s), create a response plan based on our protocols, and we may call for enforcement or medical/mental health support from relevant agencies. Every incident and circumstance is unique, and our response plan varies depending on the nature of the incident.

## **Exclusion of Damages and Representations**

A. Salem Community Markets, its officers, employees, commissions and committees shall not be liable to the Vendor for any damages of whatsoever character or nature arising out of or related to the Vendor's application, booth reservation, inventory, or participation in the Market, whether direct, indirect, consequential (including lost profits), or special damages.

B. Salem Community Market is not liable for acts by third parties or acts of nature, including weather.

C. Salem Community Market is not liable for lost or stolen property; all risk of loss of Vendor's property shall be that of Vendor. Please file your own police report immediately should an incident occur and notify Market manager and staff.

## **PRODUCT EXCLUSIVITY**

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 category. 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

## **Student Buskers**

We encourage Student Buskers to attend the market to practice their music for a live audience, they are required to check in with the information booth in advance to receive a market badge. They are not allowed to use any amplification. We do ask them to move around the market and not stay in one spot more than 30 minutes at a time. We typically have some very talented students, but if there are issues or concerns about our student buskers, please alert the information booth immediately so they can assist.

## **Courtesy and Customer Service**

While at the market, vendors are expected to conduct themselves professionally at all times, behaving courteously toward market staff, customers, other vendors, 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.
- Vendors may not disparage other vendors, products or markets.
- Customer questions regarding farming practices should be answered factually and knowledgeably

All market vendors are required to read the handbook, even returning vendors as information is updated on a yearly basis.

The answer to the question required to complete your market application is “I have read and understand the handbook.” If you have questions, or do not understand something in the handbook, please reach out at Salemcommunitymarkets@gmail.com before completing your application.

## **SALEM SATURDAY MARKET -- SPECIFIC RULES**

The following do's and don'ts are specific to Salem Saturday Market on the State of Oregon Property.

- All cars must be off of the lot by 8:30am, the entrances will be blocked off to allow safety for early customers.
- All vendors are responsible for checking their dates and placements in advance and regularly as things may change. Please email Salemcommunitymarkets@gmail.com with any scheduling questions. Verbal date or placement requests do not count, you must email in writing.
- DO NOT line up at the entrances at the end of the day with your car. Vendors must wait to get their car until the second buzzer sounds (which could be around 2:20 but ultimately when it is safe to allow cars back onto the lot). This is part of our State contract for the lot, we cannot cause traffic. If you disobey this rule, vendors will be written up and/or fined, along with having to pay any State fines incurred. Continued disregard for this rule may result in termination of your selling rights at our market.
- Vendors MUST turn off car engine while unloading/loading their cars. Only one car is allowed on the lot per vendor at a time.
- Vendors must not block any sidewalks or driving lanes. Please be respectful of neighboring booths and park as close to your booth space as possible.
- Cars must follow traffic flow, please check the map below to see traffic directions, vendor car should always have the passenger (right) side of the vehicle by your booth.
- No overnight parking or camping is allowed in the Capitol Mall area.
- Vendors must not attach stakes or anything to the parking lots, shrubs, trees or place any marks on the parking lots.
- **Vendors must park in designated parking areas. See Appendix “Red Lot Parking Map”**
- On street parking is reserved for customer parking and those with handicapped placards.
- The Yellow, Green and Red lots must be left clean upon exit.
- **No garbage is to be left behind. Vendors must pack out their own garbage and recycling. Dumping of garbage is not allowed.**
- No water is provided at the Market other than the hand washing station at the restrooms.
- Electrical service is not available. Please see generator guidelines.
- All market staff vacates the premises at approximately 3:30 pm.
- **NO DUMPING - nothing, including clean water, beverages and/or ice, is to be dumped down the storm drains, in the port-a-potties or in the landscaping or any other area. Violators may be immediately suspended from the Market and subjected to market and/or State fine.**

### **Securing A Space at Saturday Market**

The Information Booth opens at 7:30 am, to speak with the information booth you may park and walk over. DO NOT block traffic in front of information booth, even if there are no cars behind you at the time. Be aware that if you select a space that is near the Food Court and the Entertainment area, vendors should be prepared for smoke, steam, cooking odors, and a higher volume of music than in other parts of the Market. Plan placement selection accordingly.

#### **Reserved Booth Space Vendors:**

- **Verify approved market dates through managemymarket.com to ensure you have a booth space AND the market calendar matches your personal calendar. It is vendors reasonability to check their schedule and placements regularly throughout the season and contact the office with any corrections at Salemcommunitymarkets@gmail.com.**

- Check-in at the Information Booth is not required. The Market Manager will verify attendance. Please check your placement and the map in advance, inform employees or have them check placement on our interactive map found on the Salem Community Markets webpage:

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

- If vendors do not arrive prior to 7:45 am, your reserved space may be given to another vendor unless vendor has made prior arrangements with the Executive Director.
- Reserve vendors receive first priority, but do not have a placement guarantee. If requesting a spot mid-season, check the interactive map to see what spaces are available for the dates you want to request.

#### Drop-In Booth Space Vendors:

- Drop-In vendors are encouraged to email [Salemcommunitymarkets@gmail.com](mailto:Salemcommunitymarkets@gmail.com) between the hours of 10 am-3 pm on Friday. You may not receive an immediate response as we are working on placements, you can check your placement on your ManageMyMarket.com account, or on the interactive map: <http://maps.managemymarket.com/5728>
- All placements will be made by 4pm on Friday.
- **At 7:45 am, all remaining spaces are open to all vendors.**

#### Setup at Saturday Market

In order to ensure a professional atmosphere and a dependability that your customers can rely on, Saturday Market vendors must be ready to sell at 8:50 am and **must remain open until 2 pm.**

- Vendors are provided a 10'x10' space, and allowed one 10'x10' canopy per booth fee. Vendors may use the space between and up to the yellow dots at market discretion. DO NOT stick out past the yellow dots, all booth signage should be behind the yellow dots.
- Vendors are not allowed to park and/or block the main aisles/lanes from entrance to entrance during setup/breakdown.
- Pull on the lot next to your assigned booth space so your booth is on the right. Each aisle way has room for 2 cars (one row of cars facing north and one row of cars facing south). If your setup requires an exception, you must make arrangements with the Market Manager.
- **Prior to setting up booth, please unload equipment/product and move vehicle to designated parking areas.**
- Each vendor space is allowed to have only ONE vehicle on the lot at a time during booth setup and breakdown.
- Engines must be turned off while unloading/loading.
- **By 8:30 am, all vendor vehicles MUST be removed from the Lot and from street parking around the perimeter of the Lot.** Designated vendor parking is in the Veterans or Red Lot.
- Please **be aware of low hanging tree branches** throughout the Market lot. **You are liable to the State of Oregon for any damage to trees** resulting from our vehicles. This could result in losing your vendor selling privileges.
- Driving across aisles is prohibited after 7:15 am and before 3 pm, vendors must utilize designated aisles.

- To speak with the the information booth, please park car and walk over, DO NOT block the flow of traffic. Even if it is “just a quick question” and there is nobody behind you at the time. Vendor MUST move out of the way and then come and speak with us.

### **Breakdown at Saturday Market**

In order to ensure a professional atmosphere and a dependability that your customers can rely on, Saturday Market vendors must remain open until 2 pm. Market staff reserves the right to do what is necessary for the market, this might mean putting up or taking down canopies during market hours, if you have questions about what they are doing and why, please ask.

- At 2:00 pm, the 1<sup>st</sup> horn will signal the close of the Market, and the beginning of tear down. Once the horn is blown, the market is closed. Vendors may complete transaction in process then begin breakdown of their booth at this time.
- **Vendors must not begin breaking down their booth(s) before 2:00 pm which includes business identification banners/signs, side/shade panels or excess product.**
- A 2<sup>nd</sup> horn (at approximately 2:20 pm) will signal that a single vehicle associated with a vendor may enter the lot. DO NOT line car up at the entrance in anticipation of the second horn. This causes traffic, which could in turn cause us to lose our State contract for the market lot. Anyone found lining up at the entrance before it is open will be written up and/or fined by the market and are responsible for any fines given by the State. Continued violators could lose the right to sell for the season.
- The 2<sup>nd</sup> horn does not blow until the Market staff deems it safe for vehicles to enter the Market lot to load out.
- Cones will be removed at lot entrances by Market staff or designated members only.
- **DO NOT line up at entrances, circle the lot until 2<sup>nd</sup> horn is blown and staff removes cones for safe access.**
- **Prior to moving vehicle, please teardown, pack-up equipment/product then get vehicle.**
- Vendors are not allowed to line up at entrance prior to the 2nd horn.  
*Exception:* Vendors that utilize street parking for load out. Vendors may not pull into these parking spaces until 2 pm when the 1<sup>st</sup> horn is blown.
- Each vendor is responsible for cleaning their booth area. If this is not done to the satisfaction of the Market Manager, infraction penalties may be applied.

### **Vendor Parking at Saturday Market**

To make as much parking available for customers as possible, vendors must park in the designated vendor parking areas:

1. Vendor parking is designated as the **Red Lot**, located at 400 Capitol St NE (entrance on Center Street across from McDonalds). The **Yellow Lot** is reserved for customers.
2. Street parking around the perimeter of the Green lot is reserved for customers until after 2 pm.
3. Parking is available in the Dept. of Veterans’ Affairs parking lot on the corner of Union and Summer Streets for single vehicles ONLY. No box trucks or vehicles towing a trailer allowed.
4. Vehicles with trailers must park in the designated area of the Red lot. Please see map below for specific placement.
5. Vendors violating any parking regulations will be subject to infraction penalties.

## **MONDAY HOSPITAL MARKET -- SPECIFIC RULES**

The following do's and don'ts are specific to Monday Hospital Market at the Salem Hospital on Oak Street.

- Vendors must not block any sidewalks or driving lanes.
- No garbage is to be left behind. Vendors must pack out their own garbage. Dumping of garbage is not allowed.
- No water or electrical service is available at the Market
- All market staff vacates the premises at approximately 2:30 pm.
- **NOTHING, including clean water, beverages and/or ice, is to be dumped down the storm drains, in the port-a-potties or in the landscaping or any other area. Violators may be immediately suspended from the Market.**

### **Securing A Space at Monday Hospital Market**

The Information Booth opens at 8:30 am.

\*\*\*Please Note: Set up for the Monday Hospital Market requires all booths to have their back two canopy legs to be placed behind the rock wall, the wall may be used as part of your display, you will have approximately 8'x10' space remaining. This is to allow a clear pathway for customers.

#### **Reserved Booth Space Vendors:**

- Check-in at the Information Booth is not required. The Market staff will verify attendance.
- If you do not arrive prior to 9 am even though you may have paid in advance for your reserved space, your space may be given to another vendor.

**Drop in Vendors:** Drop in vendors must email [Salemcommunitymarkets@gmail.com](mailto:Salemcommunitymarkets@gmail.com) between 10am-3pm on the Friday to be assigned a Monday Market booth location.

### **Setup & Breakdown at Monday Hospital Market**

In order to ensure a professional atmosphere and a dependability that your customers can rely on, Monday Hospital Market vendors must be ready to sell at 9:20 am and must remain open until 1:30 pm.

- Prior to setting up booth, please unload equipment/product and move vehicle to designated parking areas.
- Each vendor space is allowed to have only one vehicle on the lot at a time during booth setup and breakdown.
- **Vendors must not begin breaking down their booth(s) before 1:30 pm which includes business identification banners/signs, side/shade panels or excess product.**
- Each vendor is responsible for cleaning their booth area. If this is not done to the satisfaction of the Market Manager, infraction penalties may be applied.

## **WEDNESDAY CHEMEKETA FARMERS MARKET -- SPECIFIC RULES**

The following do's and don'ts are specific to Wednesday Chemeketa Salem Farmers Market at Chemeketa Community College Agricultural Hub (located on the corner of 45<sup>th</sup> Ave and Fire Protection Way).

- **NOTHING, including clean water, beverages and/or ice, is to be dumped down the storm drains, in the port-a-potties or in the landscaping or any other area. Violators may be immediately suspended from the Market.**
- Vendors must not block any sidewalks or driving lanes.
- No garbage is to be left behind. Vendors must pack out their own garbage. Dumping of garbage is not allowed.
- All market staff vacates the premises by 7:30 pm.

### **Securing A Space at Wednesday Chemeketa Farmers Market**

The Information Booth opens at 2:30 pm.

#### **Reserved Booth Space Vendors:**

- Check-in at the Information Booth is not required. The Market staff will verify attendance.
- If vendor does not arrive prior to 2:30 pm even though the space may have been paid in advance for reserved space, it may be given to another vendor.

#### **Drop-In Booth Space Vendors:**

- May request an open space from the market office after between 10 am and 3 pm on Tuesday.
- Any request after 4 pm Tuesday must be handled through the Information Booth on Wednesday after 2:30 pm.
- At 2:30 pm, all remaining spaces are open to all vendors.
- Growers have priority over crafters at this Market
- Non-reserved space vendors will be assigned by the Information Booth at the Market Manager's discretion.

### **Setup & Breakdown at Wednesday Chemeketa Market**

In order to ensure a professional atmosphere and a dependability that your customers can rely on, Wednesday Chemeketa Farmers Market vendors must be ready to sell at 2:45 pm and must remain open until 7:00 pm.

- You may use the small lot in front of the agricultural building to load in and out **DO NOT PARK THERE.**
- Vendor parking is in the Chemeketa Community College "Red Lot" across from the building, please park in the spaces along 45<sup>th</sup> Ave. NO PERMIT is required on Wednesdays for vendors and customers.
- Prior to setting up booth, please unload equipment/product and move vehicle to designated parking areas.
- Each vendor space is allowed to have only one vehicle on the lot at a time during booth setup and breakdown.
- **Vendors must not begin breaking down their booth(s) before 7:00 pm which includes business identification banners/signs, side/shade panels or excess product.**
- When vendor booth/product are COMPLETELY torn down, vendors will be allowed to pull into curbside parking spaces for load-out.
- Each vendor is responsible for cleaning their booth area. If this is not done to the satisfaction of the Market Director, infraction penalties may be applied.

## **THURSDAY WEST SALEM FARMERS MARKET -- SPECIFIC RULES**

The following do's and don'ts are specific to Thursday West Salem Farmers Market on Edgewater Street in West Salem.

- No water or electrical service is available at the Market
- **NOTHING, including clean water, beverages and/or ice, is to be dumped down the storm drains, in the port-a-potties or in the landscaping or any other area. Violators may be immediately suspended from the Market.**
- Vendors must not block any sidewalks or driving lanes.
- No garbage is to be left behind. Vendors must pack out their own garbage. Dumping of garbage is not allowed.
- All market staff vacates the premises at 3:00 pm.

### **Securing A Space at Thursday West Salem Farmers Market**

The Information Booth opens at 9:30 am.

#### **Reserved Booth Space Vendors:**

- Check-in at the Information Booth is not required. The Market staff will verify attendance.
- If vendor does not arrive prior to 10:00 am even though the space may have been paid in advance for reserved space, it may be given to another vendor.

#### **Drop-In Booth Space Vendors:**

- May request an open space from the market office between 10 am and 3 pm on Wednesday.
- Any request after 4 pm Wednesday must be handled through the Information Booth on Thursday after 9:30 am.
- At 10:00 am, all remaining spaces are open to all vendors.
- Growers have priority over crafters at this Market
- Non-reserved space vendors will be assigned by the Information Booth at the Market Manager's discretion.

### **Setup & Breakdown at Thursday West Salem Farmers Market**

In order to ensure a professional atmosphere and a dependability that your customers can rely on, Thursday West Salem Farmers Market vendors must be ready to sell at 10:15 am and must remain open until 2:30 pm.

- Six curbside parking spaces will be reserved for load-in and load-out.
- Prior to setting up booth, please unload equipment/product and move vehicle to designated parking areas.
- Each vendor space is allowed to have only one vehicle on the lot at a time during booth setup and breakdown.
- **Vendors must not begin breaking down their booth(s) before 2:30 pm which includes business identification banners/signs, side/shade panels or excess product.**
- When vendor booth/product are COMPLETELY torn down, vendors will be allowed to pull into curbside parking spaces for load-out.
- Each vendor is responsible for cleaning their booth area. If this is not done to the satisfaction of the Market Director, infraction penalties may be applied.



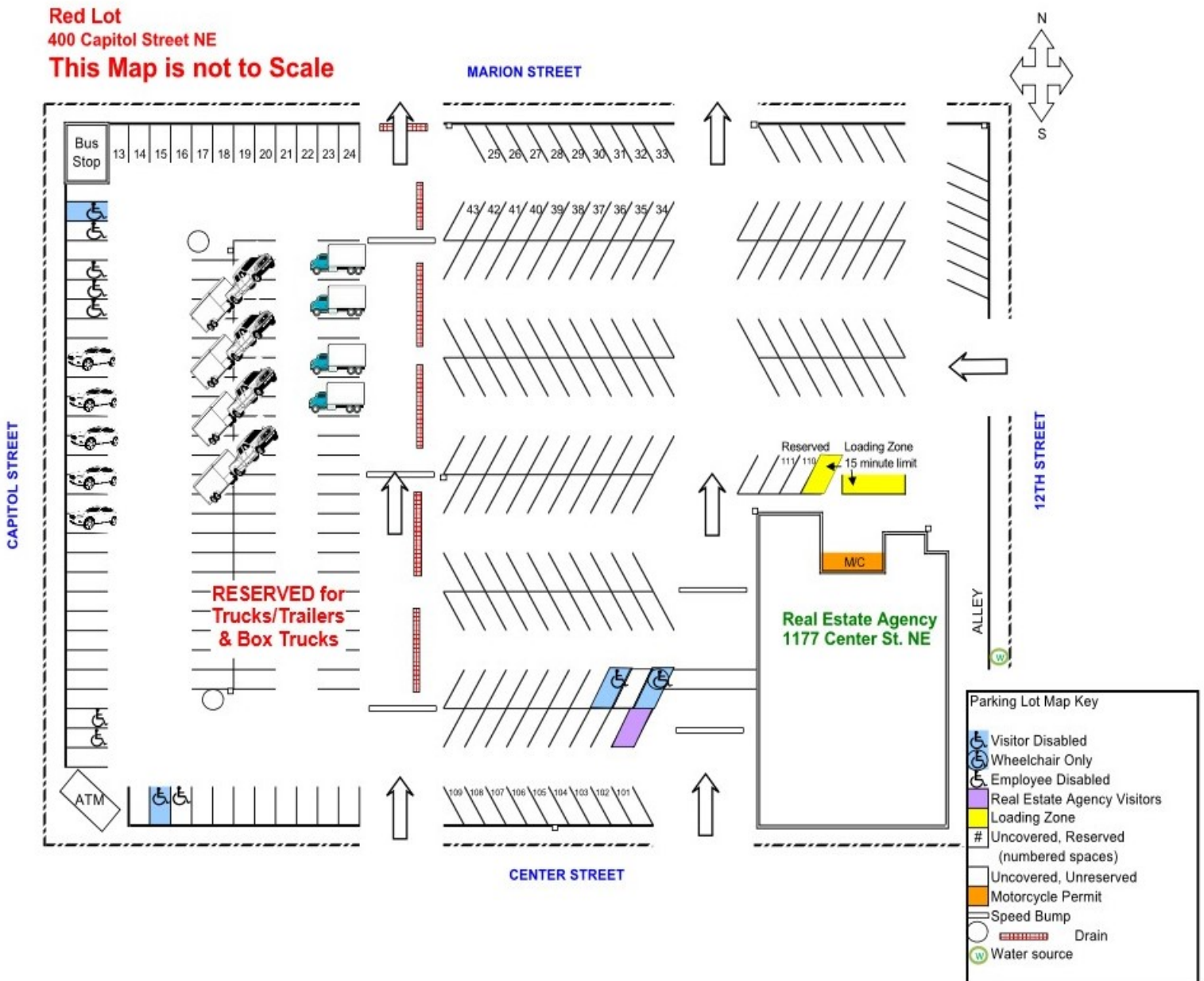
# Red Lot Map-Vendor Parking

(400 Capitol St NE, Salem)

**Vendor Parking is designated at RED LOT – OR – Veteran Affairs Building Lot ONLY**

**DO NOT PARK IN YELLOW LOT OR STREET PARKING PERIMETER**

EXCEPTION: Vendors may request exception from Executive Director to be allowed to park in the Yellow Lot (ailments, surgery, etc)

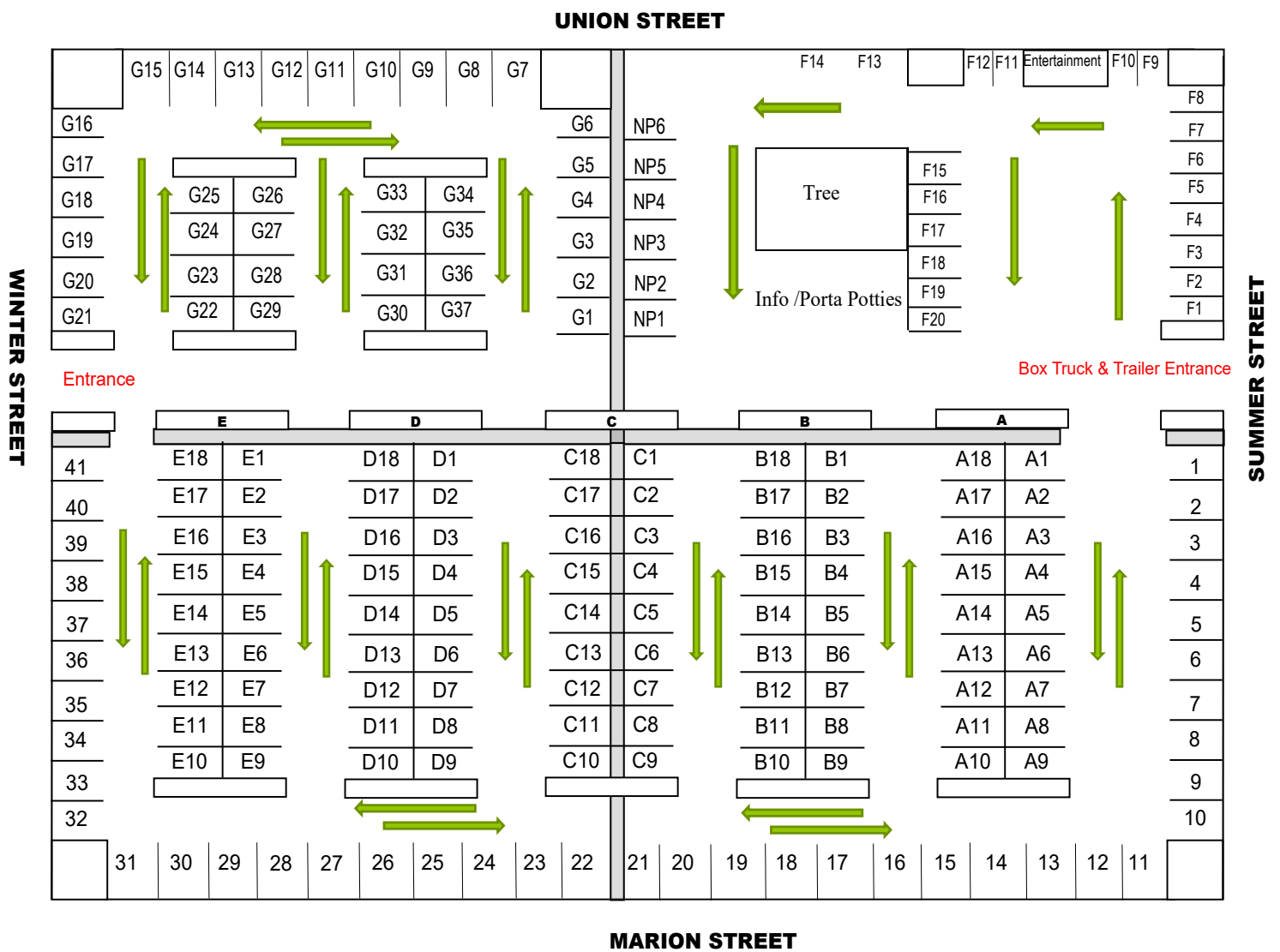


# Green Lot Map

## Saturday Market Lot

(865 Marion St NE, Salem)

*Saturday Market Lot-Please follow arrows indicating traffic flow of the market.*



# Lot Map's (860 Marion St NE, Salem)

**Customer Parking** is located at **YELLOW LOT**  
**Vendors- DO NOT PARK IN YELLOW LOT OR PERIMETER OF MARKET**

## SALEM CAPITOL MALL AREA

