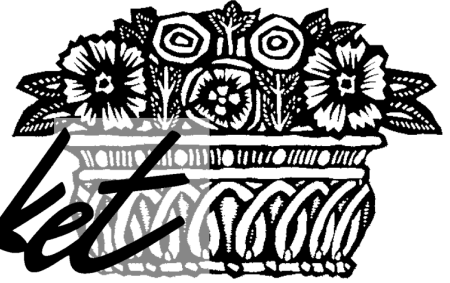


*Saturday Market*



**Marketplace • Community • Celebration**

# **Member Information Handbook**

## **Saturday Market**

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revised February 2010

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# Saturday Market Services

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## For Members:

A weekly, open-air retail marketplace  
Customer referrals  
Advertising and promotion  
Small business support services  
Economic development assistance  
Credit card sales  
Marketing assistance  
Craft education programs

## For Customers:

A weekly, open-air Marketplace and community event  
Information  
Referrals to products or members  
Credit card sales  
Gift certificates  
Monthly e-mail newsletter  
Promotional mailings

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# About Saturday Market

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## MISSION

The Mission statement of the Saturday Market is:

- 1) To promote the public appreciation and advance the awareness of local art and artisans;
- 2) To promote and advance the growth and development of new business and successful local artisans;
- 3) To promote and advance the arts and sciences;
- 4) To promote community education and networking;
- 5) To promote the social welfare of the community by encouraging the interaction and cross-cultural exposure of diverse components of the community, including their food and customs, and thereby eliminate prejudice and discrimination based on social class, race, disability and cultural orientation.

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## HISTORY

Created by the energy of local artisan Lotte Streisinger, who is recognized as the founder, the first Saturday Market was held on May 9, 1970. With the assistance of a volunteer coordinator, twenty-nine members sold on that rainy day. Participation today averages about 280 craft, and 23 food vendors. The

Farmers' Market joined the Saturday Market on the park blocks in 1979 and together these two markets provide a colorful, diversified display in Eugene's downtown park blocks each Saturday, rain or shine, where people enjoy shopping in an open-air marketplace, choosing lunch from the International Food Court, and taking in a variety of entertainment.

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## PHILOSOPHY

The Saturday Market is a private, non-profit organization whose purpose is to provide a gathering place for craftspeople, growers, performers and cooks to show and sell work which is uniquely their own. It is a market for professional artisans, as well as beginners aspiring to develop their skills. Saturday Market welcomes all regardless of race, creed, color, sex, religion, sexual orientation, age, nationality or marital status. The primary goal of all decisions and rules has been the Maker is the Seller. We are trying to provide a place where you can show and sell items that you have made.

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## THE MEMBERSHIP

The Saturday Market membership is composed of vendors and members of the public who support the organization. They direct the future of the Market by electing the Board of Directors. They also participate in vendor surveys, serve on committees, and communicate with other members, the Board and staff. A general membership meeting is held once a year.

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## THE BOARD

The Saturday Market is administered by a nine-member Board of Directors elected by the membership. Two of these members may be community members and the rest, including an alternate, are Market vendors. Board members serve rotating terms of 18 months each. Three positions become available every June and December. Board meetings are held monthly and are open to all members. Members may call the office or read the newsletter for meeting dates.

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## COMMITTEES

Committees help the Board to shape decisions and to consider all member interests by researching issues and making recommendations to the Board. Committee members acquire voting privileges after they

have attended one meeting. Standards committee members must attend two meetings before voting.

The currently active committees are Standards, Holiday Market, Food, Sustainability, Personnel and Budget. Anyone interested in participating on a committee is encouraged to contact the Market office for more information. Dates of upcoming committee meetings can be accessed by reading the newsletter or going to the website at [www.eugene-saturdaymarket.org](http://www.eugene-saturdaymarket.org).

The Standards committee is of special interest to members because it is responsible for upholding the Saturday Market product guidelines. It encourages members to comply with guidelines and to improve their products and presentation, recommends changes in the guidelines, as necessary, screens food booth applicants and makes recommendations to the Board regarding food booth choices. This committee is open to any market member wishing to join. Voting privileges begin at the third meeting attended. Voting privileges are suspended after a member is absent for three consecutive meetings unless prior arrangements are made with the committee.

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## MARKET STAFF

The Saturday Market is managed by a full-time General Manager, a Manager of Market Promotions and Advertising, and an Membership Services Coordinator. Part-time Saturday staff includes Info Booth assistants, Market assistants, and set-up and take-down staff. These are all paid positions. Management staff is responsible for carrying out the organizations policies and directives as determined by the Board of Directors.

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## MARKET SEASON

**Park Blocks:** The Saturday Market is open every Saturday, rain or shine, on the park blocks at 8th and Oak in downtown Eugene from the first Saturday in April through mid-November, from 10:00 AM to 5:00 PM. Members should be set up and ready to sell by 10:00 AM and are required to stay set up until 5:00 PM. If a member sells out before Markets closing time, they are asked to leave their structure set up until 5:00 PM so as to not disrupt sales of other members. Strolling vendors are expected to be in attendance at least from 11:00 AM to 4:00 PM.

**Holiday Market:** Beginning the weekend before Thanksgiving, Saturday Market moves to the Lane County Fairgrounds where its annual Holiday Market is held every weekend and continues until December 24th. Information is mailed to the membership in July and is also available upon request.

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## Market Standards

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### WHO MAY SELL

At Saturday Market the Maker is the Seller! Except for reasonable breaks throughout the day, the member must be present. The only other persons permitted to sell are:

- Family members, defined as anyone living in the same economic unit with the member, or any legal relative of the member living in Oregon. Sellers meeting this definition must be involved in the making of the product and be conversant in all aspects of its production.
- Partners in crafting who actually participate in the making of the created item on a day-to-day basis.

Any wares produced outside of Oregon can only be sold at Saturday Market by the maker themselves.

No business that is a result of a franchise agreement is permitted.

Every member is required to declare on their membership application or renewal that any item that they sell is of their own creation and was created or produced in their presence and under their direct and personal supervision. The member should be able to demonstrate the production of any item offered for sale upon one weeks notice and in the presence of a representative of the Standards committee at the committee's request. This work shall be done within a distance and at a site deemed reasonable by the Standards committee.

Employees or non-family members are permitted to sell a maximum of 10% of the time a member sells in a season, including Holiday Market. Advance written notification to the Market office is required. Additional sellers used under this exception must be fully informed about all aspects of production so that they are able to answer customer's questions.

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## WHAT MAY BE SOLD

Craft review is based on the following three key standards:

1. Items must be handmade, or grown or gathered by the market member, a member of their immediate family or a partner in craft.
2. The member contribution to a finished product must outweigh the contribution of any commercial components used in the making of that product. Skills in craftsmanship, as well as creative abilities, ingenuity and design skills are examples of member contribution.
3. The product must meet basic expectations of product life, function and safety.

**THE SATURDAY MARKET RESERVES THE RIGHT TO PROHIBIT ANYONE FROM SELLING AT MARKET OR ANY PRODUCT FROM BEING SOLD AT MARKET.**

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## STANDARDS POLICIES AND PROCEDURES

**New Member Product Review:** (All) New members must submit their wares to a Standards committee screening process before they are permitted to sell at Market. The Screening is conducted at regularly scheduled committee meeting (generally the first and third Wednesday of each month)

The New Product Screening Form, included in the new member application packet, must be completed and available to the Standards committee at the time of screening. The new member may choose to present their wares to the committee personally (recommended) or, as appropriate, submit samples and written documentation as indicated on the New Product Screening Form.

Approval is based solely on the wares submitted and does not grant a blanket approval for other items. See “Standards Assessments” below.

**Standards Assessment:** The Standards committee reviews items that may not meet Market standards. Items are selected for review by Market management, Standards committee members, or by any Market member. This review is begun after a Re-

quest for Standards Assessment form is completed and returned to Market management. If any Market member has questions about a product they see at Market, they can pick up the form at the information booth. After a staff assessment, the committee reviews all such requests. Staff may also issue a Notice to Appear in the case of conspicuous standards violations. Under certain conditions such a notice may suspend a member’s selling rights until reinstated by the Standards committee. The Standards committee reserves the right to make exceptions to its guidelines based on artistic merit, and to review past decisions. Visits to workshops may be required before decisions can be made. Members can appeal Standards committee decisions to the Board of Directors.

**New Product Review:** Members adding new products will need to have their new product approved a regularly scheduled Standards committee meeting. See New Member Product Review, above. The Saturday Market reserves the right to prohibit anyone from selling at Market or any product from being sold at Market.

**Intra-Market Transactions:** A Market member may sell another Market member’s wares as a dominant component of an item for sale at the Market. The purchased item must be made by an active Market member and must be sold in combination with the selling member’s own craft. The combination must be approved by the Standards committee. (If the item is not a dominant component, then no restrictions or conditions apply).

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## CRAFT SPECIFIC GUIDELINES

Below are some specific examples which further define the key standards of Saturday Market.

**Animal Treats:** treats or cookies sold for animals must have an expiration date and sign stating that the treats are “not for human consumption.”

**Artwork, Original:** Items must be created by the member. Items copyrighted by others is an example of artwork that is not created by the member.

**Artwork, Reproductions:** Commercially manufactured reproductions of the member’s original

art are permitted if original artwork of the same general classification is simultaneously displayed. Commercially manufactured embroidered patches, even if from original art, are not acceptable.

**Belt buckles, Commercial:** Plain, unmarked commercial buckles must be attached to a vendor-made belt and may not be sold or displayed separately.

**Belts, Commercial:** Plain commercial belts must be displayed and sold attached to a member-made buckle. Machine embossing is not acceptable.

**Body Care Products:** Any product applied to one's skin or hair, excluding soap (Please see the soap standard) and the application of face paint and henna.

Commercially made (or manufactured) lotion base, soap base or any other commercially made body care base in any form is not permitted. (note: a base oil such as almond oil is not considered a commercially made base.)

Finished products using a blend of commercial ingredients must undergo significant transformation. This means using three or more ingredients unless the producer can clearly show transformation with fewer.

Products must have labels listing all ingredients. All labels must meet federal requirements. Artificial, imitation or synthetic ingredients must be explicitly listed as such.

For products that require molds, please refer to the glossary for molds.

Members giving samples should be aware of the impact their samples may have on other vendors' products. Spraying scents into the air is not allowed. Paper towels should be provided for people to remove lotions and salves before they move on to another booth. For products that have scents, please refer to "Scent," for more complete information.

**Books and Pamphlets:** Commercially published written works are permitted as long as the author is the member and another does not extensively illustrate the work. Authors are encouraged to sign and date each copy of their work sold.

**Buttons, Badges, Pins, Stickers:** Each must be produced from the original artwork of the member. (see Artwork, Reproductions)

**Candles:** Refer to "Molds" for use of molds.

**Candles, container:** Container candles must only be sold in generic containers and must have a label that the containers (i.e., cups, glasses) are "for decorative uses only."

**Candles, Gel:** Gel candles must be made from individual ingredients (not from kits) and must also contain 3 additional components besides the container, gel and wick, such as scent, color and some other inclusion. All gel candles must get Standards committee approval before they are allowed to be sold.

**Clothing:** Clothing must be made in compliance with the three basic Market standards. Further, commercial garments that are dyed, batiked, screen printed, appliquéd, heat transferred etc. must be of common generic designs. The artwork applied must be the member's original design or comply with the other applicable market standards (collage, computer art, etc.)

Other commercially made or recycled garments may be used only if the garment's original design or use is fundamentally altered. For example: jeans into a bag or skirt but not into shorts.

**Computer Art:** Commercial computer art such as clip art, scanned art or other commercial designs are considered as a commercial component of any created ware and must be significantly transformed in a way that makes the final product unique.

**Collage:** A compilation of many images or items chosen by the member in a way that the finished item creates a completely new and different visual experience: the combination of these images should be the focus rather than any individual component.

**Flowers:**

**Fresh:** Fresh cut-flowers may be sold if you have wildcrafted or grown the flowers (no U-Pick).

**Potted:** You must have grown and nurtured the plant. The plant must be for sale in a generic pot unless you have made the pot.

**Food:** see prepackaged food. Food Booth information available upon request.

**Frames, Commercial:** All artwork sold with commercial frames must be the original artwork of the member.

**Frames, Handmade:** Commercial art may be displayed in handmade frames, for display purposes only. The artwork must be removed at the point of purchase and cannot be part of the sold product.

**Franchises:** No business that is a result of a franchise agreement is permitted.

**Gathered Minerals:** Effective June 15, 2005, no rocks and/or minerals, raw or tumbled, will be allowed. All current rock and mineral vendors are grandfathered in for the duration of their continuous membership and must abide by the standards.

**Hats:** Commercial straw or felt hats (or any commercially made hats) either decorated or undecorated, may not be sold.

All hat vendors offering work in contravention of this standard at the time of its implementation are grandfathered in for the duration of their continuous membership.

**Hawking:** Hawking is not allowed. Hawking is defined as offering goods for sale aggressively by calling out, or by making Market patrons feel personally confronted by wares.

**Jewelry:** Commercial components must be secondary to original handcrafted components.

**Beadwork:** Stringing single strands of commercial beads will be allowed based on creativity of design, pattern, color and texture. Single strands of uniform beads are not allowed.

**Earrings, Necklaces, Bracelets:** Commercial bell caps, commercially made pendants, fetishes or ornaments, half drilled beads on posts or commercial stud earrings are among the components that are not allowed unless they are incorporated in a handmade product which causes them to become secondary in the piece of jewelry.

**Gemstones, In Settings:** Any person using any item that contains a set “stone” must meet, at least one of the criteria below:

You must have cut the “stone”. You are then permitted to use a simple commercial setting.

You must have made the “setting”. You are then permitted to use a simple commercial stone.

No person will be permitted to use a commercial setting in which they have set a commercial “stone”.

NOTE: The use of the word “stone” in this definition includes any type of material e.g. glass, acrylic, bone, shell, and other materials, not just “stone”

**Gemstones, Unmounted:** Unmounted stones not cut by the member must be displayed separately with a note to the public that such stones are for custom orders only. They may not be sold otherwise.

**Kits:** Saturday Market does not allow products made from commercial kits.

**Lapidary:** See Gemstones and Gathered Minerals.

**Logo Items:** The Standards committee must approve any items with the Saturday Market name or logo at a Standards committee meeting. The item must meet current Saturday Market standards.

**Molds:** Commercial representational molds are not allowed in the making of any product. Representational molds must be the original design of the member.

Commercially made molds of generic shapes are allowed. Examples that are acceptable are squares, cylinders or pyramids.

Commercially made molds of embellished geometric shapes or representational shapes are not allowed. These molds do not pass Saturday Market standards. Examples that are not acceptable are Santa, teddy bear, angel or flowers.

Natural found objects are acceptable as molds.

Man-made objects are only acceptable as molds if the object is a generic shape.

**Music:** Commercial recordings of musical performances are permitted as long as the performer is

the member. Amplified music is not allowed on the park blocks.

**Non-Oregon-made Products:** Products made outside the State of Oregon can only be sold at Market by the Market member who made them. Products made outside of Oregon by family members cannot be sold.

**Painted Objects:** Any commercial object painted by the member must be appropriately finished using a safe non-toxic paint, sealant or process. Items which may be used for food and beverages (mugs, bowls, platters, etc.) are not allowed. With the exception of clothing and traditional two dimensional art, the standards committee must approve all painted objects before items can be sold at the market. (Also see the pottery standard)

**Patches:** Commercially manufactured embroidered patches, even if from original art, are not acceptable.

**Pipes & Other Paraphernalia:** Oregon State law (475.525) prohibits the sale of any drug paraphernalia. As a result of this law, the Saturday Market Board of Directors has prohibited the sale or advertisement for sale of any drug paraphernalia at any Market. This specifically includes the sale of any pipes made of any material.

**Plants:** All plants must be grown by the member.

**Pottery:** Commercially produced bisque ware, greenware or ceramics are not acceptable. Pottery must be the original work of the member.

**Prepackaged Foods Requirement (In A Crafts Booth):** Prepackaged food items must be taste tested and approved at a regular Standards Committee meeting before being sold at the market. Prepackaged food is subject to the same primary standards as other crafts. (See “What may be sold” page 2 of the Member’s Handbook.)

Prepackaged foods may be sold in craft spaces under the following conditions:

1. The Market Member is required to hold the appropriate current Oregon Department of Agriculture license, (i.e. Home Bakery, Domestic Food Processor) in their name, for the product(s) they offer, and the facility in which they work.

The Market requires that the member present a copy of their current license(s) with their annual membership application. Members selling food products that are canned or otherwise processed by another party must also present copies of the licensing documentation for their processor.

2. Members selling prepackaged foods in a craft booth must have a Food Handlers Card. This is available from Lane County Environmental Health or online. All prepackaged food sold at Market must be labeled with the Member’s contact information, ingredients in descending order of weight, the net weight of the package contents and comply with the federal Food Allergen Labeling and Consumer Protection Act of 2004.

3. All food items, regardless of portion size, must be sold in sealed packages to be consumed off site. Samples may be offered but must be individually portioned. Napkins must be provided.

4. The Saturday Market does not allow any meat, dairy or egg products that require refrigeration as prepackaged foods sold in craft booths.

5. The use of imitation or artificial ingredients is not acceptable. The use of hydrogenated oils is discouraged and any use thereof must be prominently posted in your booth.

6. Carnival type foods are not allowed. (Prepared popcorn, cotton candy, peanuts in the shell, etc.)

7. All food items must be stored at least 6” off the ground and protected from dust and contamination.

8. Any waste (cups, utensils, napkins etc.) generated by the sale of your product(s) must be fully compostable. The Sustainability Committee or Staff can assist you in selecting materials that comply with this requirement.

9. Each prepackaged food vendor will agree in writing to adhere to the Oregon Department of Agriculture “Farmers Markets Guidelines: minimum requirements for food safety” available from the Market or online at [www.oregon.gov/ODA/FSD/docs/pdf/guide\\_farmer\\_mkt.pdf](http://www.oregon.gov/ODA/FSD/docs/pdf/guide_farmer_mkt.pdf).

**Product Safety and Durability:** All products must meet reasonable expectations of product life, function and safety.

**Quality:** Though products at Saturday Market are not juried, we expect each vendor to bring his/her best work. No more than 20% of the wares presented should be seconds.

**Raw Materials:** Raw materials such as wood, stone, clay, commercial beads, fabric, etc. are not acceptable for selling at Saturday Market to the general public

**Recycled Materials:** The Market encourages the use of recycled materials. However, because an item is recycled DOES NOT automatically make it acceptable. Any recycled product using recycled materials must meet the standard for the craft that it is used in.

**Scent:** Members should be aware that strong scents can trigger asthma and other health problems. The Market requires that members whose product may have an impact beyond the confines of their booth be sensitive to the impact of their products on other members and the public, and to cooperate with reasonable mitigation requests. If mitigation is not successful, the member may be asked to leave.

**Services:** Services such as bicycle repair, psychic readings, portrait sketches, etc. are acceptable. If a service requires a license, it is the member's responsibility to provide approved license and to comply with all regulations of said license before setting up. Members must provide copies of any required license each year upon membership renewal.

**“Shooting” products:** Any product that shoots a projectile must be sold in a bag and have a disclaimer that it not be opened at the Saturday Market. A note such as “Have fun at home!” is recommended.

**Soap:** The only soaps allowed to be sold at the Saturday Market are those that are made by the market member using the saponification process. (No commercially made bases are allowed.)

Products must have labels listing all ingredients. All labels must meet federal requirements. Artificial, imitation or synthetic ingredients must be explicitly listed as such.

For products that require molds, please refer to the glossary for molds.

Members giving samples should be aware of the impact their samples may have on other vendors' products. For products that have scents, please refer to “Scent,” for more complete information.

**Sound:** The Market requires that members whose product may have an impact beyond the confines of their booth be sensitive to the impact of their products on other members and the public, and to cooperate with reasonable mitigation requests. If mitigation is not successful, the member may be asked to leave.

**Stuffed Toys:** Commercially bought dolls, stuffed animals and toys may not be sold or included as a component in any product sold at Saturday Market. They may be used only to display items made by the member. Also, commercial doll clothes can only be sold on a handmade doll.

**Text-only Craft Items:** Craft items whose decoration is text only may only be sold if:

The text is applied by the member using a craft technique

The text has been significantly enhanced by the member.

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## Market Fees

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### CONTRACT

All members must submit a signed annual membership agreement on or before their first selling day.

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### FEES

Members are expected to pay all their fees when due and to respect the Markets honor system by reporting all gross sales truthfully. Reasonable payment plans required by unforeseen financial difficulties may be worked out with the General Manager. Overdue fee payments or other financial obligations will affect a member's ability to sell in the Marketplace. (See page 11, Late Fee Policy)

**Membership:** Each member must pay a membership fee on or before their first selling day each season. The seasonal membership fee is \$40. If

desired, members may pay in installments of no less than \$10 for each of their first four Markets. All new members must attend a Market orientation and have their products screened before they are permitted to sell. Orientations take place before New Product Screening, at 3:00 PM on the first and third Wednesdays of March and April, and at 3:30 PM on the first and third Wednesdays in May through October at the Market Office.

**Partnership:** Only individuals can be members of the Market. In the event that the business is a partnership, the Market recommends that all partners be members, as points are only given to members. If the partnership ends, points cannot be issued retroactively.

**Park Blocks Booth Fees:** A daily fee of \$10.00 plus 10% of gross sales is charged for each 8x8 space allocated. A limited number of 4x4 spaces are available at a daily fee of \$5.00 plus 10% of gross sales. The calculation of the gross sales portion of the fees should include payments taken for custom orders. Each member is allowed only one space. Any additional space is permitted only with permission of the Board of Directors. In no case shall any member be allowed more than two full booth spaces.

**Park Blocks Strolling Vendor Fee:** A daily fee of \$2.50 plus 10% of gross sales is charged for each member who is a strolling vendor.

**Check out:** Fees are due at the end of each selling day and should be paid between 5:00 PM and 6:00 PM at the information booth. Fees must be paid no later than noon on the Wednesday following Market, in order for your point to be reflected for the following Market's space assignment. Members who habitually miss this deadline are subject to fines or other actions as determined by the Board of Directors. All outstanding balances must be paid before a member will be allowed to sell, unless prior arrangements have been made with the Market Manager. (See page 11, Late Fee Policy)

**Other Market Events:** Please refer to the Holiday Market vendor packet. This is available beginning each year in July.

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## LATE FEE POLICY

Members are encouraged to meet with the General Manager to set up a payment schedule for unpaid fees. If a payment schedule is adhered to, late fees will be waived. If there is no contact with the General Manager, the following late fees will be applied:

**Weekly Market Fees:** Fees not paid by the Wednesday following the Market will be considered late. For each month the member is late paying fees, \$5 is added to the balance due.

Any non-reserve member with four late fees will be asked to make a payment for at least one outstanding fee, before selling. This translates to no more than four outstanding fees listed at any one time. If a member with four late fees wants to sell and cannot make one payment, they may be allowed to sell but will be placed at the end of the waiting list for the day.

Any member with four or more late fees will need to make payment arrangements with the General Manager before selling.

**Monthly Reserve Fees:** Monthly reserve fees are due the last Saturday of the month prior to the current month. A reminder is printed on the reserve envelope. A monthly reserve fee is late if not paid by the end of the first selling day of the month. A \$3.50 late fee will be applied on the second Saturday of the month. If the monthly reserve is not paid for three months, the member will be asked to make payment in full or relinquish reserve rights to the booth until late fees are paid or arrangements are made with the General Manager.

**Seasonal Reserve Fee:** The extended payment plan for seasonal reserve is \$45 at the beginning of the season with the balance of \$95 due by May 31. A \$3.50 late fee will be applied to the unpaid balance each month until paid in full.

**Holiday Market:** A \$5 per month late fee will be added to the balance beginning at the end of January and continuing until November. The member will not be allowed to reserve at Holiday Market until the balance is paid.

If a member is consistently late in their financial obligations to Market, they may be subject to Board review and/or disciplinary actions.

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## Booth Spaces

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### Saturday Morning Booth Allocation

You must be a current member of Saturday Market to choose a space and sell at the Market. To become a current member, you must complete the membership form, pay your membership fee and have your products screened and approved by the Standards Committee in advance of the first Saturday that you would like to sell. Orientations take place before New Product Screening, at 3:00 PM on the first and third Wednesdays of March and April, and at 3:30 PM on the first and third Wednesdays in May through October at the Market Office.

To sell on a Saturday, check in at the Information Booth and have your name entered on the Waiting List. You can sign in between 7:00 AM and 8:30 AM. You must sign in in person. Sign-ins may not be permitted after the 8:30 AM deadline. By 8:45 AM any unclaimed reserved spaces are declared vacant, and the Information Booth staff begins to assign non-reserved spaces and vacant reserved spaces in the order in which members' names appear on the Waiting List. The Waiting List is arranged in point order determined by the number of times members have sold at Saturday Market during the current season plus points for past participation (see detailed point description below). Point ties are broken by computer assigned random numbers, different random numbers are assigned each week. There is no advantage to signing in early.

You must be present at the time your name is called. Any member not present at that time may be reassigned to the bottom of the list for that day. As your name is called, step up to the Information Booth and quickly choose your daily space. You can then proceed to set up your booth. You should finish setting up by the Market's opening at 10:00 AM. If space assignments run late, at least get all of your equipment into your space by 10:00 AM, to leave the aisles clear for customers.

Saturday Market can not guarantee that spaces will be available for all members wishing to sell on a given Saturday. Members who sign in on time and wait through the booth assignment process and are ready and willing to sell but are not assigned a booth due to lack of space

will receive one selling point for the day.

**Unpaid Fees:** Members who have unpaid fees on their record will not be considered for space assignments until all outstanding fees have been paid or unless other arrangements have been made in advance with Market management.

**Selling Privileges:** Members must comply with the Membership Agreement. Members whose selling privileges have been suspended are not considered eligible for space assignment.

**Payment Credits:** Point credit for payments made after the late payment deadline of Wednesday at noon will not be credited until the following week. Please pay your fees on time!

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## RESERVED SPACES

**Allocation:** Park Blocks reserved spaces are assigned at the beginning of each Market season. Members in good standing who had a reserved space during the last month of Market the prior year may retain that space. Members wishing to reserve a space or change their current reserved space may complete a "Wish List" form which is available at the Market office. Open spaces are assigned from Wish Lists on file according to the prior season's priority points. No reserved spaces are assigned after August 1.

**Reserve Fee:** Spaces may be reserved by the month for a fee of \$19.00 per month or \$140 for the entire season. No refunds are made for any reserves.

**Attendance:** All reserve space holders must sell in their reserved space at least once a month and no fewer than nine times per season.

**Payment:** In order to reserve for the following month, current monthly reserve holders must pay reserve fees by the last Saturday of the current month.

**Check-in:** Every reserve member must check in with the information booth no later than 8:30 AM each selling day. Reserve spaces not claimed by 8:30 AM are released to non-reserve vendors.

**Vacations:** Reserve spaces can be held during a one-month vacation period with prior notification and payment of reserve fees.

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## STROLLING VENDORS

Strolling vendors must be current members of Saturday Market in good standing and must comply with all Market rules and regulations including the following:

**Check In:** Strolling vendors must check in at the information booth each Market day before they begin to sell. They will receive a numbered tag, which must be visibly displayed at all times. They may register at any time during the day, but only a total of twenty strolling vendors will be allowed at any one time on the Market site.

**Attendance:** Strolling vendors must be at the Market site from at least 11:00 AM until 4:00 PM in order to receive a point for the day. They must check out each selling day at the information booth. Fees: At check-out, vendor fees of \$2.50 plus 10% of total sales shall be paid.

**Conduct:** Strolling vendors may not stop to vend in front of another vendors booth, or impede normal traffic flow by blocking aisles, or stroll within the Food Court area. Strolling vendors must make every effort to cover the entire Market grounds during the day and may not stay in the same area more than 30 minutes at a time or claim a specific territory as their own. Vendors returning to the same spot time after time during one day will be considered to have violated these regulations. Strolling vendors who do not stroll will be considered in violation of Market standards, and a \$10 booth fee may be assessed for the day at the discretion of the Market Manager. Strolling vendors may not hawk their wares. (Refer to “Hawking” under Code of Conduct). Grass areas are not selling spaces. All grass areas and all benches are off-limits to strolling vendors for the purpose of selling wares.

**Carts/Wheeled Vehicles:** Strolling vendors must be mobile and able to carry all of their wares. Strolling vendors are not permitted any carts or wheeled vehicles without the express permission of the General Manager. A portable, collapsible table measuring no more than 2x2 is permitted.

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## GRASS AREAS

The grass areas are not selling space. All grass areas and all benches (unless part of your space) are off

limits to strolling vendors and any other Market members for the purpose of selling wares. These areas are for the exclusive use of Market patrons.

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## BOOTH STRUCTURES

Booths and displays should be built with concern for public safety, as well as beauty, function, and comfort. Creative, but tasteful booth designs are encouraged. A suggested booth plan is available at the Market office. In designing your space, please keep the following in mind:

Standard space size is 8 x 8 feet. 4 x 4 spaces are also available.

Pop Up style booth structures have legs that angle outward from the top are not allowed.

Overhangs facing the aisle must be 7 feet off the ground.

All booth roofs and sides must be fire retardant, with documentation. (Fire Marshal requirement.)

Construction must be sturdy and safe.

All booths must have a 2A10BC fire extinguisher or larger (Fire Marshal requirement.) The extinguisher must have a tag indicating that it has been inspected within the last 12 months.

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## SHARING YOUR SPACE

You may share your space with another craftsperson not related to you or your craft process. However, each such person is required to become a member of the Market, pay the annual membership fee and 10% of gross sales. The daily base booth fee may be shared. Each member must check out separately under his/her own name in order to assure that proper point credits are received.

Wares crafted by two or more Market members may only be sold in one Market space at any one time. If a member strolls from a booth this restriction applies equally as if he were occupying another booth.

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## LOADING/UNLOADING AND PARKING

Vehicles can be unloaded on East, West and South Park Streets, and on 8th and Oak Streets before 9:30 AM and after 5:00 PM. We provide traffic cones on Oak and 8th Streets for traffic control and safety. An

agreement with the City requires that we remove the cones promptly at 9:30 AM. Vehicles are subject to a \$20 citation and/or towing after that time. Parking is at a premium in the morning and evening. There is a 20-minute parking limit at the park blocks when loading and unloading. After unloading your vehicle, please park your vehicle promptly and then come back and set up your booth.

Parking is free all day in either of the city parking structures at 8th and Willamette, and at 10th and Oak. Member parking at reduced rates is available on the upper or lower portion of the butterfly parking lot at 8th and Oak or at the city permit lot at 8th and High. Purchase tickets for these areas at the Market information booth.

Parking spaces around the downtown park blocks are to be used by Market customers. Market members are prohibited from using them except for loading and unloading.

It is imperative that you follow these parking requirements--violations can result in disciplinary action.

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## **Points**

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### **POINT SYSTEM FOR MEMBERS**

The seniority point system is used when it is necessary to determine who should come before someone else in selecting a space at any of Saturday Markets events. This system has evolved over a number of years as a way to give preference to members who are currently supporting the Market by attending on a regular basis. At the current time there are three different point calculations:

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### **PARK BLOCKS SEASON POINTS**

Saturday non-reserved space assignments are based on a member's accumulated points. A member receives one point for each day sold during the current season and one point for each continuous year of membership for five years. After that a member receives one point for each additional five years of continuous membership since 1993. This applies only to continuous years of membership. If a member does not renew each year, all points are lost.

At the beginning of the year, a member starts with their membership points, plus 1/10 of the points

earned for each day they sold at the Park Blocks the previous year (rounded up).

Each Saturday booth spaces are made available to non-reserved members at 8:45 AM. The order in which these spaces are assigned to members is determined by using this point calculation. This calculation is also used to determine priority position for reserved booth spaces on the park blocks. Reserved space assignments are based upon last year's total points.

As non-reserved vendors continue to attend Market and pay their fees, they earn more points and are able to choose better spaces.

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## **HOLIDAY MARKET POINTS**

The Holiday Market point system is as follows:

One point for each Market attended during the current park blocks season through May 31.

One point for each park blocks Market attended during the last season.

One point for each park blocks market attended in the October and November of the season previous to the last season.

One point for each two days attended during the last two Holiday Markets.

One point for each continuous year of membership for five years. After that a member receives one point for each additional five years of continuous membership since 1993.

Booth holder of record status for Holiday Market is accorded to each member who occupied a Holiday Market space for more than half (i.e. 4 out of 6, 3 out of 5) of the given time blocks in the prior year and who has at least 50% of the Holiday Market points possible as calculated above.

After spaces are assigned to booth holders of record, space assignments to members who are not booth holders of record are made in the order determined by Holiday Market points.

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# Code of Ethics

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## CODE OF ETHICS AND CONDUCT

The Saturday Market operates within legal bounds, and with concern for the welfare of the public and its members. The rights of all members and patrons must be respected.

Members must comply with all Federal, State, and local regulations, special statutes and ordinances regarding public health, safety, and welfare. Examples include product labeling laws, required licenses such as LMT, food handler's cards, etc.

Members are expected to be aware of and to comply with all current Saturday Market rules, regulations and guidelines.

Behavior that is verbally or physically abusive or dangerous and disruptive to Market activities will not be tolerated and may result in immediate termination of membership rights.

Members are responsible for the behavior of friends and family who visit or stay in their booth.

**Hawking:** Members may not hawk their wares. Hawking is defined as offering goods for sale aggressively by calling out, or by making Market patrons feel personally confronted by wares. Market members are responsible for keeping their business within the confines of their booth.

**Sound:** The Market requires that members whose product may have an impact beyond the confines of their booth be sensitive to the impact of their products on other members and the public and to cooperate with reasonable mitigation requests. If mitigation is not successful, the member may be asked to leave.

**Scent:** Members should be aware that strong scents can trigger asthma and other health problems. The Market requires that members whose product may have an impact beyond the confines of their booth be sensitive to the impact of their products on other members and the public, and to cooperate with reasonable mitigation requests. If mitigation is not successful, the member may be asked to leave.

**Selling Rights:** Members who violate Saturday

Market rules may be subject to suspension or termination of their selling privileges. Members whose selling privileges have been suspended are not considered eligible for space assignment.

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## MEDIATION SERVICES

If a member has an unresolved problem with another member, mediation services are available. Please contact the General Manager for more information.

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## Other Information

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### ANIMALS

Animals are not allowed within the Market area. City and County regulations, contract terms and general concerns for safety prohibit the presence of animals in the Market area.

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### LANE COUNTY FARMERS' MARKET

Farmers' Market adjoins Saturday Market and is open every Saturday. It is also open on the west park block every Tuesday from May through October. The growers and producers sell fresh locally grown fruit, vegetables and flowers, and other local products. Since 1989, Farmers' Market has operated independently. On Tuesdays, Saturday Market members may sell with the Farmers' Market. For more information, please contact the Farmers' Market at 120 W. Broadway, or 541-431-4923. The e-mail is [info@lanecountyfarmersmarket.org](mailto:info@lanecountyfarmersmarket.org)

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### NON-PROFIT GROUPS

Non-profit groups are permitted to set up in the Wayne Morse Free Speech area on the County Courthouse Plaza. The Market also has a space to offer non-profits for educational purposes. Call the office for more information. No commercial items may be sold from non-profit booths. Contributions may be solicited.

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### FEEDBACK/COMMENTS

Forms for written input concerning any aspect of the Market are available at the information booth. Comments concerning vendor products are referred to the Standards committee. Input regarding the management, staff and Market policy is referred to the Board of Directors