

MARKET RULES

LINCOLN CITY FARMERS AND CRAFTERS MARKET

PO BOX 608

LINCOLN CITY, OR 97367

info@lincolncityfarmersmarket.org

541-921-0062

1. LCFCM will open at 9 AM and close at 3 PM every Sunday during market season. Vendors are responsible for the forfeiture of their booth space and booth fee for that day. Vendors running late on market day are to arrive **no later than 8:00 AM** and be set up by 9:00 AM. Vendors arriving after 8 AM without having called/texted the market manager are subject to market day are responsible for calling the market phone to notify the manager prior to 8 AM. No arrivals prior to 7 AM please.
2. Vendors not attending market must call or text the market manager phone by 6 PM Friday prior to the event and leave a message. Facebook and e-mail messaging are not acceptable.
3. **Vendors MUST check in at the Manager's booth to receive their booth assignment BEFORE setting up.** Every effort will be made to place vendors in the same space each week. Due to changing vendor attendance there is no guarantee of same space placement. Please be patient.
4. Booth fees are paid one week in advance in the information booth prior to 2 PM.
5. **VENDORS ARE TO UNLOAD AND MOVE THEIR VEHICLE TO THE VENDOR PARKING AREA PRIOR SETTING UP THEIR BOOTH.**
6. **NO EARLY BREAKDOWNS-**Market closure due to inclement weather will be determined by the market manager and a consensus of present board members. The health and safety of vendors and customers is first priority. In the event of a merchandise sell out vendor may not break down booth. Vendor departures due to personal emergency must be approved by market manager. Appropriate arrangements must be made for the vendor booth and merchandise as well.
7. Vendors breaking down prior to 3 PM will not vend the following week and forfeit their booth fee.
8. **YOU MUST BREAKDOWN AND PACK UP BEFORE MOVING VEHICLE FOR LOADING.**
9. Vendors are responsible for staffing their booth at all times-please make plans for an attendant should you step away. Anyone working in a vendors booth must be 18 years of age with the exception of family members. **Minor children of vendors shall not be left unattended in the vendor's booth or in the public space of the market.**

10. All vendors must be paid members-in-good-standing of the Lincoln City Farmer's and Crafter's Market. **The annual membership fee of \$50 plus an application fee of \$10 and first booth fee of \$35 (combined \$95 total) must be received by March 1st with your completed application to be considered a returning vendor.** Applications without associated fees will not be reviewed.
11. Booth fee for each market is \$35 paid a week in advance. Booth spaces are approximately 10' x 10'. Canopies for vendor spaces shall be a maximum of 10' x 10'. Two spaces will be billed at \$70.
12. All merchandise and personal property of the vendor must be contained within the 10' x 10' space. **25 pound weights are required for each corner.** Standing or seating of any type is not permitted in front of booth nor is any merchandise or personal belongings. **No "hawking"** A walkway of ten feet will be kept between vendor booths on front lawn to comply with fire code.
13. Vendors must have their vehicles off the sidewalk by 8:30 AM. Vehicles cannot be on the sidewalk for loading prior to 3 PM or while customers and pedestrians are present. Unloading for the food court occurs at the east entrance to the court. Vehicles are NOT allowed in the food court for any reason.
14. **NO RESELLING WILL BE PERMITTED.** 90% of all produce and merchandise sold at the market must be grown/made by the seller. All products sold at LCFCM must be juried in with the exception of agricultural products grown expressly for consumption. Existing vendors displaying products of questionable origin will be asked to remove them by the market manager pending verification of authenticity by the product review committee. Vendor merchandise may be subject to review at any time. All new products (those not listed on the vendor application) must be reviewed by the product review committee prior to selling said items. Vendor will be asked to remove any items not approved for sale at LCFCM.
15. Vendors of baked goods, processed foods, hot foods or "value added" food items must have a valid license for processing such goods as issued by the Oregon Department of Agriculture or the Lincoln County Health Department as applicable. Said vendors will provide proof of liability insurance and a copy of licenses for processing of such goods.
16. Prepared food vendors will be approved by a consensus of the market manager and the LCFCM board based on current demand. Priority will be given to prepared food vendors based in Lincoln County. Current market conditions and customer demand will ultimately decide the number of prepared food vendors and the variety therein. All prepared food vendors must comply with the rules of Lincoln County Health Dept..
17. Vendors of live nursery stock with annual sales exceeding \$200.00 must have a nursery license issued by the Oregon Department of Agriculture. Growers will provide a copy of license with their market application.

18. Any vendor selling food or agriculture products with an "organic" claim should be prepared to provide proof of such claim through a certificate from an appropriate body.
19. Vendors will leave their area clean and free of ANY debris at the end of each market.. Vendors shall pack out their own garbage. We must leave the Cultural Center the way we found it.
20. All vendors must comply with state and federal marketing regulations.
21. Vendors must comply with current market parking rules and be aware of fire lanes and no parking zones on Lincoln City Cultural Center property.
22. Be considerate of your fellow vendors, customers and market manager. Negative comments voiced to customers and vendors as well as disrespectful or unprofessional attitudes and behavior will not be tolerated. Vendors acting in a manner that endangers the health and safety of others will be asked to leave and have their membership revoked.
23. **NO CONSUMPTION OF ALCOHOL OR DRUGS IS PERMITTED BY VENDORS ON MARKET GROUNDS (LINCOLN CITY CULTURAL CENTER) AT ANY TIME. Lincoln City Farmers and Crafters Market will not condone inappropriate or illegal activity on the market grounds. Vendors in violation of this rule will be asked to leave the market immediately and membership revoked.**
24. No smoking in the Market area. Designated smoking areas are on the east side of the Lincoln City Cultural Center building. Please no smoking on the sidewalks.
25. LCFCM advocates a "Free Market Economy" and as such will not be involved in the pricing or suggested pricing of vendors products.
26. Lincoln City Farmers and Crafters Market has the right to accept or reject any application.

Unless otherwise stated, market rules will be enforced with the following consequences:

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| 1st Offense: | verbal notice |
| 2nd Offense: | written notice |
| 3rd Offense: | removal from market with membership revoked |

In the event of membership revocation from LCFCM, all vendors have the right to appeal the decision of the market manager. Vendor shall initiate the appeals process by sending a letter of intent to the LCFCM board president at the address below. Vendor will be contacted to make an appeal in person before the board of LCFCM which will determine the membership status of the vendor.

To the fullest extent, permitted by law, you (the vendor) shall indemnify, defend, and hold harmless, the Lincoln City Farmer's and Crafter's Market, their respective employees, directors, officers, agents, volunteers and other persons acting on their behalf, from and against, any and all claims, actions, suits, causes of actions, or demands which arise or are in any way connected with the acts or omissions of you, your employees, directors, officials, agents, volunteers or persons acting on your behalf.

The undersigned vendor agrees to exercise the utmost care in the use of the assigned space at the Cultural Art Center Property. Should a vendor, at any time, occupy the premises in a manner which is hazardous or offensive to the public or that is contrary to the rules, Articles of Incorporation, or Bylaws of the Lincoln City Farmer's and Crafter's Market Association, the vendor will vacate the premises upon request of the Market Manager.

Vendor Signature

Date

Business Name

MAIL TO: Lincoln City Farmer's Market
PO Box 608
Lincoln City, OR 97367

- ✓ Completed and Signed Application
- ✓ Signed and dated signature page of the Market Rules
- ✓ Check in the amount of \$95.00
- ✓ Proof of applicable licenses and insurance

Please keep a copy of the market rules for your reference