



May 13 – October 14, 2018

10:00 am to 3:00 pm

## 2018 VENDOR RULES & REGULATIONS

We expect all vendors to understand the rules and regulations and to train any supplemental staff about them.

### **Market Operations:**

Dates: Sundays, May 13 – October 14, 2018

Sunday Operating Hours: 10:00 AM - 3:00 PM

Check-in: All **Full-Time** vendors must be checked in by **9 am** or risk being assigned a different location.

**Other vendors** must check in by 9:30 to be assigned a space.

Deadline: Applications are taken all season but for returning vendor priority placement and for inclusion in The **Market Guide** you must return by **March 12**. **The Guide listing is available FREE to full season vendors.**

Products to be sold: You must grow, gather or create finished products. **You cannot add new products for sale without prior consent from the Market Manager.** Please Sell only products listed on your contract.

### **Market Fees:**

Annual application fee: \$35 Returning vendors; \$45 New Vendors. **Non-refundable.**

Vendor Weekly Fees: Sunday Markets are 10% of gross sales each Market Sunday with a \$25 minimum per each 10' x 10' space for full-time vendors; \$30 minimum for part-time vendors and \$35 minimum for floaters/guest vendors. **Cruise ship Markets** are \$35 or 10% gross (whichever sum is greater) for a 10' x 10' space; The Vendor is required to provide financial statements substantiating gross sales upon request.

### **Vendor Definitions:**

**Full-time vendor:** Must vend 19 or more dates (excluding cruise ships). Full-time vendors can use an agent for up to three vending dates as part of their full-time obligation.

**Part-time vendor:** Must vend eleven or more dates (excluding cruise ships). Part-time vendors are allowed to use an agent for one market date.

**Floaters/Guest vendor:** Vendors who only plan to vend fewer than 11 times (excluding cruise ships). Cannot use agents.

Applications: To be assigned a space, all new and **returning vendors** must complete and return an application, with a non-refundable fee. This application and fee is good for the Astoria Sunday Market, Cruise Ship Markets, Winter Market, and any other ASM produced event for the 2018 season.

Space Assignments: The Market Director assigns all vendor spaces. The vendor map is posted by 7:00 AM each Market Sunday on the mobile office parked at the corner of 12<sup>th</sup> and Duane. You may miss any Sunday with 48-hr. advance notice without paying the \$25 penalty. Priority assignments will be given to those who commit to all 23 Sunday Market dates. Full-time Vendors may use a sales agent for up to three Market days during the season as a substitute for their participation; Part-time vendors may use an agent once. Booth space **may not** be sublet to another vendor without prior consent and approval of the Market Director.

Cancellations/ Terminations: **All cancellations for a specific market require a 48-hour notice to avoid \$25 penalty.** Cancellations made day-of Market can accrue up to a \$50 penalty if occurring more than once during the Market season. Either Vendor or the Astoria Sunday Market may terminate vendor's participation in all markets, on 48 hours written notice, at any time, without cause.

**NO EARLY TEAR-DOWN:** Vendors must remain in place from 10 am until 3 pm. Vendors who **begin packing product or removing their site** prior to 3 pm may be suspended from vending at the Market for the remainder of the season. We do allow vendors to “tidy” their area but must remain open.

Canopy Weights: Weights are required on all canopies. Recommended: 30# per leg.

Market Setup/Takedown: Set-up begins at 7 AM and must be finished by 9:30 AM. No vehicles allowed on street or in vending area after 9:30 am. Your space will be held until 9:00 AM. After 9:00 AM the Market Director may assign the space to another vendor. You may park in front of your space to load and unload only. Please move your vehicle before beginning setup. Take-down begins at 3:00 PM. **No vendor vehicles are allowed on the Market Street before 3:20 or before Street Barricades are removed by Market Staff.**

Vendor Parking: These lots are the **only** parking available for vendor use:

1. The City lot between 9<sup>th</sup> and 10<sup>th</sup> on Exchange
2. Library lot – 10<sup>th</sup> and Exchange
3. US Bank lot – 9<sup>th</sup> and Duane
4. Health Department – 800 Exchange
5. Bank of Astoria lot – 11<sup>th</sup> and Exchange
6. Sterling Savings lot – 11<sup>th</sup> and Commercial
7. Bus Station lot – 9<sup>th</sup> and Marine
8. Exchange and 13<sup>th</sup> (down ramp to lower level)
9. County lot – 8<sup>th</sup> and Duane
10. Duane and 10<sup>th</sup> (down ramp to lower lever)

**NO ON-STREET VENDOR PARKING ALLOWED BY CITY-- \$50 FINE – this includes Street Parking on 10<sup>th</sup> and any street parking in front of an existing business.** We are strict about this rule. **Vendors who park on the streets take up valuable space for shoppers.**

Cleanup: You are responsible for keeping your space clean & the removal of all trash at the end of the day. Please sweep up your area at the end of the day.

Trash disposal: Remove packing boxes and higher volume trash with your own vehicle. We do allow vendors to utilize Market trash bins and the dumpster for limited personal/vendor items only.

No Smoking at Astoria Sunday Market.

Food Vendors & Growers:

You are responsible for meeting applicable health department codes.

You must take all your trash with you at the end of the day.

You are responsible for meeting all regulations in the State of Oregon that pertain to your business

Questions about food permits and regulations can begin here:

Oregon Department of Agriculture Food Safety: (503) 325-8086

Clatsop County Public Health [health@co.clatsop.or.us](mailto:health@co.clatsop.or.us) (503) 325-8500

Maureen: [mtaylor@co.clatsop.or.us](mailto:mtaylor@co.clatsop.or.us) [www.co.clatsop.or.us/publichealth](http://www.co.clatsop.or.us/publichealth)

Market Contact:

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