

Sunday	Mon	Tues	Wednesday	Thursday	Friday	Saturday
HOLIDAY MARKET 2017 LOAD IN/OUT SCHEDULE					November 17 12 PM - 9 PM Load in 6 PM Harvest Potluck	18 7 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
19 8 AM Building open 10 AM - 6 PM Market open 9 PM Building closed, <i>Stock Out</i>	20 Building Closed	21 Building Closed	22 12 PM - 7 PM Load in	23 Thanksgiving Building closed	24 7 AM Building open 10 AM - 6 PM Market open 8 PM Building closed	25 8 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
26 8 AM Building open 10 AM - 6 PM Market open 9 PM Building closed, <i>Stock Out</i>	Building Closed			30	1 12 PM - 7 PM Load in	2 7 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
3 8 AM Building open 10 AM - 6 PM Market open 9 PM Building closed, <i>Stock Out</i>	Building Closed			7	8 12 PM - 7 PM Load in	9 7 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
10 8 AM Building open 10 AM - 6 PM Market open 9 PM Building closed, <i>Stock Out</i>	Building Closed			14	15 12 PM - 7 PM Load in	16 7 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
17 8 AM Building open 10 AM - 6 PM Market open 9 PM Building closed, <i>Stock Out</i>	Building Closed		20	21 12PM - 7PM Load in	22 7AM Building open 10AM-6PM Market open 8PM Building closed	23 8 AM Building open 10 AM - 6 PM Market open 8 PM Building closed
24 8 AM Building open 10 AM - 4 PM Market open 8 PM Building closed, <i>Stock Out</i>	Mon 25 Building Closed	Tues 26 10 AM - 3 PM Building open for load out				

Holiday Market 2017 Rules, Regulations & 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. 15, 2017 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 2017 Membership Agreement. Members are responsible for reading the 2017 Membership Agreement and the 2017 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 will be allocated according to policies and guidelines approved by the Board of Directors.

Cancellations/Refunds

Exhibitors canceling by October 15, 2017 are entitled to a refund of all booth fees paid in excess of \$25. Exhibitors canceling after October 15, 2017 are not entitled to any refund. In case of special circumstances, members may apply to the Board of Directors for partial or full refunds.

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. No signage or merchandise is allowed to hang from overhangs or extend into the aisles, everything must be within the border of your booth space. 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.

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.**

Continued on the back

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 for more details.

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.

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 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 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 \$5 per weekend (up to \$20 max) 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 Mar-

ket 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.

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, Sound & Lights

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. No neon signs or bright flashing lights are allowed. 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 & Vaping

There is no smoking of any kind permitted anywhere in the Exhibit Hall, including e-cigarettes/vaping. 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 4 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.

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.