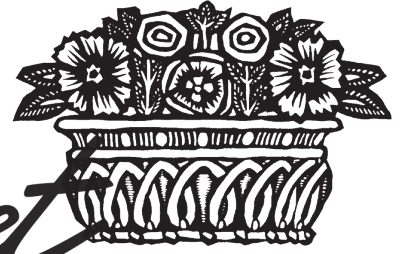


Saturday Market



Marketplace • Community • Celebration

Market Standards & Craft Specific Guidelines

Saturday Market

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Please note, online version is always the most up-to-date

Market Standards

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 the 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's questions.

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 guidelines specific to a variety of craft items. Please refer to the separate document "Craft Specific Guidelines" for details.

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 committee 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. Standards Committee 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 at 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).

CRAFT SPECIFIC GUIDELINES

Below are some specific examples which further define the key standards of Saturday Market.

Animal Treats: Treats or other foods sold for animals must have ingredients, expiration date, contact information, weight or count, if prepackaged and a sign saying that the treats are not for human consumption. If they are made with meat or meat by-products, the kitchen must meet the health department requirements. All Animal Treats must be screened by the full Standards Committee. Do not display samples.

Artwork, Original: Items must be created by the member. Items copyrighted by others is an example of artwork that is not created by the member.

Artwork, Reproductions: Commercially manufactured reproductions of the member's original art are permitted if original artwork of the same general classification is simultaneously displayed. Reproductions of artwork on 3D objects are not permitted, including but not limited to mugs, cutting boards and

tiles. Commercially manufactured embroidered patches, even if from original art, are not acceptable.

Belt buckles, Commercial: Plain, unmarked commercial buckles must be attached to a vendor-made belt and may not be sold or displayed separately.

Belts, Commercial: Plain commercial belts must be displayed and sold attached to a member-made buckle. Machine embossing is not acceptable.

Body Care Products: Any product applied to one's skin or hair, excluding soap (please see the soap guide) and the application of face paint and henna. Body Care is comprised of many product lines. Each time a new product line is introduced, it is necessary to have that product line screened. Examples of product lines are eyeliner, lipstick, lotions or bath salts.

Commercially made (or manufactured) lotion base, soap base or any other commercially made body care base in any form is not permitted. (Note: a base oil such as almond oil is not considered a commercially made base.) Finished products using a blend of commercial ingredients must undergo significant transformation. This means using three or more ingredients unless the member can clearly show transformation with fewer. Products must have labels listing all ingredients. All labels must meet federal requirements. Artificial, imitation or synthetic ingredients must be explicitly listed as such.

For products that require molds, please refer to the guideline for molds.

Members giving samples should be aware of the impact their samples may have on other vendors' products. Spraying scents into the air is not allowed. Paper towels must be provided for people to remove lotions and salves before they move on to another booth. For products that have scents, please refer to "Scent," for more complete information.

Books and Pamphlets: Commercially published written works are permitted as long as the author is the member and another does not extensively illustrate the work. Com-

mercially published illustrated books are permitted, as long as the illustrator is the Member and another does not extensively author the work. Authors are encouraged to sign and date each copy of their work sold.

Buttons, Badges, Pins, Stickers: Each must be produced from the original artwork of the member. (see Artwork, Reproductions)

Candles: Refer to “Molds” for use of molds.

Container: Container candles must only be sold in generic containers and must have a label that the containers (i.e., cups, glasses) are “for decorative uses only.”

Gel: Gel candles may not be sold.

Clothing: Clothing must be made in compliance with the three basic Market standards. Further, commercial garments that are dyed, batiked, screen printed, appliqué, heat transferred etc. must be of basic generic design without details, adornments or distinguishing features such as but not limited to cuffs, collars, pleats, tucks, ruffles or tiers. Complex garments will require greater member contribution. The artwork applied must be the member’s original design or comply with the other applicable Market guidelines (collage, computer art, etc.).

Appliqué of commercial materials or designs may be acceptable if they are composed of multiple pieces incorporating an element of original design.

Other commercially made or recycled garments may be used only if the garment’s original design or use is fundamentally altered. For example: jeans into a bag or skirt but not into shorts.

Computer Art: Commercial computer art such as clip art, scanned art or other commercial designs are considered as a commercial component of any created ware and must be significantly transformed in a way that makes the final product unique.

Collage: A compilation of many images or items chosen by the member in a way that the finished item creates a completely new and different visual experience: the combination of these images should be the focus rather than any individual component.

Feathers: Feathers may be purchased or collected following State and Federal guidelines. All feathers must be washed, treated and sanitized; if dyed, must be dyed with appropriate protein dyes.

All crafts utilizing feathers must consist of a minimum of three (3) components.

Feather items are to be permanently attached as components of the item(s) and all feathered items must be constructed in a manner that the completed item(s) are stand alone and detachable as in earrings, brooches or hair ornaments. All feather crafts must conform to the three (3) basic standards.

Flowers & Plants:

Fresh: Fresh cut-flowers may be sold if you have wildcrafted or grown the flowers (no U-Pick).

Potted: You must have grown and nurtured the plant. The plant must be for sale in a generic pot unless you have made the pot.

All plants must be grown and nurtured by the member. The Oregon Dept. of Agriculture may require you to have a nursery license. Please go to ODA.gov and research nursery licenses. If you feel you need a nursery license, please make sure the office has a copy.

Food: see prepackaged food. Food Court information available upon request.

Frames:

Commercial: All artwork sold with commercial frames must be the original artwork of the member. Original Artwork of the member may be sold in a generic simple frame.

Handmade: Commercial art may be displayed in handmade frames, for display purposes only. The artwork must be removed at the point of purchase and cannot be part of the sold product.

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

Gathered Minerals: Raw gathered rocks or minerals are not acceptable.

Hair Braiding: This practice falls under cosmetology for which a license is required.

Hats: Commercial straw or felt hats (or any commercially made hats) either decorated or undecorated, may not be sold.

All hat vendors offering work in contravention of this standard at the time of its implementation are grandfathered in for the duration of their continuous membership.

Hawking: Hawking is not allowed. Hawking is defined as offering goods for sale aggressively by calling out, or by making Market patrons feel personally confronted by wares.

Ingestibles and Tinctures: must be made in a commercial licensed kitchen as per government requirements, and will need to come to a full committee meeting to be approved. All sellers of ingestibles at the Market must show liability insurance.

Jewelry: Commercial components must be secondary to original handcrafted components.

Beadwork: Stringing single strands of commercial beads will be allowed based on creativity of design, pattern, color and texture. Single strands of uniform beads are not allowed.

Earrings, Necklaces, Bracelets: Commercially made pendants, commercial bell caps, fetishes or ornaments, half drilled beads on posts or commercial stud earrings are among the components that are NOT allowed unless they are incorporated in a handmade product which causes them to become secondary in the piece of jewelry.

Gemstones, In Settings: Any person using any item that contains a set “stone” must meet, at least one of the criteria below:

You must have cut the “stone”. You are then permitted to use a simple commercial setting.

You must have made the “setting”. You are then permitted to use a simple commercial stone.

No person will be permitted to use a commercial setting in which they have set a commercial “stone.”

NOTE: The use of the word “stone” in this definition includes any type of material e.g. glass, acrylic, bone, shell, and other materials, not just “stone.”

Gemstones, Unmounted: Unmounted stones not cut by the member must be displayed separately with a note to the public that such stones are for custom orders only. They may not be sold otherwise.

Kits: Saturday Market does not allow products made from commercial kits.

Lapidary: See Gemstones and Gathered Minerals.

Logo Items: The Standards committee must approve any items with the Saturday Market name or logo at a Standards committee meeting. The item must meet current Saturday Market standards.

Marijuana: Saturday Market, in accordance with Oregon State Law, does not allow any product containing marijuana or any derivative thereof, to be sold at Saturday Market.

Molds: Commercial representational molds are not allowed in the making of any product. Representational molds must be the original design of the member.

Commercially made molds of generic shapes are allowed. Examples that are acceptable are squares, cylinders or pyramids.

Commercially made molds of embellished geometric shapes or representational shapes are not allowed. These molds do not pass Saturday Market standards. Examples that are not acceptable are Santa, teddy bear, angel or flowers.

Natural found objects are acceptable as molds.

Man-made objects are only acceptable as molds if the object is a generic shape.

Mushrooms: Raw mushrooms, grown or gathered, may not be sold in a craft booth at Saturday Market.

Music: Commercial recordings of musical performances are permitted as long as the performer is the member. Amplified music is not allowed in Market booths.

Non-Oregon-made Products: Products made outside the State of Oregon can only be sold at Market by the Market member who made them. Products made outside of Oregon by family members cannot be sold.

Painted Objects: Any commercial object painted by the member must be appropriately finished using a safe non-toxic paint, sealant or process. Items which may be used for food and beverages (mugs, bowls, platters, etc.) are not allowed. With the exception of clothing and traditional two dimensional art, the full standards committee must approve all painted objects before items can be sold at the Market. (Also see the pottery guideline)

Patches: Commercially manufactured embroidered patches, even if from original art, are not acceptable.

Pipes: No pipes or smoking devices for illegal drugs may be sold. Signs must be posted that sales are to customers 21 and over only, with proof of age.

Plants: See "Flowers & Plants"

Pottery: Commercially produced bisque ware, greenware or ceramics are not acceptable. Pottery must be the original work of the member.

Prepackaged Foods Requirement (In A Crafts Booth): Eugene Saturday Market requires that all food products must be made in a fully licensed kitchen, or the member must have a commissary agreement with a commercially licensed kitchen. Prepackaged food items must be taste tested and approved at a regular Standards Committee meeting (third Weds. of each month) before being sold at the Market. Prepackaged food is subject to the same primary standards as other crafts. (See "What may be sold" in the Member's Handbook.) Applicants must present the Standards Committee with complete documentation including the appropriate Health Department license for your kitchen, Food Handler's Card, Proof of Insurance and product labels that meet State and Federal regulations at the product screening. Prepackaged foods may be sold in craft spaces under the following conditions:

1. The Market Member is required to hold and present at Product Screening the appropriate current Oregon Department of Agriculture or Lane County Environmental health license, (i.e. Home Bakery, Domestic Food Processor) in their name, for the product(s) they offer, and the facility in which they work. The Mar-

ket requires that the member present a copy of their current license(s) with their annual membership application. Members selling food products that are canned or otherwise processed by another party must also present copies of the licensing documentation for their processor.

2. Members selling prepackaged foods in a craft booth must also have a Food Handlers Card. This is available from Lane County Environmental Health or online.
3. All prepackaged food sold at Market must be labeled with the Member's contact information, ingredients in descending order of weight, the net weight of the package contents and comply with the federal Food Allergen Labeling and Consumer Protection Act of 2004.
4. All sellers of food and ingestibles at the Market must carry their own liability insurance. Note: a member whose garden is overflowing, and has their work screened, may bring their produce without liability insurance.
5. All food MUST come to the Market pre-packaged, sealed, and labeled from your licensed kitchen. Also if you are offering samples you must follow USDA/ODA guidelines which include having a handwashing station in your booth. Napkins must be provided. Note that a member whose garden is overflowing, and has their work screened, may bring their produce without prepackaging.
6. The Saturday Market does not allow any meat, dairy or egg products that require refrigeration as prepackaged foods sold in craft booths except at Holiday Market where electricity is provided.
7. The use of imitation or artificial ingredients and the use of hydrogenated oils are discouraged and any use thereof must be prominently posted in your booth. Nonnutritive sugar substitutes are allowed.
8. Carnival type foods are not allowed. (Prepared popcorn, cotton candy, peanuts in the shell, etc.)

9. All food items must be stored at least 6” off the ground and protected from dust and contamination.
10. Any waste (cups, utensils, napkins etc.) generated by the sale of your product(s) must be fully compostable. The Sustainability Committee or Staff can assist you in selecting materials that comply with this requirement.
11. Each prepackaged food vendor will agree in writing to adhere to the Oregon Department of Agriculture “Farmers Markets Guidelines: minimum requirements for food safety” available from the Market.

Promotional items: must meet standards and pass screening on a case by case basis.

Product Safety and Durability: All products must meet reasonable expectations of product life, function and safety.

Quality: Though products at Saturday Market are not juried, we expect each vendor to bring their best work. No more than 20% of the wares presented should be seconds.

Raw Materials: Raw materials such as wood, stone, clay, commercial beads, fabric, etc. are not acceptable for selling at Saturday Market to the general public.

Recycled Materials: The Market encourages the use of recycled materials. However, because an item is recycled DOES NOT automatically make it acceptable. Any product using recycled materials must meet the guideline for the craft that it is used in.

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 with the member 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.

Services: Services provided by members at the Market must meet the following requirements. If performance of a service requires a license, members will be asked to provide documentation each year up on membership renewal. The following is a list of acceptable services:

Mechanical: Vendors offering repairs, such as bicycle tire repair. Vendors offering technical consulting, such as computer repair.

Body Work: Services that are considered “Hands On” which involve touching the customer, including the use of tools, must meet professional and state guidelines requiring licensure and liability insurance. A copy of the license must be visible to the customer and proof of liability insurance must be available upon request. Examples of “Hands On” services include: Massage Therapy, Reflexology, Therapeutic Touch, Physical Therapy, Bioenergetics.

Faith Healers: By law, lay practitioners cannot make medical diagnoses and cannot promise a cure. However, information sharing, chanting, toning, or praying is acceptable if it does not disturb customers or other vendors. This is not considered a “Hands On” service.

Fortune Tellers: Card readings, astrology readings, psychic readings, tea leaf readings, I Ching readings, Rune Stone readings are acceptable, and are seen as offering a customer a story to ultimately interpret for themselves.

All new service vendors must be screened by the whole Standards Committee.

“Shooting” products: Any product that shoots a projectile must be sold in a bag and have a disclaimer that it not be opened at the Saturday Market. A note such as “Have fun at home!” is recommended.

Soap: The only soaps allowed to be sold at the Satur-

day Market are those that are made by the Market member using the saponification process. (No commercially made bases, a.k.a “melt and pour” soap bases and variations thereof, are allowed.)

All soap must be cured a minimum of six weeks.

Products must have labels listing all ingredients. All labels must meet federal requirements. Artificial, imitation or synthetic ingredients must be explicitly listed as such.

For products that require molds, please refer to the glossary for molds.

Members giving samples should be aware of the impact their samples may have on other members’ products. For products that have scents, please refer to “Scent,” for more complete information.

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.

Stuffed Toys: Commercially bought dolls, stuffed animals and toys may not be sold or included as a component in any product sold at Saturday Market. They may be used only to display items made by the member. Also, commercial doll clothes can only be sold on a member made doll.

Text-only Craft Items: Craft items whose decoration is text only may only be sold if:

The text is applied by the member using a craft technique and the text has been significantly enhanced by the member.

Text only work must be approved at a full com-

mittee meeting, not a Standards Screening.

Tinctures and Ingestibles: must be made in a commercial licensed kitchen as per government requirements, and will need to come to a full committee meeting to be approved. All sellers of ingestibles at the Market must show liability insurance.

3D Printing: Items produced by a 3D printer or “additive manufacturing” must be of original design of the member. They may not be facsimiles of any other object. Any programs used must also be the sole work of the member and not produced by a scan of any prototype of any medium or downloaded from any source. Additional handwork of an artistic nature must be part of the production process. 3D printed objects must come to a full Standards Committee and after approval, the Board of Directors.