

# Artisans in the Grove First Wednesday Market



## PRODUCT POLICES AND GUIDELINES

### Crafters and Artisans

First Wednesday will include local artisans and vendors of handcrafted items. Each item must be made by the vendor. The market does not allow re-sale of crafts bought from distributors. A “vendor check” may be required prior to your acceptance into the market. All crafters/artists are accepted on a “first-come, first-served” basis with consideration given to prior attendance record, seniority, product quality, and uniqueness of product.

### Non profits/Community Benefit Organizations/Small Business

First Wednesday, on a case-by-case basis, will allow nonprofit/community benefit organizations and small business to attend the markets. Please contact the Forest Grove Farmer’s Market Manager for space availability, fees and information on the products that can be sold and/or displayed by nonprofit/community benefit vendors. <http://www.adelantemujeres.org/forest-grove-farmers-market> Placement of these vendors will be assigned by Forest Grove Farmer’s Market in collaboration with the First Wednesday Market Coordinator.

### Political or Religious Activities

First Wednesday is not a forum for political or religious activities. Persons or organizations wishing to campaign or proselytize will not be given booth space. No solicitation is allowed.

## MARKET FEES

Market fees of \$25 per event per 10’ x 10’ space are required to be paid prior to each event. Discounts are available for full season advance payment. If you have questions regarding the fees or applicable discounts, please contact the First Wednesday Market Coordinators.

There is no guarantee of space without a reservation, which is constituted by advance reservation and payment of booth fee. Market fees are due 2 weeks prior to attending any one event. The First Wednesday Market Coordinator has the final decision on space assignments but space consideration will be given to returning vendors. All fees are non-refundable.

## INSURANCE

All Vendors must provide a current certificate of insurance naming the City Club of Forest Grove as an additional insured with limits of at least \$1,000,000 per occurrence. This certificate needs to be on file prior to the assignment of space for the Market event.

## SPACE ASSIGNMENTS

Vendor locations and other considerations are at the discretion of the First Wednesday Market Coordinator. The coordinator considers the vendor's customer relationships, the product mix, customer flow, special promotions and seniority. Priority is also be given to returning vendors.

There are two categories of vendors:

- Those who pay for the season of market days in advance
- Those who pay event by event

The former (category 1) will be given higher priority in terms of space assignment than those in the latter (category 2).

Applications must be completed and turned in to the market coordinator prior to selling at the market. All vendors must pay in advance of attending the market. First Wednesday reserves the right to refuse to do business with any vendor, and to prohibit any product from sale.

Reservation of space establishes no right to, nor guarantee of, space rental in subsequent years.

**VENDORS MUST NOTIFY THE MARKET COORDINATOR WHEN UNABLE TO ATTEND.** There are no refunds/credits for bad weather days or cancellations.

Notice of absence **MUST** be given by the **Monday noon preceding the First Wednesday market**. Vendors are required to notify the Market Coordinator of cancellation by e-mail so that an accurate accounting can be retained. In the 'subject line' of the e-mail please type "market cancellation". If you do not have e-mail or access to a computer you may call and leave a detailed message including: the date you called, your full booth name, your name, a phone number and the day(s) and date(s) you are canceling. If a cancellation e-mail or phone message is not received by the Monday before at noon and you do not attend the market, your reservation & fee will be forfeited.

If a vendor has a reserved space has not arrived for set up by 3:30 on market day, the assigned space may be reassigned and you will be assigned another available space elsewhere.

If an emergency on the day of the market prohibits your attendance call Laurie, the market coordinator at 503.970.7462

THERE SHALL BE NO TRANSFER OF SPACE RIGHTS.

## HOURS

The First Wednesday market runs six weeks from the 1<sup>st</sup> Wednesday of May until the 1<sup>st</sup> Wednesday of October from 4:00 p.m. until 8:00 p.m. In October, the closing hour will be 7:00 p.m. Vendors are not allowed to leave the market before the end of the market day. If the vendor must leave due to an emergency, they **MUST** notify the market coordinator so safety precautions can be taken.

## VENDOR SET-UP

Admittance to and setup for the market begins at 2:00 p.m. **DO NOT SET UP EARLIER THAN 2:00 PM.** The Market Coordinator will direct each vendor to their respective space. The Market area must be fully assembled by 3:45 pm. **NO VEHICLES** will be allowed to enter the Market after 3:45 p.m.

Main Street is completely closed to through traffic between 21st Ave and Pacific Avenues at 2:00 p.m.

### Entering the Market

All Vendors will enter for set-up at 21<sup>st</sup> Avenue and Main Street. One lane of traffic must remain open at all times while loading and unloading. This permits other vendors to enter and exit the market without waiting for blockage to clear, and allows emergency vehicles complete access at all times. Please follow the one-way traffic instructions.

### Parking

Market vendors are required to park away from the market from 3:45 p.m. until 8:15 p.m. Set-up can begin no earlier than 2:00 p.m. on the day of the event at which time the streets are blocked to through traffic and one way traffic flow is enforced. This is for your safety and the safety of your workers and the general public.

**PULL IN, UNLOAD, PARK, SET-UP.** All vendors are asked to proceed to their booth, unload their vehicles and remove their vehicle from the premises as quickly as possible. **Do not set up your booth with your vehicle in the market.** Parking is allowed in all Forest Grove building public parking lots. Vendors may park in the parking lot behind Main Street Westside buildings with entrances on 21st and Main or on the College Way near Pacific University, 1 block east of the Market or in public lots south of Pacific Ave. and in the public lot on the north east corner of A Street and 21st Avenue.

### Vendor Tear down

Tear down of booth space may not begin until the official closing time of the market. In case of dispute the closing time will be determined by the Farmers Market Manager's watch. "Tear

Down” is defined as breaking down of tables, displays, canopies, equipment, etc. All equipment must remain “up” until the official end of the market day.

Vendor vehicles will not be allowed into the market area for loading of equipment until approval has been given by the Farmers Market Manager. Gates to the market will be opened for vendor admittance approximately 15 minutes after the official end of day or at the Farmers Market Manager’s discretion, depending on when customers have sufficiently cleared the streets.

Vendors are not allowed to bring their vehicles into the market area for loading until their booth has been sufficiently torn down. In other words, once it is clear to begin tearing down vendors must break down their booth space as completely as possible prior to bringing in their vehicle.

### Clean-Up

Each vendor is responsible for cleaning up his or her own stall before leaving for the day. Vendors shall be responsible for removing their own trash or debris.

## YOUR BOOTH AND PERSONNEL

Vendors are expected to behave courteously at all times and not publicly disparage other vendors or products. Behavior such as shouting, fighting, selling products in an aggressive way, or “hawking” detracts from the atmosphere of the market and will not be tolerated. Hawking can be defined as: yelling, barking, or screaming to promote your product; any manner of irritating the customers; or any manner of calling to the customers to attract them to your booth from within your booth space. Any activity considered to be damaging to the market can result in requiring that person or persons to leave the market.

All vendors are required to provide a clean, sanitary, and visually appealing environment. This includes clean dress and appearance of vendors and related personnel. All spaces must be kept neat and clean.

### Canopies

**SET UP YOUR CANOPIES AND HANG WEIGHTS FIRST!** All vendors are required to have canopy weights, and have them secured at all times with enough weight (20# per leg) to keep canopies anchored to the ground no matter the weather.

### Electricity

First Wednesday Market does not provide electricity to vendors.

## Displays and Signs

Vendor name and location are required to be prominently posted each market week. Signs should be professional looking or professionally made. For safety reasons, no signs, displays or tent poles may obstruct the sidewalk. All prices should be clearly and legibly marked or posted.

## Supplies

All equipment and supplies are the responsibility of the vendor.

## PRICING TECHNIQUES

Prices are to be set at the sole discretion of individual vendors. Collusion or any pressure among sellers to alter prices is strictly forbidden. All prices should be clearly and legibly posted.

## ENFORCEMENT AND DISPUTES

All rules of the market are enforced by the Forest Grove Farmers Market Manager and First Wednesday Market Coordinators who have ultimate on-site authority. If a vendor does not abide by the rules set forth in this handbook, these individuals may take any action deemed appropriate, including barring the vendor from the market that day, and any future market days. Vendors who do not comply with market rules will first be given a verbal notice regarding the rule infraction. It is possible that you didn't know about the rule, even though it is written in the handbook. If, after a verbal warning the vendor still ignores the rule, a written warning and a fine equal to double their booth fee will be given. A third offense may result in expulsion from the market.

## MARKET COORDINATORS

The First Wednesday Market Coordinators are volunteers who have assumed responsibility for market day and office operations, to assist the various vendors and consumers, and to make recommendations to and receive guidance from the boards. The Board, the Market Coordinators and designated agents will enforce all rules and regulations in a fair and equitable manner.

The Market Coordinator's role on the market site is to coordinate all of the activities of the day-to-day functioning of the market, to uphold market bylaws and enforce market policies. This includes overseeing market set-up and clean-up, organizing equipment and peripherals, assigning stalls, collecting fees, assuring vendor compliance with clean-up and display, and answering questions.

The Market Coordinator also acts as a conduit for communication between vendors and customers and the City Club Board of Directors.

## MISCELLANEOUS

First Wednesday market reserves the right to prohibit anyone from selling, or prohibit any product from being sold. The board of directors reserves the right to make exceptions to these rules at their discretion.

The First Wednesday Market and Forest Grove City Club are not responsible for loss or damages incurred or created by vendors.

There shall be no discrimination regarding race, color, creed, sex, religion, age or national origin.

Vendors are responsible for making sure all persons working at their booth are familiar with these rules. This is for your own protection.

All vendors shall agree that they have read a copy of these Policies and Procedures.

