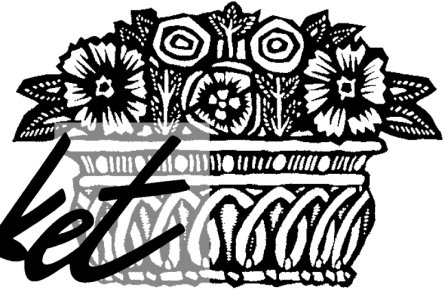


WELCOME to

Saturday Market



MARKETPLACE • COMMUNITY • CELEBRATION

April - November, 2010
76 W. Broadway, Eugene, OR 97401 • (541) 686-8885 • fax (541) 338-4248
www.eugen SaturdayMarket.org • info@eugen SaturdayMarket.org

Market's 41st Season, April 3 - November 13

Thank you for your interest in Saturday Market. We hope that all your Market days will be successful! Please review the contents of this packet, and don't hesitate to contact the office, 686-8885, if you have further questions.

In the packet you will find a Membership Application. Please read it, fill it out and sign it. You may return it, with payment, in the mail or bring it to the office before your first selling day. You will also find a New Product Screening Form. You will need to fill this out and get it and examples of your products to the Market office for screening and acceptance by the Standards Committee.

You will also find a Membership Agreement and a detailed explanation of how to get a booth space on Saturday mornings, which has a Park Blocks map on the reverse side. Review these and keep them for future reference.

Selling at Market is easy!

Before you can sell:

- **Submit your membership application** and fee to the Market office.
- **Have your products screened** and accepted by the Standards Committee. Combined Market Orientation and Standards screenings take place at the Market office at 3 PM on the first and third Wednesdays in April and May, and at 3:30 PM on the first and third Wednesdays, June through October.

Your typical Market day:

- **Check in at the info booth** by 8:30 AM so we know you are waiting for a space.
- **Wait to hear your name called** in point order. Each day you sell and pay your fees you get one point, which then moves you further up the list.
- **Pick your space** at the Info booth from the spaces available.

- **Set up by 10:00 AM, sell until 5:00 PM** rain or shine.
- **Pay your fees** at the info booth in the envelope provided. Remember to write your name on the envelope so we can credit you your point for next time.
- **Pack up your booth before** you get your vehicle.
- **Get your vehicle**, load it up, go home, have a nice week, see you next Saturday!

Keep reading for more specific details about selling at Market...

2010 Membership and Space Fees

Annual Membership \$40

Weekly fees:

8x8 Booth Space	\$10+10%
4x4 Booth Space	\$5+10%
Strolling Vendors	\$2.50+10%

Fire Safety Requirements

If you set up a booth structure at Market you must have a fire extinguisher easily accessible and with an inspection tag dated within the last 12 months. The fire extinguisher must be a 2A10BC or bigger (Those little ones don't count). All your roof and side coverings must be fire retardant and there must either be a label on the fabric or plastic, or you must have some kind of documentation with you to prove that it is fire retardant. Table coverings and wares do not have to be fire retardant. The Saturday Market is subject to unannounced inspections by the Eugene Fire Marshal.

About New Product Screening

All products must be screened and accepted by the Standards Committee before being sold at Saturday Market. The products are reviewed according to the general craft guidelines plus any guidelines for specific craft areas as defined in the

Member Information Handbook. The Handbook is available from the Market office, or on our website at eugen Saturdaymarket.org.

Combined Market Orientation and Standards screenings take place at the Market office at 3 PM on the first and third Wednesdays in April and May, and at 3:30 PM on the first and third Wednesdays, June through October. You can appear in person, or drop off examples of your products and a completed New Product Screening Form in advance.

The general craft guidelines are:

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.

Park Blocks Parking

A high priority of the Board of Directors of the Saturday Market is assuring that parking around the park blocks stays respectful, safe and organized. There are over 300 members that need to load in and out on an average Saturday. 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

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.

Do not park on 8th, Oak or any of the Park streets when waiting for booth assignment in the morning.

Do not block access ramps while loading/unloading, folks need to use them!

Parking is free all day in either of the city parking structures at 8th and Willamette, and at 10th and Oak. Member parking is available at weekend rates at the Butterfly Lot at 8th & Oak. Pay on the upper level to park on the upper or lower level. Purchase a permit at the Info Booth to park at the City Lot at 8th & High. Do not leave valuables in your vehicle, as thefts do occur.

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

It is imperative that you follow these parking requirements – violations may be considered a breach

of the membership agreement and can result in disciplinary action. To let Market management know about specific parking violations, fill out a parking complaint form, available at the Info Booth.

Food Booths

Currently there are no openings for new food booths in the International Food Court. When an opening occurs, we advertise the opening in local papers, and then the Standards committee starts the process of choosing a new food booth.

Getting Involved in Your Market

Saturday Market is a member run organization that relies on member input for guidance and inspiration. The Board of Directors, Standards and Holiday Market Committees meet monthly, Sustainability and Food Committees meet as scheduled. Market members are always welcome to join committees or just sit in to see how the Market works behind the scenes. Committee meetings are listed in each week's Market news.

Other Market Events

Your 2010 membership allows you to sell at other Market events during the year. These events include Tuesday Farmers' Markets (May - October) and Holiday Market (Mid-November - Christmas). Each of these events has their own separate fees, applications, deadlines and booth allocations. Holiday Market information is automatically sent to current members in mid July, information about other Market events is available at the Market office.

Learning More

During the Market season, we publish a weekly newsletter, available at the info booth and on the website, which includes current Market news, Market family news, free "Unclassifieds" (a great place to look for used booths, vehicles and other stuff), current meeting schedules and more.

The Market's web site, www.eugen Saturdaymarket.org, has lots of information for customers and members. You can find the Member Information Handbook, plans for the standard wooden Market booth, Market history, member listings, entertainment schedule, the weekly newsletter and more. Your website can be listed on the Market website after you've sold at five Markets as long as it is a functional site and not just "under construction." Send an email with your listing info to links@eugen Saturdaymarket.org.

How To Get A Booth Space On Saturday

About Reserved Spaces

Booth spaces at Eugene's Saturday Market are reserved each year in March through a priority system based on points accumulated during the prior season (April - mid November). It usually takes a full season of regular selling to get enough points to get a reserved space. Members who would like to get a reserved space on the Park Blocks must fill out a "Wish List Request." Until you get a reserved space, or if you do not wish to reserve a space, the following information will help you understand how vacant and non-reserved booth spaces are assigned each week.

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. The combined Market Orientation and Standards screenings take place at the Market office at 3 PM on the first and third Wednesdays in April and May, and at 3:30 PM on the first and third Wednesdays, June through October.

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. The Market reserves the right to refuse sign-ins after 8:30 AM. 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.

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.

Strolling vendors should sign in between 10:00 AM and 11:00 AM, and must stay until at least 4 PM.

Paying Your Fees

At the time of booth assignment, you will receive a payment envelope indicating your space number. To ensure that your payment gets credited properly, be sure to write your name on the envelope. Fees are due at the end of each selling day, and can be paid between 5:00 PM and 6:00 PM at the Information Booth, during the week at the Market office, or by mail. Fees not paid by Wednesday noon are considered late. **You will not receive your daily point until your fees for the day are paid.** If you pay after Wednesday, your point will not be added until after the next Saturday. If your fees are 30 days late, a \$5 fee will be applied to the balance. If fees are 60 days late, \$10 is applied to the balance. Members with multiple past due fees are encouraged to meet with the General Manager to set up a payment schedule.

About Points

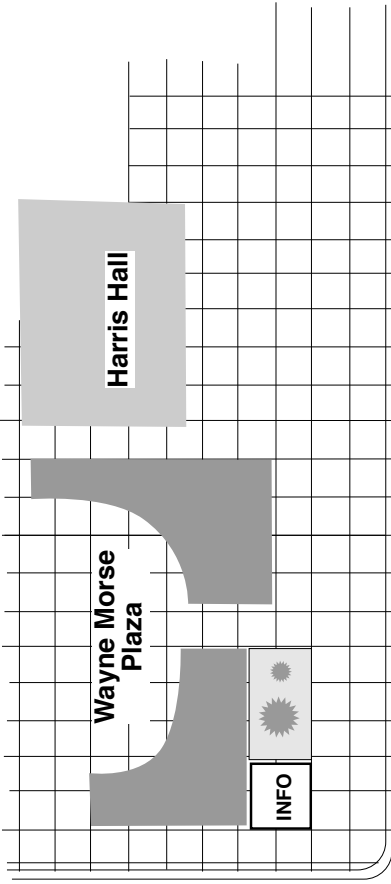
Each Saturday, vacant and non-reserved booths are assigned to non-reserved members using a point system that is based on the number of days a member has sold during the current Market season. For each Saturday that you sell on the Park Blocks, you get one point. Continuing members start the season with additional points for past participation. Each continuing member receives one point for each consecutive 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 for a season, all points are lost. Each continuing member also receives one-tenth of a point for each Market attended during the prior Park Blocks season. The maximum number of points that a continuing member can start the 2010 season with is 11.

A Park Blocks Map is on the reverse

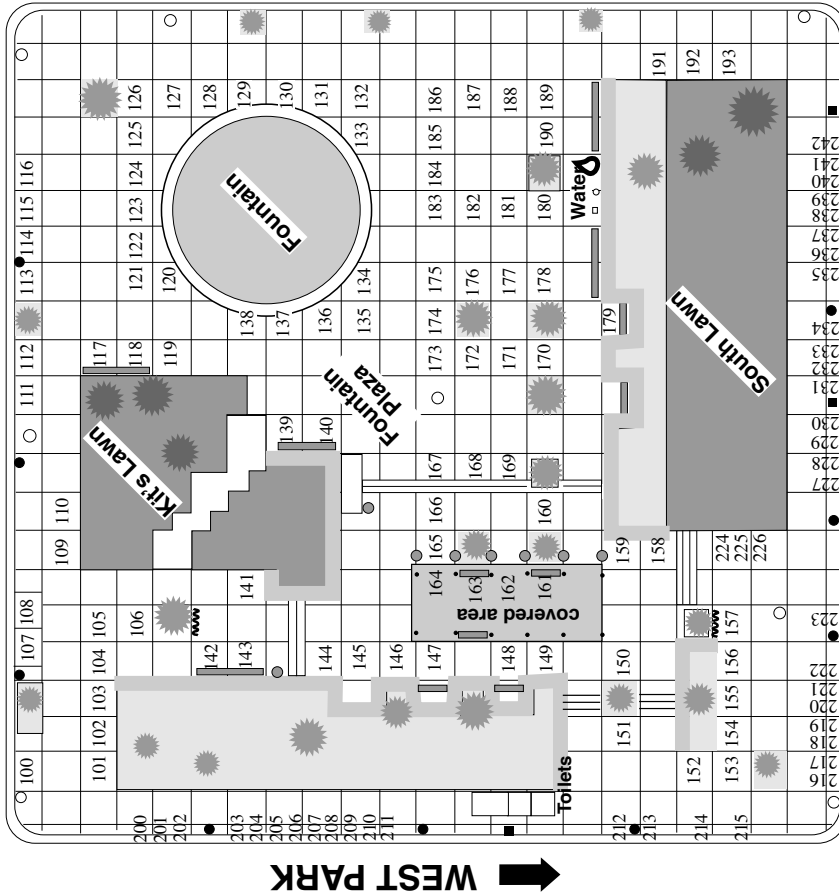
Butterfly Lot
Vendor Parking

LANE COUNTY FARMERS' MARKET

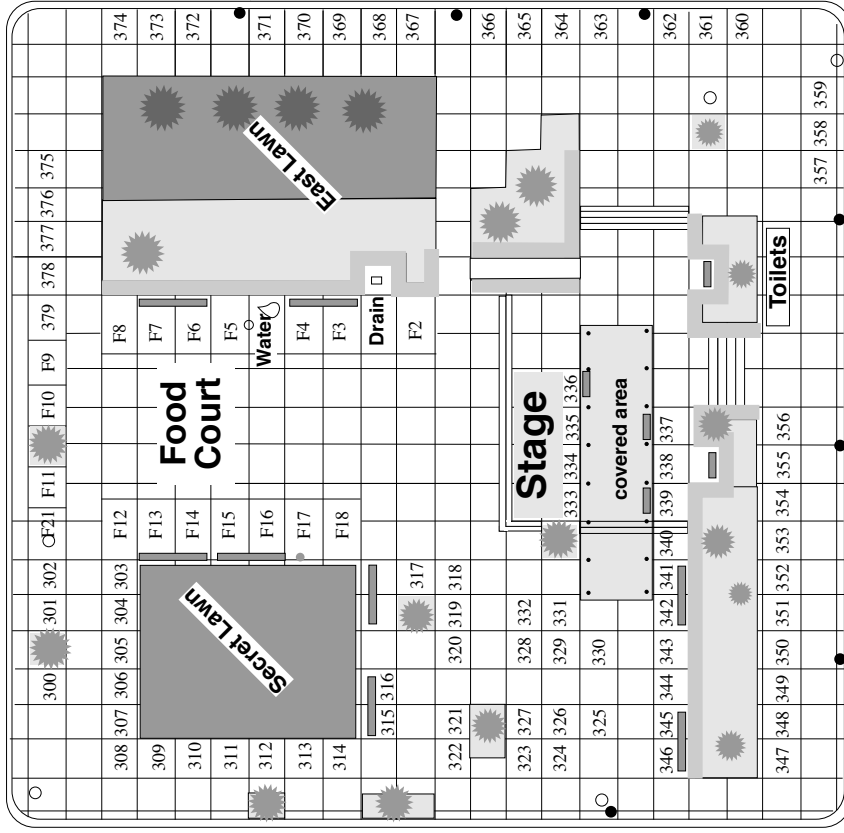
8th AVENUE



OAK STREET



EAST PARK



SOUTH PARK

SOUTH PARK

- Legend
- Grass
 - Flower Bed
 - Lamp Post
 - Parking Meter
 - Bike Rack
 - Bench
 - Tree
 - Booth Space
 - Street Sign

Recycling 2/5/10

2010 SATURDAY MARKET MEMBERSHIP AGREEMENT

The SATURDAY MARKET, an Oregon non-profit corporation, may from time to time grant to the Member a non-assignable right to use and occupy, during the time set forth below, a market space designated by the management of Saturday Market for the sole purpose of sale by the Member to the public of merchandise which is created by the Member and which meets the Saturday Market Guidelines, including the right to erect on Market space a structure to protect and display such merchandise.

Neither party shall discriminate as to race, creed, color, sex, religion, sexual orientation, age, nationality or marital status.

MEMBERSHIP FEES: Each Member will agree to pay to Saturday Market an annual membership fee of \$40.00 before any rights may be assigned.

SELLING FEES: The Member may use and occupy the market space designated by Saturday Market and agrees to furnish everything necessary for their own marketing venture. For the use of space on the Park Blocks, the Member shall pay to the Saturday Market a booth fee as published in the most recent Vendor Information Handbook plus 10% of gross sales. Gross sales shall include orders taken. Fees for Holiday Market and other events are set forth in separate documents.

RESERVED SPACES: Reserved booth spaces on the Park Blocks are assigned through the point system. Applications for a reserved space may be made by filling out and turning in a "Wish List Request." Attendance one time per month in the reserved space and a minimum of nine times per season is required for all reserve holders. Reserved spaces not claimed by their reserve holders by 8:30 AM on the day of Market will be made available to other Market members. Reserved booth spaces are reserved on seasonal basis, and paid for monthly (\$19/month) or seasonally (\$140.00/season) by those Vendors who have been assigned a reserved space.

For each Market day hereafter that Saturday Market grants use of a Market space to the Member, the terms of this agreement shall be effective. Saturday Market shall have no obligation to hereafter grant such a permit.

THE FOLLOWING SHALL IN ALL CASES BE BINDING UPON THE PARTIES:

1. This permit is valid only for the 2010 Market season. (April 2010 - March 2011)
2. Saturday Market intends to and expects The Member to comply with all local, state, federal and special statutes or ordinances regarding public health, safety and welfare, and to use Market space in a reasonable and non-offensive manner subject to rules and regulations of Saturday Market in effect on date of use.
3. The Member may construct a structure in accord with the size and safety specifications as found in the current Saturday Market Vendor Information Handbook. The Member shall, at all times, ensure that such structure shall not encroach upon or obstruct public walkways or open-space areas. The Member shall promptly remove any offensive structure upon request of Market staff.
4. The Member shall not use any bottled gas, electrical devices, or hazardous materials without prior approval by Saturday Market. The Member shall not injure or in any way deface the Market premises and shall not cause or permit anything to be done whereby such premises may in any manner be injured or defaced. The Member shall indemnify and hold Saturday Market harmless from all damages for injury to the premises caused or permitted by the Member.
5. Saturday Market assumes no responsibility whatever for any Member property placed upon the Market premises. The Member agrees to indemnify Saturday Market against all loss and damage to the Member's property sustained by reason of occupancy by the Member of the premises or any portion hereof.
6. Should The Member at any time occupy the premises in a manner contrary to this agreement or any rules and regulations of Saturday Market, or in any manner which is hazardous or offensive the public or other Members, upon request of staff, the Member shall immediately cease such conduct. Failure to immediately conform one's conduct as requested shall be cause for revocation of this permit. Upon revocation, the Member shall promptly vacate the premises. Upon failure to vacate, Saturday Market is authorized to remove all property of the Member from premises at the Member's expense. Saturday Market is relieved and discharged from all loss of damage occasioned by such removal, and shall not be responsible for safekeeping of property so removed.
7. Failure or delay of Saturday Market to require performance of any provision of this agreement shall not limit the right to later enforce that or any other provision.
8. If suit or action is brought to enforce any terms of this agreement, the prevailing party shall be entitled to recover from the party attorney's fees and related expenses at trial or on appeal.
9. This Agreement by reference includes the provisions contained within the current Vendor Information Handbook and related Saturday Market literature. Such provisions may be periodically revised by the Saturday Market Board of Directors during the Market season. It is the responsibility of the member to be aware of and comply with all Saturday Market rules and regulations.

Saturday Market



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For office use only

Date _____

Receipt # _____

Amount _____

Cash__ Check__ Card__

2010 Membership Application

Mail with payment to Saturday Market, 76 W. Broadway, Eugene, OR 97401

1. Membership Information

First Name _____ Last Name _____

Company Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____

License Plate # _____ State _____

Optional information

Date of birth: ___/___/___

Email address: _____

Web Page: www. _____

To have your website/email linked on the Saturday Market website, email listing info to:

links@eugenesaturdaymarket.org

(Listing happens after you have attended 5 markets)

Do you want your phone number to be available to customers?

YES NO

2. Craft Information

All products must be screened and accepted by the Standards Committee before being sold at Saturday Market. The products are reviewed according to the general craft guidelines plus any guidelines for specific craft areas as defined in the Member Information Handbook. Combined Market Orientation and Standards screenings take place at the Market office at 3 PM on the first and third Wednesdays in April and May, and at 3:30 PM on the first and third Wednesdays, June through October. You can appear in person, or drop off examples of your products and a completed New Product Screening Form in advance.

The general craft guidelines are:

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.

Additional guidelines are published in the Member Information Handbook which is available from the Market office on request or on the Market website at www.eugenesaturdaymarket.org.

Major Craft Category

(circle only one on the list below)

- | | |
|------------------------|---------------------|
| Artwork | Glass |
| Basketry | Herbal Products |
| Beadwork | Jewelry |
| Body Care Products | Lapidary |
| Books | Leather |
| Candles | Metal |
| Clothing, Accessories | Mixed Media |
| Clothing, Batik | Musical Instruments |
| Clothing, Children's | Paper |
| Clothing, Hand Painted | Performance |
| Clothing, Hand Sewn | Pet Products |
| Clothing, Printed | Photography |
| Clothing, Tie Dyed | Pottery |
| Fiber Arts | Recycled Art |
| Floral | Services |
| Food, Prepackaged | Toys |
| Food Booth | Wood |
| Fresh Produce | Miscellaneous |
| Furniture | |

Craft Description/Product Search Keywords

Describe the product(s) that you craft, including any other items not covered by the Craft Category you chose above. The better you describe it, the easier it will be to refer a customer who might be looking for what you make. Write clearly!

Continue on the other side →

3. Additional Sellers (partners or family members)

Who Can Sell? At Saturday Market, the Maker is the Seller. The only persons who may sell at Saturday Market besides the maker him/herself are:

- Family members, defined as anyone living in the same economic unit with you or any legal relative of yours living in Oregon.

- Partners in crafting who actually participate in the making of your handmade item on a day to day basis.

Only persons who meet these guidelines may be listed as additional sellers and may sell in your booth as a part of this membership. Any wares produced outside of Oregon can only be sold by the maker.

Employees who are paid wages to sell or manufacture are not eligible to be listed as partners or additional sellers, and may not sell at Market in your absence without advance written notice to Market staff, and only under limited circumstances.

If you intend to share your space with craftspersons who are unrelated to either you or your product, they are not additional sellers. They must be members of Saturday Market in their own right to share your space.

List below any additional family members or partners who will sell at Market and who meet the Additional Seller criteria:

1. _____ 3. _____

4. Membership Dues Payment

Annual Membership Dues Enclosed \$ 40.00

Additional Voluntary Contribution \$ _____

Total Enclosed \$ _____

Please charge the amount to my credit card	
<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
Card # _____	CV Code _____
Exp. Date _____	Signature _____

5. Read and Sign the 2010 Season Agreement

I/We agree to abide by all rules, regulations and guidelines approved by the Saturday Market Board of Directors as well as those rules, regulations and guidelines found in the current Saturday Market Member Information Handbook and the 2010 Membership Agreement. I/We understand that members violating rules, regulations or guidelines are requested to appear before the Standards Committee or the Board of Directors, and permission to participate in Saturday Market may be revoked at any time for violations of any rules, regulations or guidelines.

I declare that any item I sell is of my own creation and has been created or produced in my presence and under my direct and personal supervision. I understand that upon one week's notice I am required to produce, in the presence of a representative of the Standards Committee, any item offered for sale. This work shall be done within a distance and at a site deemed reasonable by the Standards Committee.

Signed _____ Date _____

All partners and/or family members indicated on the printed label must also sign below: (for definition of family member and partner, see "Additional Sellers" above)

Signed _____ Date _____ Signed _____ Date _____

F.Y.I. — Market Dues and Fees

Each member of Saturday Market pays an annual membership fee of \$40.00 to help pay for the administrative costs of the Market. This fee is paid before a member is permitted to sell.

In addition, each member selling on the Park Blocks pays a space fee plus 10% of gross sales at the end of each selling day. The daily cost for an 8' x 8' space on the Park Blocks is \$10 plus 10% of your gross sales. 4' x 4' mini spaces are \$5 plus 10% and a limited number of strolling spaces are \$2.50 plus 10%. We only provide the space; you must bring along any booth, display fixtures or other items that you require. The weekly selling fee helps to pay for the weekly site expenses of running the Market. All daily fees must be paid before noon on the Wednesday after Market.

Your membership also entitles you to sell at other events that the Market sponsors, on a space available basis. As a current member you will also receive all Market mailings and can vote in our semi-annual elections. You are also eligible for membership services that can help you improve your business skills and find resources to make your business successful.

NEW PRODUCT SCREENING FORM

This form will be placed in the Saturday Market records. It is a record of products you have screened to sell.
This is not the Membership Application.

Date _____ Email Address _____ Website _____

Member's Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____ Phone# _____

Product(s) to be reviewed:

Have you had the same type of items screened before?

What other items have you already had screened?

Do you make these products yourself? YES NO (Please explain)

Do you have employees? (Immediate family members are not employees)
NO YES (please explain what they do)

Please explain the process(es) you use to craft these products. You don't need to give away your trade secrets, but please give a detailed account of how you craft your product(s). **Use the back if needed.**

What commercial items (the parts you do not make) are used in the crafting of your product?

Are the products presented for review representative of ALL the items you plan to sell?
YES NO (Please explain) If you are planning to sell any other products not screened at this time, please be aware that all new product lines must be screened before selling them.

Have you received a Member Information Handbook? YES NO
You are responsible for knowing and following the Saturday Market Rules and Regulations as detailed in the Member Information Handbook.

I hereby certify that all the products presented by me are handcrafted by me (or as noted above).

Member signature _____

If not at the screening, the number where you can be reached between 4 PM and 5 PM _____

For Standards use only:

Was item presented for screening in person? Yes No If no, how was the product screened?

(check all that apply) Pictures Items Written description of crafting process Other (please explain)

Item(s) screened by Committee vote: Y _____ N _____ A _____ or small group:

Standards Member _____ Yes Standards Member _____ Yes Standards Member _____ Yes

Committee notes: