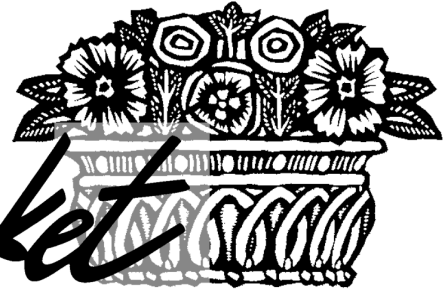


WELCOME to

Saturday Market



MARKETPLACE • COMMUNITY • CELEBRATION

April - November, 2011

76 W. Broadway, Eugene, OR 97401 • (541) 686-8885 • fax (541) 338-4248

www.eugen SaturdayMarket.org • info@eugen SaturdayMarket.org

Market's 42nd Season, April 2 - November 12

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 3:30 PM on the first and third Wednesdays, March 16 through November 2, with one extra screening on March 30th.

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...

2011 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 eugenesaturdaymarket.org.

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 one 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.

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 2011 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.

Connecting with Market

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 other info.

Our eugenesaturdaymarket.org website, 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, 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@eugenesaturdaymarket.org.

Like us on Facebook: www.facebook.com/eugenesaturdaymarket. There is also a FB group, search for "Eugene Saturday Market Members" and hit the "ask to join group" button. If you're a Twitterer, you can follow us @saturdaymarket. Our blog is at eugenesaturdaymarket.blogspot.com.

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 3:30 PM on the first and third Wednesdays, March 16 through November 2.

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 2011 season with is 12.

A Park Blocks Map is on the reverse

Butterfly Lot Vendor Parking

LANE COUNTY FARMERS' MARKET

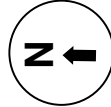
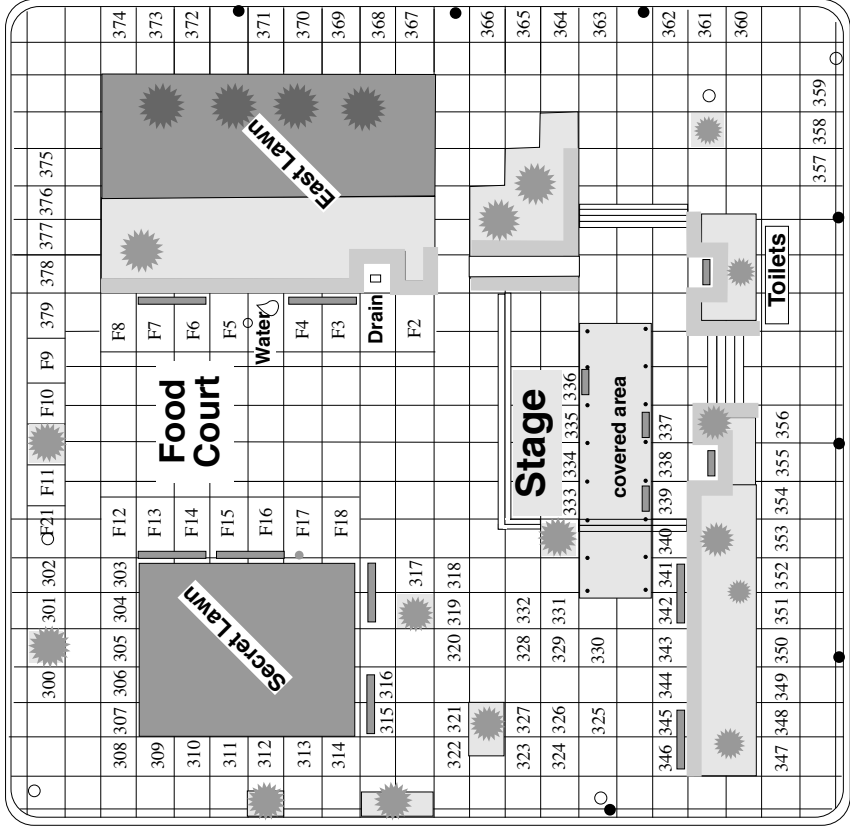
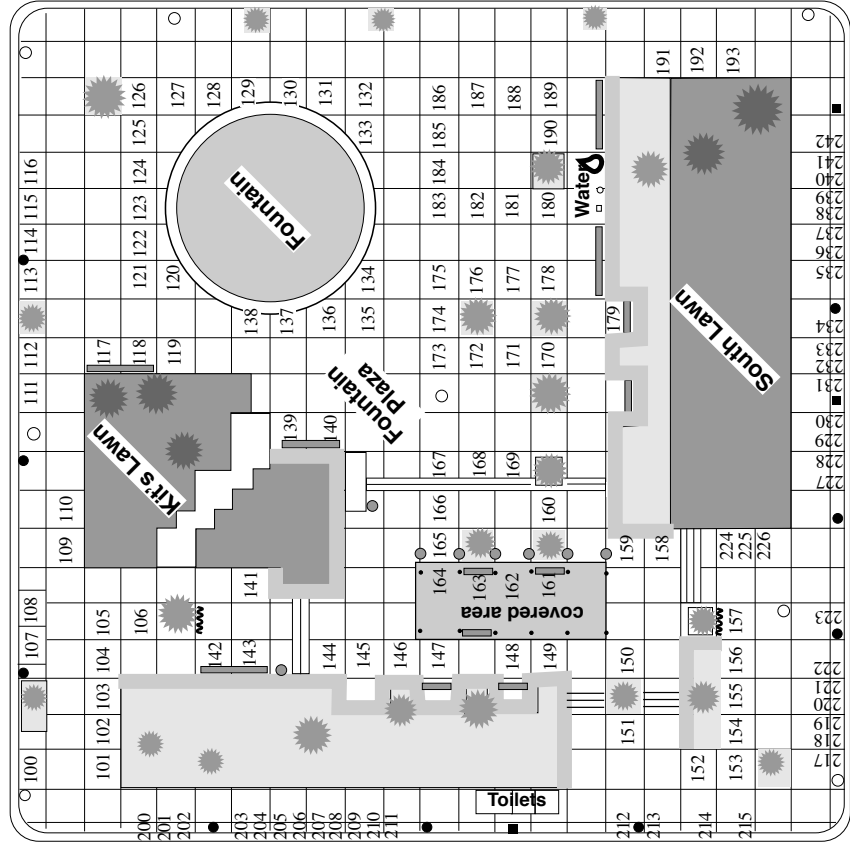
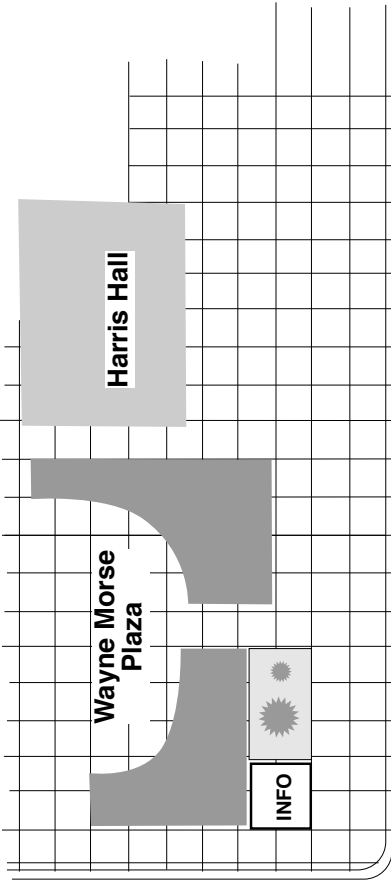
← 8th AVENUE

← OAK STREET

← EAST PARK

→ SOUTH PARK

6/29/10



Legend

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

→ SOUTH PARK

→ WEST PARK

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



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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 Saturdaymarket.org.

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!

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 _____

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: