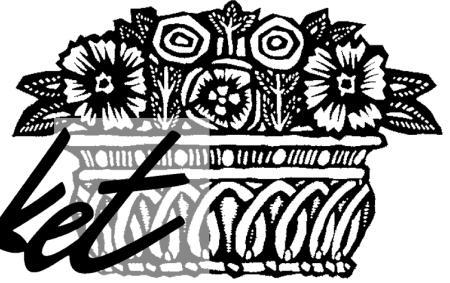


*Saturday Market*



**Marketplace • Community • Celebration**

# **Member Information Handbook**

## **Saturday Market**

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revised January, 2017

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\*please note, online version is always most up-to-date\*

# Contents

<b>About Saturday Market .....</b>	<b>1</b>
MISSION .....	1
HISTORY .....	1
PHILOSOPHY .....	1
THE MEMBERSHIP .....	1
THE BOARD .....	1
COMMITTEES .....	1
MARKET STAFF .....	2
MARKET SEASON .....	2
THE MARKET SITE .....	2
<b>Market Standards .....</b>	<b>2</b>
WHO MAY SELL .....	2
WHAT MAY BE SOLD .....	2
STANDARDS POLICIES AND PROCEDURES .....	3
<b>Market Fees .....</b>	<b>3</b>
CONTRACT .....	3
FEES .....	3
LATE FEE POLICY .....	4
<b>Booth Spaces .....</b>	<b>5</b>
SATURDAY MORNING BOOTH ALLOCATION .....	5
RESERVED SPACES .....	5
STROLLING VENDORS .....	6
GRASS AREAS .....	6
BOOTH STRUCTURES .....	6
SHARING YOUR SPACE .....	6
LOADING/UNLOADING AND PARKING .....	7
<b>Points .....</b>	<b>7</b>
POINT SYSTEM FOR MEMBERS .....	7
PARK BLOCKS SEASON POINTS .....	7
HOLIDAY MARKET POINTS .....	7
<b>Code of Ethics .....</b>	<b>8</b>
CODE OF ETHICS AND CONDUCT .....	8
MEDIATION SERVICES .....	8
<b>Other Information .....</b>	<b>8</b>
ANIMALS .....	8
LANE COUNTY FARMERS' MARKET .....	8
NON-PROFIT GROUPS .....	8
FEEDBACK/COMMENTS .....	8

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# Saturday Market Services

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## For Members:

A weekly, open-air retail marketplace

Customer referrals

Advertising and promotion

Small business support services

Economic development assistance

Credit card sales

Marketing assistance

## For Customers:

A weekly, open-air Marketplace and community event

Information

Referrals to products or members

Credit card sales

Gift certificates

Monthly e-mail newsletter

Promotional mailings

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# About Saturday Market

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## MISSION

The Mission statement of the Saturday Market is:

1. To promote the public appreciation and advance the awareness of local art and artisans;
2. To promote and advance the growth and development of new business and successful local artisans;
3. To promote and advance the arts and sciences;
4. To promote community education and networking;
5. To promote the social welfare of the community by encouraging the interaction and cross-cultural exposure of diverse components of the community, including their food and customs, and thereby eliminate prejudice and discrimination based on social class, age, race, sexual orientation, disability and cultural orientation.

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## HISTORY

Created by the energy of local artisan Lotte Streisinger, who is recognized as the founder, the first Saturday Market was held on May 9, 1970. With the assistance of a volunteer coordinator, twenty-nine members sold on that rainy day. Participation today averages about 250 craft, and 15 food vendors. The

Farmers' Market joined the Saturday Market on the park blocks in 1979 and together these two markets provide a colorful, diversified display in Eugene's downtown park blocks each Saturday, rain or shine, where people enjoy shopping in an open-air marketplace, choosing lunch from the International Food Court, and taking in a variety of entertainment.

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## PHILOSOPHY

The Saturday Market is a private, non-profit organization whose purpose is to provide a gathering place for craftspeople, growers, performers and cooks to show and sell work which is uniquely their own. It is a market for professional artisans, as well as beginners aspiring to develop their skills. Saturday Market welcomes all regardless of race, creed, color, sex, religion, sexual orientation, age, nationality or marital status. The primary goal of all decisions and rules has been the Maker is the Seller. We are trying to provide a place where you can show and sell items that you have made.

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## THE MEMBERSHIP

The Saturday Market membership is composed of vendors and members of the public who support the organization. They direct the future of the Market by electing the Board of Directors. They also participate in vendor surveys, serve on committees, and communicate with other members, the Board and staff. A general membership meeting is held once a year.

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## THE BOARD

The Saturday Market is administered by a nine-member Board of Directors elected by the membership. Two of these members may be community members and the rest are Market vendors. Board members serve rotating terms of 18 months each. Three positions become available every June and December. Board meetings are held monthly and are open to all members. Members may call the office or read the newsletter for meeting dates.

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## COMMITTEES

Committees help the Board to shape decisions and to consider all member interests by researching issues and making recommendations to the Board. Committee members acquire voting privileges after they have attended one meeting. Standards committee

members must attend two meetings before voting.

The currently active committees are Standards, Holiday Market, Food, Sustainability, Personnel and Budget. Anyone interested in participating on a committee is encouraged to contact the Market office for more information. Dates of upcoming committee meetings can be accessed by reading the newsletter or going to the website at [www.eugene-saturdaymarket.org](http://www.eugene-saturdaymarket.org).

The Standards committee is of special interest to members because it is responsible for upholding the Saturday Market product guidelines. It encourages members to comply with guidelines and to improve their products and presentation, recommends changes in the guidelines as necessary, screens food booth applicants and makes recommendations to the Board regarding food booth choices. Any current active Market member or immediate family member listed as an additional seller/helper may join the Standards Committee Voting privileges begin at the third meeting attended. Voting privileges are suspended after a member is absent for three consecutive meetings unless prior arrangements are made with the committee.

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## MARKET STAFF

The Saturday Market is managed by a full-time General Manager, a Manager of Market Promotions and Advertising, a Membership Services Coordinator and an Administrative Assistant. Part-time Saturday staff includes the Site Supervisor, Info Booth assistants, Food Court assistant, and set-up and take-down staff. These are all paid positions. Management staff is responsible for carrying out the organizations policies and directives as determined by the Board of Directors.

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## MARKET SEASON

**Park Blocks:** The Saturday Market is open every Saturday, rain or shine, on the park blocks at 8th and Oak in downtown Eugene from the first Saturday in April through mid-November, from 10:00 AM to 5:00 PM. Members should be set up and ready to sell by 10:00 AM and are required to stay set up until 5:00 PM. If a member sells out before Market's closing time, they are asked to leave their structure set up until 5:00 PM so as to not disrupt sales of

other members. Strolling vendors are expected to be in attendance at least from 11:00 AM to 4:00 PM.

**Holiday Market:** Beginning the weekend before Thanksgiving, Saturday Market moves to the Lane County Fairgrounds where its annual Holiday Market is held every weekend and continues until December 24th. Information is mailed to the membership in July and is also available upon request.

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## THE MARKET SITE

Saturday Market is a smoke free marketplace.

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## Market Standards

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### WHO MAY SELL

At Saturday Market the Maker is the Seller! Except for reasonable breaks throughout the day, the member must be present. The only other persons permitted to sell are:

- Family members, defined as anyone living in the same economic unit with the member, or any legal relative of the member living in Oregon. Sellers meeting this definition must be involved in the making of the product and be conversant in all aspects of its production.

Any wares produced outside of Oregon can only be sold at Saturday Market by the maker themselves.

No business that is a result of a franchise agreement is permitted.

Every member is required to declare on their membership application or renewal that they have created any item that they sell. The member should be able to demonstrate the production of any item offered for sale upon one week notice and in the presence of representatives of the Standards committee at the committee's request. This work shall be done within a distance and at a site deemed reasonable by the Standards committee. This may require a studio visit.

Employees or non-family members are permitted to sell a maximum of 10% of the time a member sells in a season, including Holiday Market. Advance written notification to the Market office is required. Additional sellers used under this exception must be fully informed about all aspects of production so that they are able to answer customer questions.

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## WHAT MAY BE SOLD

Craft review is based on the following three key standards:

1. Items must be handmade, or grown or gathered by the market member, or a member of their immediate family 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.

**THE SATURDAY MARKET RESERVES THE RIGHT TO PROHIBIT ANYONE FROM SELLING AT MARKET OR ANY PRODUCT FROM BEING SOLD AT MARKET.**

**Please note, there are standards specific to a variety of craft items. Please refer to the separate document “Craft Specific Guidelines” for details.**

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## STANDARDS POLICIES AND PROCEDURES

**New Member Product Review:** All new members must submit their wares to a Standards Committee screening process before they are permitted to sell at Market. The Screening is conducted at regularly scheduled meeting (generally the first and third Wednesday of each month)

The New Product Screening Form, included in the new member application packet, must be completed and available to the Standards Committee at the time of screening. The new member may choose to present their wares to the committee personally (recommended) or, as appropriate, submit samples and written documentation as indicated on the New Product Screening Form.

Approval is based solely on the wares submitted and does not grant a blanket approval for other items. See “Standards Assessments” below.

**Standards Assessment:** The Standards committee reviews items that may not meet Market standards. Items are selected for review by Market management, Standards committee members, or by any

Market member. This review is begun after a Notice Of Concern form is completed and returned to Market management. If any Market member has questions about a product they see at Market, they can pick up the form at the Information Booth. After a staff assessment, the committee reviews all such requests. Staff may also issue a Notice to Appear in the case of conspicuous standards violations. Under certain conditions such a notice may suspend a member’s selling rights until reinstated by the Standards Committee. The Standards Committee reserves the right to make exceptions to its guidelines based on artistic merit, and to review past decisions. Visits to workshops may be required before decisions can be made. Members can appeal Standards committee decisions to the Board of Directors.

**New Product Review:** Members adding new products will need to have their new product approved a regularly scheduled Standards committee meeting. See New Member Product Review, above. The Saturday Market reserves the right to prohibit anyone from selling at Market or any product from being sold at Market.

**Intra-Market Transactions:** A Market member may sell another Market member’s wares as a dominant component of an item for sale at the Market. The purchased item must be made by an active Market member and must be sold in combination with the selling member’s own craft. The combination must be approved by the Standards committee. (If the item is not a dominant component, then no restrictions or conditions apply).

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## Market Fees

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### CONTRACT

All members must submit a signed annual membership agreement on or before their first selling day.

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### FEES

Members are expected to pay all their fees when due and to respect the Market’s honor system by reporting all gross sales truthfully. Reasonable payment plans required by unforeseen financial difficulties may be worked out with the General Manager. Overdue fee payments or other financial obligations

will affect a member's ability to sell at the Market. (See page 4, Late Fee Policy)

**Membership:** Each member must pay a membership fee on or before their first selling day each season. The seasonal membership fee is \$50. If desired, members may pay in installments of no less than \$25.00 for each of their first two Markets. All new members must attend a Market orientation and have their products screened before they are permitted to sell. Orientation must be completed before a new member's products can be screened. Orientations take place at 3:30 PM on the first and third Wednesdays, mid-March through October at the Market Office, followed by New Product Screening at 4:00 PM.

**Partnership:** Only individuals can be members of the Market. In the event that the business is a partnership, the Market requires that all partners be members, as points are only given to members.

**Park Blocks Booth Fees:** A daily fee of \$13.00 plus 10% of gross sales is charged for each 8x8 space allocated. A limited number of 4x4 spaces are available at a daily fee of \$8.00 plus 10% of gross sales. The calculation of the gross sales portion of the fees should include payments taken for custom orders. Each member is allowed only one space. Any additional space is permitted only with permission of the Board of Directors. In no case shall any member be allowed more than two full booth spaces.

**Park Blocks Strolling Vendor Fee:** A daily fee of \$5 plus 10% of gross sales is charged for each member who is a strolling vendor.

**Check Out:** Fees are due at the end of each selling day and should be paid between 5:00 PM and 6:00 PM at the information booth. Fees must be paid no later than noon on the Wednesday following Market, in order for your point to be reflected for the following Market's space assignment. Members who habitually miss this deadline are subject to fines or other actions as determined by the Board of Directors. All outstanding balances must be paid before a member will be allowed to sell, unless prior arrangements have been made with the Market Manager. (See page 4, Late Fee Policy)

**Other Market Events:** Please refer to the Holiday Market information available beginning each July.

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## LATE FEE POLICY

Members are encouraged to meet with the General Manager to set up a payment schedule for unpaid fees. If a payment schedule is adhered to, late fees will be waived. If there is no contact with the General Manager, the following late fees will be applied:

**Weekly Market Fees:** Fees not paid by the Wednesday following the Market will be considered late. For each month the member is late paying fees, \$5 is added to the balance due.

Any non-reserve member with four late fees will be asked to make a payment for at least one outstanding fee before selling. This translates to no more than four outstanding fees listed at any one time. If a member with four late fees wants to sell and cannot make one payment, they may be allowed to sell but will be placed at the end of the waiting list for the day.

Any member with four or more late fees will need to make payment arrangements with the General Manager before selling.

**Monthly Reserve Fees:** Monthly reserve fees are due the last Saturday of the month prior to the current month. A reminder is printed on the reserve envelope. A monthly reserve fee is late if not paid by the end of the first selling day of the month. A \$3.50 late fee will be applied on the second Saturday of the month. If the monthly reserve is not paid for three months, the member will be asked to make payment in full or relinquish reserve rights to the booth until late fees are paid or arrangements are made with the General Manager.

**Seasonal Reserve Fee:** The extended payment plan for seasonal reserve is \$50 at the beginning of the season with the balance of \$100 due by May 31. A \$3.50 late fee will be applied to the unpaid balance each month until paid in full.

**Holiday Market:** A \$5 per month late fee will be added to the balance beginning at the end of January and continuing until November. The member will not be allowed to reserve at Holiday Market until the balance is paid.

If a member is consistently late in their financial obligations to Market, they may be subject to Board review and/or disciplinary actions.

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## Booth Spaces

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### 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, attend a New Member Orientation and have your products screened and approved by the Standards Committee in advance of the first Saturday that you would like to sell. Orientations take place before New Product Screening, at 3:30 PM on the first and third Wednesdays, mid-March through October at the Market Office.

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 8:15 AM. You must sign in in person. Sign-ins may not be permitted after the 8:30 AM deadline. At 8:30 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 re-assigned 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, to leave the aisles clear for customers.

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.

**Unpaid Fees:** Members who have unpaid fees on their record will not be considered for space assignments until all outstanding fees have been paid or unless other arrangements have been made in advance with Market management.

**Selling Privileges:** Members must comply with the Membership Agreement. Members whose selling privileges have been suspended are not considered eligible for space assignment.

**Payment Credits:** Points for payments made after the late payment deadline of Wednesday at noon will not be credited until the following week. Please pay your fees on time!

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### RESERVED SPACES

**Allocation:** Park Blocks reserved spaces are assigned at the beginning of each Market season. Members in good standing who had a reserved space during the last month of Market the prior year may retain that space. Members wishing to reserve a space or change their current reserved space may complete a "Wish List" form which is available at the Market office. Open spaces are assigned from Wish Lists on file according to the prior season's priority points (aka Wish List Points). No reserved spaces are assigned after August 1.

**Reserve Fee:** The Reserve Space Fee is \$150 per year if paid by May 31, or \$160 per year if paid monthly with a \$20 minimum, due in advance. No refunds are made for any reserves.

**Attendance:** All reserve space holders must sell in their reserved space at least once a month and no fewer than twelve times per season.

**Payment:** In order to reserve for the following month, current monthly reserve holders must pay reserve fees by the last Saturday of the current month.

**Check-in:** Every reserve member must check in with the information booth no later than 8:15 AM each selling day. Reserve spaces not claimed by 8:30 AM are released to non-reserve vendors.

**Vacations:** Reserve spaces can be held during a one-month vacation period with prior notification and payment of reserve fees.

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## STROLLING VENDORS

Strolling vendors must be current members of Saturday Market in good standing and must comply with all Market rules and regulations including the following:

**Check In:** Strolling vendors must check in at the information booth each Market day before they begin to sell. They will receive a numbered tag, which must be visibly displayed at all times. They may register at any time during the day, but only a total of twenty strolling vendors will be allowed at any one time on the Market site.

**Attendance:** Strolling vendors must be at the Market site from at least 11:00 AM until 4:00 PM in order to receive a point for the day. They must check out each selling day at the information booth. Fees: At check-out, vendor fees of \$5 plus 10% of total sales shall be paid.

**Conduct:** Strolling vendors may not stop to vend in front of another vendors booth, or impede normal traffic flow by blocking aisles, or stroll within the Food Court area. Strolling vendors must make every effort to cover the entire Market grounds during the day and may not stay in the same area more than 30 minutes at a time or claim a specific territory as their own. Vendors returning to the same spot time after time during one day will be considered to have violated these regulations. Strolling vendors who do not stroll will be considered in violation of Market standards, and a \$13 booth fee may be assessed for the day at the discretion of the Market Manager. Strolling vendors may not hawk their wares. (Refer to “Hawking” under Code of Conduct). Grass areas are not selling spaces. All grass areas and all benches are off-limits to strolling vendors for the purpose of selling wares.

**Carts/Wheeled Vehicles:** Strolling vendors must be mobile and able to carry all of their wares. Strolling vendors are not permitted any carts or wheeled vehicles without the express permission of the General Manager. A portable, collapsible table measuring no more than 2x2 may be permitted.

**Points:** Points earned as a strolling vendor can only be applied to the waiting list (waiting in line in order to get a space.) Points earned through strolling cannot be applied to the wish list (wishing to get a reserved space or a better reserved space).

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## GRASS AREAS

The grass areas are not selling space. All grass areas and all benches (unless part of your space) are off limits to strolling vendors and any other Market members for the purpose of selling wares. These areas are for the exclusive use of Market patrons.

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## BOOTH STRUCTURES

Booths and displays should be built with concern for public safety, as well as beauty, function, and comfort. Creative, but tasteful booth designs are encouraged. A suggested booth plan is available at the Market office. In designing your space, please keep the following in mind:

Standard space size is 8 x 8 feet. 4 x 4 spaces are also available.

Pop Up style booth structures which have legs that angle outward from the top are not allowed.

Overhangs facing the aisle must be 7 feet off the ground.

All booth roofs and sides must be fire retardant, with documentation. (Fire Marshal requirement.)

Construction must be sturdy and safe.

All booths must have a 2A10BC fire extinguisher or larger (Fire Marshal requirement.) The extinguisher must have a tag indicating that it has been inspected within the last 12 months.

All pop-up style tents (booths) and umbrellas shall be weighted to withstand wind gusts. Each 8' x 8' pop-up tent shall have a minimum of 25 lbs. attached to each tent leg. Each 4' x 4' pop-up tent structure shall have a minimum of 25 lbs. attached to at least two legs and they must be positioned diagonal to each other. Umbrellas shall have a total of 50 lbs. at the base, including the weight of the stand. Water-filled plastic jugs or other weights encased in plastic are not acceptable. It is strongly suggested that traditional wooden booths and metal pole-frame booths be weighted as well. For more details, see the document “Saturday Market Tent And Umbrella Use Policy.”

Electric fixed or scrolling message signs are prohibited. Examples include neon, lighted panel, and LED signs of any sort. Digital displays including computers, tablets and picture frames may be permitted if the screen does not exceed 17” diagonal



measurement and does not constitute the primary feature of the display. Your display may not be visually obtrusive or constitute hawking. Any such display should only be used to provide the customer with information about the craft or present additional items that may be available. Electronic displays with sound are not permitted.

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## **SHARING YOUR SPACE**

You may share your space with another craftsperson not related to you or your craft process. However, each such person is required to become a member of the Market, pay the annual membership fee and 10% of gross sales. The daily base booth fee may be shared. Each member must check out separately under his/her own name in order to assure that proper point credits are received.

Wares crafted by two or more Market members may only be sold in one Market space at any one time. If a member strolls from a booth this restriction applies equally as if he were occupying another booth.

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## **LOADING/UNLOADING AND PARKING**

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. We provide traffic cones on Oak and 8th Streets for traffic control and safety. An agreement with the City requires that we remove the cones promptly at 9:30 AM. Vehicles are subject to a \$20 citation and/or towing after that time. Parking is at a premium in the morning and evening. 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.

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. Do not leave valuables in your vehicle, as thefts do occur.

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

It is imperative that you follow these parking requirements--violations can result in disciplinary action.

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# **Points**

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## **POINT SYSTEM FOR MEMBERS**

The seniority point system is used when it is necessary to determine who should come before someone else in selecting a space at any of Saturday Markets events. This system has evolved over a number of years as a way to give preference to members who are currently supporting the Market by attending on a regular basis. At the current time there are three different point calculations:

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## **PARK BLOCKS SEASON POINTS**

Saturday non-reserved space assignments are based on a member's accumulated points. A member receives one point for each day sold during the current season and one point for each continuous 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 each year, all points are lost.

At the beginning of the year, a member starts with their membership points, plus 1/10 of the points earned for each day they sold at the Park Blocks the previous year (rounded up).

Each Saturday booth spaces are made available to non-reserved members at 8:45 AM. The order in which these spaces are assigned to members is determined by using this point calculation. This calculation is also used to determine priority position for reserved booth spaces on the Park Blocks. Reserved space assignments are based upon last year's total points.

As non-reserved vendors continue to attend Market and pay their fees, they earn more points and are able to choose better spaces.

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## **HOLIDAY MARKET POINTS**

The Holiday Market point system is as follows:

One point for each Park Blocks Market attended during the last season.

One point for each Park Blocks Market attended in the October and November of the season previous to the last season.

One point for each two days attended during the last two Holiday Markets.

One point for each continuous year of membership for five years. After that a member receives one point for each additional five years of continuous membership since 1993.

Booth holder of record status for Holiday Market is accorded to each member who occupied a Holiday Market space for more than half (currently 4 out of 6) of the given time blocks in the prior year and who has at least 50% of the Holiday Market points possible as calculated above.

After spaces are assigned to Booth Holders of Record, space assignments to members who are not Booth Holders of Record are made in the order determined by Holiday Market points.

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## Code of Ethics

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### CODE OF ETHICS AND CONDUCT

The following is a general guideline for how members should interact with each other, the staff, and the public.

The Saturday Market operates within legal bounds and with concern for the welfare of its members and the public, by respecting individual Human Dignity and worth.

Members must comply with all Federal, State, and local regulations, special statutes and ordinances regarding public health, safety, and welfare. Examples include product labeling laws, required licenses such as LMT, food handler's cards, etc.

Members are expected to be aware of and to comply with all current Saturday Market rules, regulations and guidelines.

Members are responsible for the behavior of friends and family who visit or stay in their booth.

#### **Behavioral Expectations:**

1. When dealing with fellow members, members should always behave in the most respectful and courteous way.
2. Members are encouraged to attempt to work out issues privately, and with good intentions, directly with the person or persons they have the issue with.
3. Take a positive approach to problem-solving and

avoid blaming others. Be willing to acknowledge your own mistakes and work towards compromise.

4. Listen to others and respond with empathy, being sensitive to the needs and feelings of others.
5. When discussing issues, refrain from entering a member's booth and be very careful not to disrupt a member's sales or business.
6. If resolution is not satisfactory, please fill out an 'Incident Report' form.

Behavior or language that is physically or verbally abusive will not be tolerated and will be deemed dangerous and disruptive to Market activities and may result in immediate termination of membership rights.

Members are responsible for the behavior of friends and family who visit or stay in their booth.

**Hawking:** Members may not hawk their wares. Hawking is defined as offering goods for sale aggressively by calling out, or by making Market patrons feel personally confronted by wares. Market members are responsible for keeping their business within the confines of their booth.

**Sound:** The Market requires that members whose product may have an impact beyond the confines of their booth be sensitive to the impact of their products on other members and the public. It is recognized that the generation of sound may be integral to the successful sale of a product. However, as sound cannot be contained, if the respective parties cannot create a workable compromise between themselves, it will become the General Manager's responsibility to impose a compromise in consultation with the parties concerned. If mitigation is not successful the member may lose the right to sell the product in question or the right to sell at Saturday Market. All final decisions by the General Manager may be appealed to the Board of Directors.

**Scent:** Members should be aware that strong scents can trigger asthma and other health problems. It is recognized that scent may be integral to the sale of a product. However, as scent may be difficult to contain, the Market requires that members whose product may have an impact beyond the confines of their booth be sensitive to the impact of their product

on other members and the public. Members whose products generate member or public concern may be required to take mitigative actions. The General Manager is charged with developing a process which may include but is not limited to changes in packaging, display, formulation or other actions deemed reasonable by the General Manager. If mitigation cannot be successfully accomplished the member may lose their right to sell the products in question. All final decisions by the General Manager may be appealed to the Board of Directors.

**Selling Rights:** Members who violate Saturday Market rules may be subject to suspension or termination of their selling privileges. Members whose selling privileges have been suspended are not considered eligible for space assignment.

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## MEDIATION SERVICES

If a member has an unresolved problem with another member, mediation services are available. Please contact the General Manager for more information.

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## Other Information

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### ANIMALS

Animals are not allowed within the Market area. City and County regulations, contract terms and general concerns for safety prohibit the presence of animals in the Market area.

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### LANE COUNTY FARMERS' MARKET

Farmers' Market adjoins Saturday Market and is open every Saturday. It is also open on the east park block every Tuesday from May through October. The growers and producers sell fresh locally grown fruit, vegetables and flowers, and other local products. Since 1989, Farmers' Market has operated independently. On Tuesdays, Saturday Market members may sell with the Farmers' Market, contact the General Manager for more information about participating in Tuesday Markets. For more information about the Lane County Farmers Market, please contact the Farmers' Market at 150 Shelton McMurphey Blvd. #204, or 541-431-4923. Their e-mail is [info@lanecountyfarmersmarket.org](mailto:info@lanecountyfarmersmarket.org)

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### NON-PROFIT GROUPS

The Market has a space to offer non-profits for edu-

cational purposes. Call the office for more information. No commercial items or raffle tickets may be sold from non-profit booths. Contributions may be solicited.

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## FEEDBACK/COMMENTS

Forms for written input concerning any aspect of the Market are available at the information booth. Comments concerning vendor products are referred to the Standards committee. Input regarding the management, staff and Market policy is referred to the Board of Directors