

# Saturday Market's Holiday Market 2011 Application Packet

Nov. 19 & 20; Nov. 25, 26 & 27; Dec. 3 & 4; Dec. 10 & 11; Dec. 17 & 18; Dec. 22, 23 & 24

Office: 76 W. Broadway, Eugene, OR 97401 • (541) 686-8885 • fax (541) 338-4248  
eugen Saturdaymarket.org • info@eugen Saturdaymarket.org • holidaymarket.org

## Here's Your Holiday Market Application

Thank you for your interest in Saturday Market's Holiday 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, 541-686-8885, if you have further questions.

In the packet you will find a Holiday Market Application and a Saturday Market membership application. Please read them, fill them out and sign them. You may return them, with payment, in the mail or bring them to the office as soon as possible.

You will also find the Holiday Market rules, regulations and contract provisions and the Saturday Market Membership Agreement. Review these and keep them for future reference.

## The Holiday Market Booth Allocation Process

Waiting for the Market's phone call to pick a space will be easier if you understand the process:

1. Booth Holder of Record and Returning Member Applications are returned by July 23, 2011.
2. Booth Holder of Record applications are processed, then we can tell which spaces will be available.
3. Current Members who have sent in their application are contacted, in HM point order, to pick their dates and spaces. (Generally starting the first week of August)

**4. After current Market members have chosen their spaces, new members are contacted in the order in which we receive their applications. (Generally starting in September)**

*Please note, your membership and fee payment checks/charges will not be deposited until you have agreed upon a space with Market staff.*

## Holiday Market's Holiday Hall

Holiday Hall is located in the meeting room just south of the Main Hall. This room has 4'x4' booths, 4'x8' booths as well as 8'x8' booths. There are windows, carpeting and each 8'x8' booth is a corner booth. All of these booths are offered at a reduced rate. See the Holiday Hall map for details.

## New Member Orientation

Market staff will be holding two New Member orientations, on Thursday October 20 and Thursday October 27 at 5 PM at the Market office. It is required that new members attend one of these sessions, to learn basic info that will make your first Holiday Market experience go as smoothly as possible.

## Attention New Members - Product Review Required

New Members must participate in a Product Review before they are permitted to sell at Holiday Market, to assure that they meet Saturday Market product guidelines. Once we have assigned you a booth space, we will send you a Product Review form to fill out, and information about where, when and how to get your product approved.

Products are reviewed by the Standards Committee according to the Market's general craft guidelines plus any guidelines for specific craft areas. The general guidelines are:

1. Items must be handmade, or grown or gathered by the market member, a member of their immediate family living in Oregon, or a partner in craft living in Oregon.
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.eugen Saturdaymarket.org](http://www.eugen Saturdaymarket.org).

Guidelines for specific craft areas are published in the Member Information Handbook which is available from the Market office on request or on our website at [www.eugen Saturdaymarket.org](http://www.eugen Saturdaymarket.org).

## Fire Regulations

The Eugene Fire Marshal rigorously enforces specific regulations for events at the Fairgrounds.

Each craft booth is required to have a 2A10BC (or larger) fire extinguisher, inspected within the last twelve months, readily visible and accessible. Extinguishers must have pins in place with ties and a gauge that reads in the green. You must make sure a pin is in place and secured with a tie. If you find yourself without a pin or tie—talk to a staff member! **Vendors will be held responsible for damages resulting from accidentally discharged extinguishers.**

All full wall decorations, side walls and coverings of booths are required to be fire resistant and you must be able to show proof of the requirement. Table coverings and wares are not required to be fire resistant.

All extension cords must be plugged into an approved receptacle and may not be used in series. All extension cords must be of the grounded type - **no small home extension cords.**

No live greens are permitted.

No roofs on booths are permitted.

Further details and requirements for electrical set up will be provided in later mailings.

## **What Are Holiday Market Points?**

Each day that you sell at Holiday Market, you get a point. These points add up and are combined with Saturday Market and Membership points to determine the order in which members get to pick their Holiday Market space. So that you can understand how to earn points for next year's Holiday Market, here is how the points for the 2012 Holiday Market will be determined:

One point for each year of consecutive membership (max. 8),  
PLUS one point for each time you sold at Saturday Market on the Park Blocks during Oct. & Nov. of 2010 (max. 7),  
PLUS one point for each time you sold on the Park Blocks during all of 2011 (max. 33),  
PLUS one half a point for each time you sold at Holiday Market in 2010 and 2011. (max. 14).

The total maximum points for the 2011 Holiday Market will be 62. Points for the 2012 Holiday Market are earned by selling during the 2010 & 2011 seasons.

## **How do you become a Booth Holder of Record?**

A Booth Holder of Record gets to keep the same Holiday Market space they had the year before. To be a Booth Holder of Record you must have occupied the Booth Space for more than half of the selling blocks (four or more) during the previous year's Holiday Market and have at least half of the possible Holiday Market points (31 of 62 next year).

## **What is the \$25 Work Deposit?**

All members are required to sign up for a minimum of two hours of work in support of Holiday Market. Shifts include security, cleaning tables, setting up and taking down the Market, etc. Like last year, due to security concerns, the Holiday Market Committee continues the "Security Sweep" shifts. These shifts are designed to sweep customers out of the building after closing. They start at 6:20 PM, and last 30-40 minutes. "Sweepers" are required to do their job on both evenings during the weekend.

You can sign up for your work shift at the Info Booth starting in mid-September, or by calling the office. Only two hours of work are required from each member (i.e. partnership, family).

The \$25 work deposit is added to Holiday Market space fees. This deposit will be credited to your account after the work assignment has been completed. If your fees are already

paid in full, you will receive a refund check in January. Members are responsible for signing in at the Vendor office on site after completing their task, or will forfeit their deposit.

The work requirement and deposit are waived for members over 65 years old, please let us know if you are eligible.

## **The Holiday Market Committee**

The Holiday Market Committee meets monthly to work on the details of this event. They always welcome new members. If you are interested in working behind the scenes to help make the Holiday Market happen, come to a meeting! Meeting dates are always in the newsletter and on the website, or call the office.

Sunday	Mon	Tues	Wednesday	Thursday	Friday	Saturday
<b>HOLIDAY MARKET 2011 LOAD IN/OUT SCHEDULE</b>				November	<b>18</b> 12 PM - 9 PM Load in	<b>19</b> 7 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
<b>20</b> 8 AM Building open 10 AM - 6 PM Market open 9 PM Building closed, stock out	<b>21</b> Building Closed	<b>22</b> Building Closed	<b>23</b> 11 AM - 7 PM Load in	<b>24</b> Thanksgiving Building closed	<b>25</b> 7 AM Building open 10 AM - 6 PM Market open 8 PM Building closed	<b>26</b> 8 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
<b>27</b> 8 AM Building open 10 AM - 6 PM Market open 9 PM Building closed, stock out	Building Closed			<b>1</b>	<b>2</b> 2 PM - 9 PM Load in	<b>3</b> 7 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
<b>4</b> 8 AM Building open 10 AM - 6 PM Market open 9 PM Building closed, stock out	Building Closed			<b>8</b>	<b>9</b> 2 PM - 9 PM Load in	<b>10</b> 7 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
<b>11</b> 8 AM Building open 10 AM - 6 PM Market open 9 PM Building closed, stock out	Building Closed			<b>15</b>	<b>16</b>	<b>17</b> 6 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
<b>18</b> 8 AM Building open 10 AM - 6 PM Market open 9 PM Building closed, stock out	Building Closed		<b>21</b>	<b>22</b> 6 AM Bldg open 10 - 6 Mkt open 8 PM Bldg closed	<b>23</b> 8 AM Bldg open 10 - 6 Mkt open 8 PM Bldg closed	<b>24</b> 8 AM Bldg open 10 AM - 4 PM Mkt open 8 PM Bldg closed <i>All stock removed</i>
<b>25</b> Building Closed	<b>26 Mon.</b> 10 AM - 3 PM Building open for load out					

## Holiday Market 2011 Rules, Regulations and Contract Provisions

### Market Rules

All wares displayed must be handmade by the member. Products must meet all Saturday Market standards and guidelines as outlined in the Member Information Handbook or as stated in any Board approved regulation, and be approved by Nov. 2, 2011 by the Standards Committee. All vendors must comply with all applicable local and state fire codes, ordinances, laws and regulations pertaining to health, fire prevention, public safety and all other matters.

### Market Membership

All vendors must be current members of Saturday Market in good standing and must sign a 2011 Membership Agreement. Members are responsible for reading the 2011 Membership Agreement and the 2011 Holiday Market Rules, Regulations and Contract Provisions. Any questions regarding any of these provisions should be resolved well in advance of the Holiday Market season.

### Booth Assignment

Members agree to occupy the space assigned and to be open and staffed during all regular Market hours. In the event that a member does not occupy an assigned space, the Market is authorized to use that space in the best interest of the Market without any refunds to the member and without releasing the member from any liability. Members agree not to sublet their space or

to employ any sales agents or employees except in compliance with Market rules and regulations. While it is intended that all booth assignments made as a part of the sign-up process will be honored, Saturday Market reserves the right to reassign booth spaces at any time in the best interests of the Market as determined by Market staff and the Board of Directors. The Saturday Market is under no obligation to rent any specific booth space to any specific members in future years. Spaces in future Holiday Market events will be allocated according to policies and guidelines approved by the Board of Directors.

### Booth Sizes and Structure

Booth sizes are limited to 4'x4', 4'x8', 6'x8', 8'x8', 10'x8' as indicated on the Holiday Market site map. In no instance will vendors be allowed to exceed the authorized dimensions of the booth space they occupy. **This space limitation includes stock, vendor chairs and any fixtures. No vendor may sit or place a chair in the common aisle space.** Vendors must bring their own structures and seating. All structures and displays must be of sound construction and in good repair. **Major booth construction, i.e. use of power saws, etc., must be done outside the building.** No roof is allowed on any booth structure, in accordance with fire regulations. Booth height is limited to a maximum of 10 ft. in the Main Hall, 8 ft. in Holiday Hall. Signs in the Main Hall may

extend to 12 ft. high. All aisle overhangs must be at least 7 ft. off the ground. Blind space adjoining a booth structure may be used without charge for storage only. Any use of blind space for display or any other purpose will be assessed at one half of the square foot rate for that booth space. **Booth structures MUST BE DISASSEMBLED** before moving from one space to another.

### Holiday Hall Guidelines

Holiday Hall booths have special guidelines, due to the room's low ceiling and carpeting: All booths & signs must be no taller than 8 ft. No sharp booth or table leg ends, to protect the carpet. Nothing at all may be attached to the walls. Windows must not be blocked. All other HM rules and regulations apply as well.

### Electricity

Each craft booth is limited to a total of 500 watts of electric power, from a single outlet at the power source. The Fire Marshal requires that your lights and other electrical items be connected to the electricity in a specific way. If they are not properly connected, you WILL NOT be allowed to use them. All booths will be inspected. See the "Important! Electrical Info!" flyer included in this packet for more details.

### Fire Regulations

There shall be no flames or any other 'lit' items in the building. This includes, but is not limited to, incense, candles, and

**Continued on the back**

lanterns. Each booth (craft or food) shall have a portable extinguisher; the minimum size must be a U.L. classification 2A10BC. Extinguishers shall have been serviced within the last 12 months and shall have a current service tag. Extinguishers shall be visible and accessible in the booth at all times. All canopies, full wall decorations and side walls of booths are required to be fire resistant and you must be able to show proof of meeting the requirement. Table coverings and stock are not required to be fire resistant. Wood less than 1/4" thick shall be treated with a flame-retardant coating. No propane tanks are permitted inside the building. Food vendors are not permitted to deep-fry or barbecue any foods inside the building.

### **Hours of Operation**

Selling hours for each Market day are 10 AM–6 PM except for December 24th when the Market closes at 4 PM. In all cases vendors are required to be set up and ready to sell no later than 5 minutes before opening and are not permitted to close their booths until the stated Market closing time.

### **Booth Sharing**

Booth spaces may be shared by a maximum of two members. Both vendors must be Market members in good standing. The primary booth holder must assume the responsibility for the payment of all fees. The booth partner must complete a Booth Partner Application and pay \$30 which includes a \$5 processing charge and a \$25 work deposit. Both partners must be in the booth at all times except for reasonable breaks.

### **Use of Employees**

At Saturday Market the maker is the seller. The use of employees as sellers is limited to ten percent of the total number of Market days attended during the current Market year. For a person selling at all Markets, this privilege would amount to five days for the entire Market season including Holiday Market and Park Block selling days.

### **Work Deposit**

All vendors are required to sign up for a minimum of two hours of work in support of Holiday Market. Shifts include security and security sweep, cleaning tables, setting up and taking down the Market, etc. Contact Market staff to set up your work shift. Only two hours of work are required from each member (i.e. partnership, family). A \$25 work deposit is added to Holiday Market space fees. This deposit will be credited to your account after the work assignment has been completed. If your fees are already paid in full, you will receive a refund check in January. Vendors are responsible for signing in and out at the on-site Vendor office when completing their task, or will forfeit their deposit. The work requirement and deposit are waived for members over 65 years old.

### **Loading In and Out**

Overnight security is in place between load-in days and the end of each selling block. **All stock must be removed at the end of each selling block.** For reasons of security, access to the Exhibit Hall before and after hours is limited. Vendors may use the east (back) and south (side) doors. There is no loading in through the front of the building. Vendors may not park in posted restricted areas at any time. This includes the fire lane on the south side of the building. Cars may be towed from these areas. A few carts are available for limited member use. Vendors will not be permitted to load or unload through the front of the Exhibit Hall during Market hours. **The building is not accessible during non-Market days.**

### **Parking**

During the hours that the Market is open all vendors must park in designated vendor parking areas which are located to the east of the Exhibit Hall (in the rear) or over the bridge on the south side of the exhibit hall. Vendor parking is specifically prohibited in the areas directly to the south and the west of the Exhibit Hall. These spaces are for your customers. Cars are vulnerable to break ins, remove all valuables before leaving your vehicle for the day.

### **Handicapped Parking**

Should you require a reserved handicapped space, please contact the office. Indicate whether you need a van accessible space. The Market will issue you a Holiday Market Handicapped Parking Permit which will correspond to a numbered space for the weekend.

### **Decorations**

Vendors are encouraged to festively decorate their booths. Colored or white lights are permitted but they must be secured with insulated staples or tape and they must not come in contact with any metal surface. No cut live greens are permitted. Bring an appropriate fire retardant backdrop to cover up unsightly electrical lines and storage that may be behind your booth space.

### **Scent and Sound**

Vendors whose products have an impact beyond the confines of their booths (scent or sound) are asked to be sensitive to the impact of their products on other vendors and the public and to cooperate with mitigation requests. If mitigation is not successful, the member will be asked to leave.

### **Radios, TVs and CD Players**

The use of radios, CD or DVD players, or TVs during Market hours is not permitted.

### **Food Sales**

No food of any kind may be sold or given away from any craft space unless they meet all the standards for prepackaged foods as found in the Vendor Information Handbook, and are approved by the Standards Committee.

### **Hawking**

Vendors are not permitted to 'hawk' or otherwise aggressively merchandise their goods.

### **Supervise Your Children & Teens**

If you bring children and/or teenagers with you, it is your responsibility to keep them under your direct care. Do not let them freely roam the Market, even during times when the Market is not open to the public. They should be restricted to your booth area and not hinder or disturb other vendors' businesses.

### **Smoking**

There is no smoking of any kind permitted anywhere in the Exhibit Hall. Vendors are not permitted to use the areas in front of public entrances as smoking areas. Approved vendor smoking areas are located only on the east side of the Exhibit Hall.

### **Optional Day Off**

Any member who signs up for and pays for all fourteen selling days of Holiday Market is entitled to take any one of those days off provided that a letter is submitted to the Board of Directors by October 5 and subsequently approved and that booth and all stock is removed for the day off. Members choosing this option will not be entitled to any refund of fees.

### **Disciplinary Action**

Violations of Saturday Market or Holiday Market rules and regulations are subject to disciplinary action. If a Market rule is blatantly disregarded by a Member, they will be issued one written warning from the Market Manager. Subsequent violations of the same rule will result in loss of one point from the Member's record per violation.

### **Cancellations**

Exhibitors canceling by November 1, 2011 are entitled to a refund of all booth fees paid in excess of \$25. Exhibitors canceling after November 1, 2011 are not entitled to any refund. In case of special circumstances, members may apply for partial or full refunds to the Board of Directors.

### **General Disclaimer**

Saturday Market accepts no liability whatever for damage, injury, or loss of any kind incurred by the exhibitor or for liabilities incurred by the exhibitor, including loss by fire or theft. Saturday Market will provide a night watchperson and otherwise exert reasonable care to physically safeguard the goods and possessions of the exhibitor during specified times without thereby assuming a bailment or any other form of financial responsibility. Saturday Market is not liable for refunds or any other liabilities whatsoever for failure to fulfill this agreement due to reasons beyond their control, including, but not limited to, fire or other calamity, acts of God, strikes, statutes, ordinances, or other acts of legal authority.

# Saturday Market's Holiday Market

## 2011 Application Form

For office use only

Date \_\_\_\_\_

Receipt # \_\_\_\_\_

Amount \_\_\_\_\_

Cash \_\_\_ Check \_\_\_ Card \_\_\_

***Return this application with payment soon!***

*Applications from new Members are processed in the order received. New members are contacted after current members have been assigned spaces. New Members must include a completed Membership Application along with this form.*

### ***1. Applicant Information***

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

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

YES  NO

License Plate # \_\_\_\_\_ State \_\_\_\_\_

### **Product Review & Orientation Required**

New Members must participate in a Product Review before they are permitted to sell, to assure that they meet Saturday Market product guidelines. Upon confirmation that you have a space, you will receive a Product Review form and information about where and how to get your product reviewed.

Market staff will be holding two New Member orientations, on Thursday October 20 and Thursday October 27 at 5 PM at the Market office. New members are required to attend one of these sessions, to learn basic info that will make your first Holiday Market experience go as smoothly as possible.

### ***2. Choosing A Booth Space***

Saturday Market staff will contact you about space selection when your application is reached on the list. In case you can not be reached, staff will make an assignment based on your preferences. Please keep the space map handy!! If you pay your deposit by check or credit card, it will not be cashed or charged until your space assignment has been made.

Booth Size Preference  6'x8'  8'x8'  10'x8'  4'x8' (Holiday Hall only)  4'x4' (Holiday Hall only)

Location Preference (see map) \_\_\_\_\_

Contact phone number \_\_\_\_\_ Best time to contact \_\_\_\_\_

### ***3. Sharing Your Booth***

I plan to share my booth with another Saturday Market Member. Please send me a Booth Share Form.

I plan to share with another Saturday Market Member in their booth. Please send me a Booth Share Form.

***\* \* \* Continue the Application on the other side ➔ ➔ ➔ ➔***

***Mail Your Application and Payment Today!***

*Mail to: Saturday Market, 76 W. Broadway, Eugene OR 97401. Questions? Call (541) 686-8885*

## 4. Choose Your Selling Weekends and Figure Out Your Fees

- Check the boxes next to the booth sizes/dates that you are interested in.
- Fill in the "Amount Due" column with the appropriate amounts.
- Add the "Amount Due" column, including \$25 Work Deposit, to find your total fees.

<b>Main Hall</b> (the big room)				
Selling Dates	6x8 space	8x8 space	10x8 space	Amount Due
Nov. 19 & 20	<input type="checkbox"/> \$53	<input type="checkbox"/> \$70	<input type="checkbox"/> \$88	\$ _____
Nov. 25, 26 & 27	<input type="checkbox"/> \$117	<input type="checkbox"/> \$156	<input type="checkbox"/> \$195	\$ _____
Dec. 3 & 4	<input type="checkbox"/> \$114	<input type="checkbox"/> \$151	<input type="checkbox"/> \$189	\$ _____
Dec. 10 & 11	<input type="checkbox"/> \$114	<input type="checkbox"/> \$151	<input type="checkbox"/> \$189	\$ _____
Dec. 17 & 18	<input type="checkbox"/> \$114	<input type="checkbox"/> \$151	<input type="checkbox"/> \$189	\$ _____
Dec. 22, 23 & 24	<input type="checkbox"/> \$110	<input type="checkbox"/> \$146	<input type="checkbox"/> \$182	\$ _____
<b>Or Sell All Dates</b>	<input type="checkbox"/> \$622	<input type="checkbox"/> \$825	<input type="checkbox"/> \$1032	\$ _____

<b>Holiday Hall</b> (side room, see map)				
Dates	4x4 space	4x8 space	8x8 space	Amount Due
Nov. 19 & 20	<input type="checkbox"/> \$14	<input type="checkbox"/> \$27	<input type="checkbox"/> \$53	\$ _____
Nov. 25, 26 & 27	<input type="checkbox"/> \$31	<input type="checkbox"/> \$61	<input type="checkbox"/> \$121	\$ _____
Dec. 3 & 4	<input type="checkbox"/> \$29	<input type="checkbox"/> \$57	<input type="checkbox"/> \$113	\$ _____
Dec. 10 & 11	<input type="checkbox"/> \$29	<input type="checkbox"/> \$57	<input type="checkbox"/> \$113	\$ _____
Dec. 17 & 18	<input type="checkbox"/> \$29	<input type="checkbox"/> \$57	<input type="checkbox"/> \$113	\$ _____
Dec. 22, 23 & 24	<input type="checkbox"/> \$29	<input type="checkbox"/> \$57	<input type="checkbox"/> \$113	\$ _____
<b>Or Sell All Dates</b>	<input type="checkbox"/> \$161	<input type="checkbox"/> \$316	<input type="checkbox"/> \$626	\$ _____

**Work Deposit:** To have this \$25 refunded, you must work two hours in support of this year's Holiday Market. Contact the Market Office before Holiday Market to schedule the actual work assignment. **+ \$25**

**Total Amount Due:** At least 25% of the Total Amount Due must be included with this application. The balance is due in three payments: 25% on Sept. 15; 25% on Oct. 15; 25% on Nov. 15. Invoices will be sent. Members selling all fourteen days may make their final payment on Dec. 15. **= \$ \_\_\_\_\_**

## 5. Pay Your Fees

- I have enclosed my first payment of \$ \_\_\_\_\_ (at least 25% of Amount Due) Applications will not be processed without payment.
- I have enclosed my 2011 Membership Fee of \$40 in a separate check (or charge it to my card). Your label indicates your 2011 Membership status. Applications are only accepted from members who have paid their 2011 membership fees and signed the agreement below. **If you have already paid your membership fee this year, you do not have to pay it again.**
- Please charge the amount to my credit card  Visa  Mastercard  Discover  American Express
- Total \$ \_\_\_\_\_ Card # \_\_\_\_\_ CD Code \_\_\_\_\_ Exp. Date \_\_\_\_\_
- Signature \_\_\_\_\_

## 6. Sign The Agreement (all applications must be signed)

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 2011 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 events may be revoked at any time for violations of any rules, regulations or guidelines.

Specifically, I/we understand that only crafts which meet the following criteria may be sold at Market:

1. Items must be handmade, or grown or gathered by the market member, a member of their immediate family living in Oregon, or a partner in craft living in Oregon.
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.eugen Saturday Market.org](http://www.eugen Saturday Market.org).

I declare that any item I sell is of my own creation and has been created by me. I understand that upon one week 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.

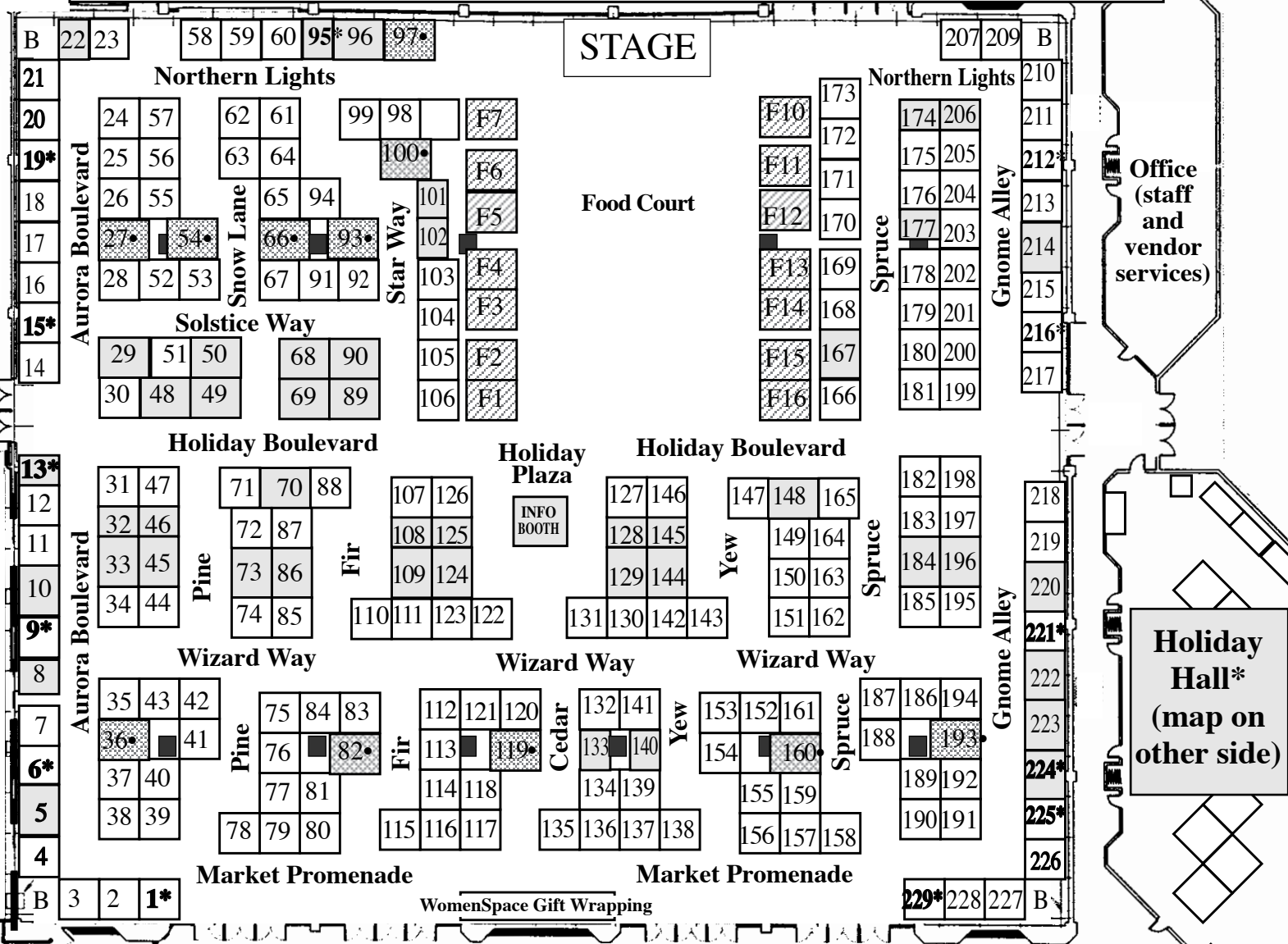
Signed \_\_\_\_\_ Date \_\_\_\_\_

# HOLIDAY MARKET 2011

## Main Hall Map

\*Holiday Hall Map on other side!

**Please Keep Handy For Booth Assignment Time!!!**



### Legend

- =8' x 8' booth
- =6' x 8' booth
- =10' x 8' booth
- =Electrical box
- =8'w x 10' d booth which may be sold as 8' x 8'

**B = Blind space for sale to adjoining booths**

\*Note: Booth spaces 1, 6, 9, 15, 19, 95, 212, 216, 221, 224, and 229 have a pier that intrudes about 6" into the rear of the booth space. Your booth structure must be less than 8' deep to compensate. Your booth structure may not extend beyond the front markings of your booth space.

### Holiday Market 2011 Main Hall Dates & Fees

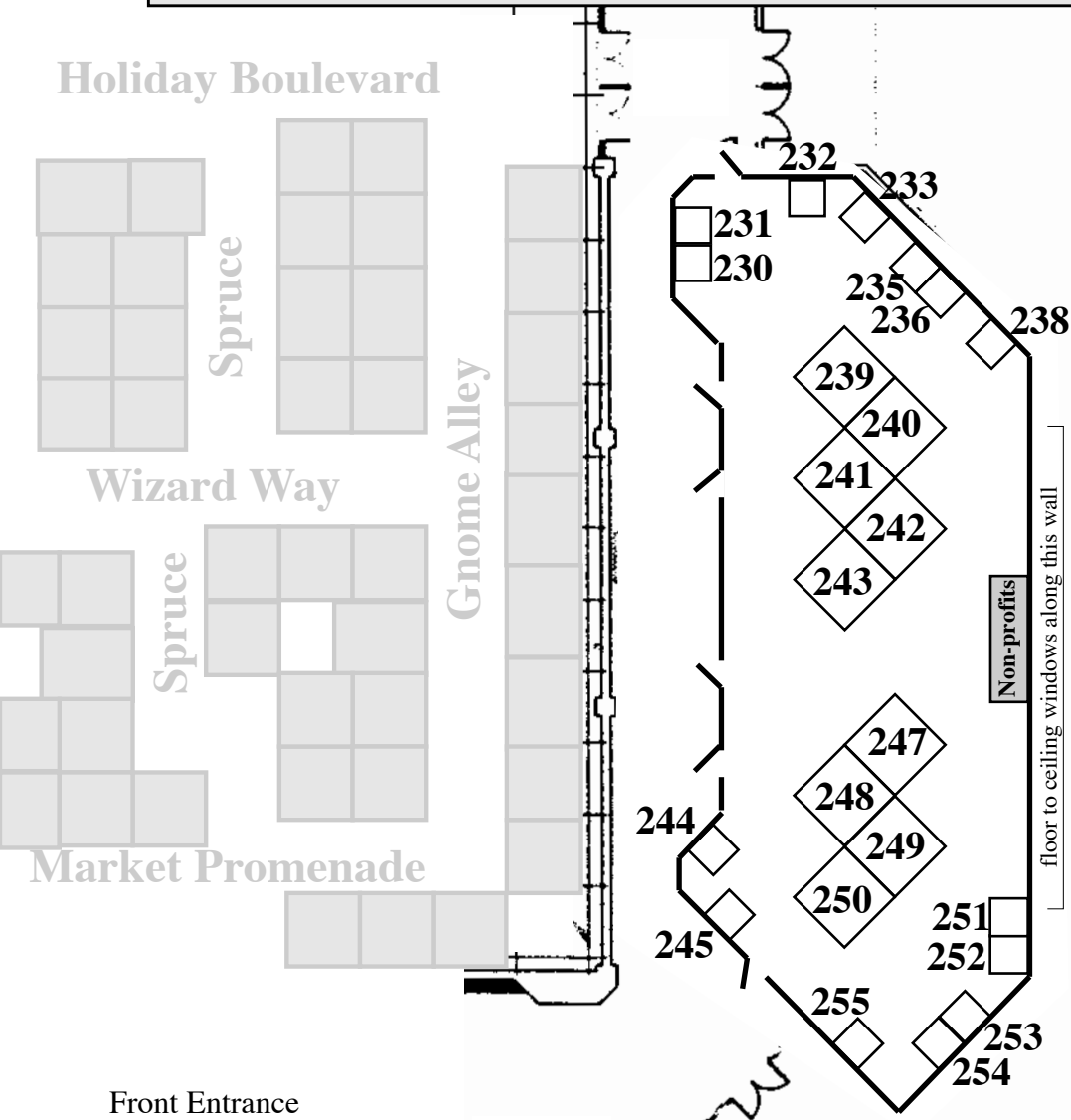
Dates	6x8 space	8x8 space	10x8 space
Nov.19 & 20	\$53	\$70	\$88
Nov. 25, 26 & 27	\$117	\$156	\$195
Dec. 3 & 4	\$114	\$151	\$189
Dec. 10 & 11	\$114	\$151	\$189
Dec. 17 & 18	\$114	\$151	\$189
Dec. 22, 23 & 24	\$110	\$146	\$182
<b>Total fees</b>	<b>\$622</b>	<b>\$825</b>	<b>\$1032</b>

# HOLIDAY MARKET 2011

## Holiday Hall Map

\*Main Hall Map on other side!

**Please Keep Handy For Booth Assignment Time!!!**



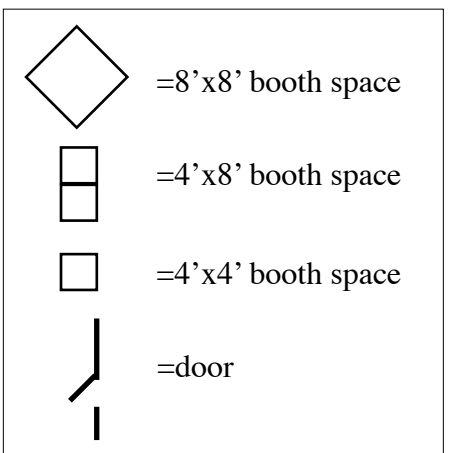
### \* Special Booth Guidelines for Holiday Hall!

- All booths & signs must be no taller than 8 feet.
- No sharp booth or table leg ends, to protect the carpet.
- Nothing at all may be attached to the walls.
- All other HM rules and regulations apply as well.
- Two neighboring 4x4 spaces may be rented as a 4x8 space.

Front Entrance

### Holiday Market 2011 Holiday Hall Dates & Fees

Dates	4x4 space	4x8 space	8x8 space
Nov. 19 & 20	\$14	\$27	\$53
Nov. 25, 26 & 27	\$31	\$61	\$121
Dec. 3 & 4	\$29	\$57	\$113
Dec. 10 & 11	\$29	\$57	\$113
Dec. 17 & 18	\$29	\$57	\$113
Dec. 22, 23 & 24	\$29	\$57	\$113
Total fees	\$161	\$316	\$626



## 2011 SATURDAY MARKET MEMBERSHIP AGREEMENT

**BETWEEN: The Saturday Market, an Oregon non-profit corporation (Saturday Market)**

**AND: Member of Saturday Market (Member)**

### **RECITALS**

**A.** Saturday Market grants Member a non-assignable right to use and occupy, during the time set forth below, a market space designated by Saturday Market.

**B.** The market space will be used for the sole purpose of sale of merchandise created by Member to the public.

### **AGREEMENT**

**1. Annual Membership Fee.** Member agrees to pay to Saturday Market an annual membership fee of \$40.00 upon signing of this agreement.

**2. Compliance with Saturday Market Guidelines.** Merchandise must meet the Saturday Market Guidelines which includes the right to erect a structure to protect and display such merchandise on the market space.

**3. Selling Fees.** Member may use and occupy the market space designated by Saturday Market and agrees to furnish everything necessary for Member's marketing venture. Member shall pay to the Saturday Market a booth fee as published in the most recent Vendor Information Handbook plus 10% of gross sales for the use of market space on the Park Blocks. Gross sales shall include orders taken. The agreement does not address fees for Holiday Market which will be set forth in separate document.

**4. Reserved Spaces.** Reserved booth market spaces on the Park Blocks are assigned through the point system. Applications for a reserved market space may be made by filling out and turning in a "Wish List Request." Attendance one time per month in the reserved market space and a minimum of nine times per season is required for all reserve holders. Reserved market spaces not claimed by their reserve holders by 8:30 a.m. on the day of Market will be made available to other Market Members. Reserved booth market spaces are reserved on seasonal basis, and paid for monthly (\$19/month) or seasonally (\$140/season) by those vendors who have been assigned a reserved market 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.

**5. Covenants of the Parties.** The following shall be binding upon the parties:

5.1. This permit is valid only for the 2011 Market season (April 2011 - March 2012).

5.2. Saturday Market intends to and expects 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.

5.3. Member may construct a structure in accord with the size and safety specification as found in the current Saturday Market Vendor Information Handbook. Member shall, at all times, ensure that such structure shall not encroach upon or obstruct public walkways or open space areas. Member shall promptly remove any offensive structure upon request of Market staff.

5.4. Member shall not use any bottled gas, electrical devices, or hazardous materials without prior approval by Saturday Market. 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. Member shall indemnify and hold

Saturday market harmless from all damages for injury to the premises caused or permitted by the Member.

5.5. Saturday Market assumes no responsibility whatsoever for any Member property placed upon the Market premises. Member agrees to indemnify Saturday Market against all loss and damage to the Member's property sustained by reason of occupancy by Member of the premises or any portion hereof.

5.6. Should 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, 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, Member shall promptly vacate the premises. Upon failure to vacate, 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.

5.7. 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.

5.8. 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.

5.9. 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 Member to be aware of and comply with all Saturday Market rules and regulations.

### **6. Indemnification.**

6.1. Liability. Member agrees to indemnify, defend, and hold Saturday Market, its agents and employees, harmless from any claim for a personal injury which is not covered by Saturday Market's general liability policy including but not limited to any claim made for personal injury for a defective good or service sold or provided by Member, whether or not such claim is well founded.

6.2. Tender of Defense. In the event that a claim is made against Saturday Market which is covered by the provisions above, Saturday Market agrees to give written notice to Member, and tender the defense of the claim to Member.

6.3. Reimbursement for Defense Costs. In the event that Saturday Market gives notice to Member and tenders defense of a claim covered by paragraphs 3 and 4 above, and Member fails or refuses to accept the tender, Saturday Market may retain its own attorney to represent its interests with respect to the claim, and Member agrees to pay Saturday Market's defense costs, including reasonable attorney fees.

6.4. Covenant Not to Sue. Member covenants not to sue Saturday Market, its agents or employees for contribution or indemnity for any claim made against Member arising out of an injury caused by an act or omission of Member or its agents which is not covered by Saturday Market's general liability policy, including but not limited to any claim made for personal injury for a defective good or service sold by or provided by Member.

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

# Saturday Market



MARKETPLACE • COMMUNITY • CELEBRATION

For office use only

Date \_\_\_\_\_

Receipt # \_\_\_\_\_

Amount \_\_\_\_\_

Cash\_\_ Check\_\_ Card\_\_

## 2011 Membership Application

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

### 1. Membership Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Give my phone number to customers  YES  NO

License Plate # \_\_\_\_\_ State \_\_\_\_\_

Email address: \_\_\_\_\_ Web Page: www. \_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_ (optional)

### 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 3:30 PM on the first and third Wednesdays, March 16 through November 2, plus on extra screening on March 30. 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 living in Oregon, or a partner in craft living in Oregon.

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.eugen Saturday Market](http://www.eugen Saturday Market).

### Craft Category (check only one on the list below)

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

Continue on the other side →

## Product Search Keywords

Describe the product(s) that you craft, including any other items not covered by the Craft Category you chose above. Use words that a customer would use when describing your product to Info Booth staff. Write clearly!

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## 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, also living in Oregon, 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.

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. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

## 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 2011 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 2011 Membership Agreement included in the information packet. 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 by me. I understand that upon one week 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 \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_