



# Downtown Bend Artisans Market

## Vendor Information and

## Guidelines

## 2022

*“Where the Seller is the Maker”*

*‘The mission of the Downtown Bend Artisans Market is to provide an environment that encourages the economic and artistic growth of emerging and accomplished artisans and local farmers. Central to this mission shall be to operate a marketplace and other programs that shall honor craftsmanship, design, innovation, marketing ethics, authenticity of product, while also contributing to our community.’*

The first Downtown Bend Artisans Market was held in May 1974. Today the Downtown Bend Artisans Market provides advertising, promotion, and a colorful, diversified open-air marketplace in Downtown Bend to display and sell their wares on summer Saturdays. Local people and visitors enjoy shopping, choosing lunch from the food vendors, browsing the variety of craft booths and local farm fresh products. There is also an annual Holiday Show.

### **Philosophy**

The Downtown Bend Artisans Market is a private organization whose purpose is to provide a gathering place for

artists, craftspeople, growers, gatherers and food vendors to display and sell their work which is uniquely their own. It is a market for professional artisans, as well as beginners aspiring to develop their skills while displaying and selling their products. Downtown Bend Artisans Market welcomes all who meet the guidelines and does not discriminate on any basis. The primary goals of all Downtown Bend Artisans Market decisions and rules have always been to support the **“Where the Seller is the Maker”** philosophy and to contribute to our community.

### **Market Season and Hours**

The Downtown Bend Artisans Market is located in the School Administration Building’s parking lots across from the Downtown Bend Public Library and is open Saturdays from Memorial Day (May 28 & 29, 2022) through Labor Day (Sept.3rd & 4th, 2022) Weekends. Both Memorial Day and Labor Day Weekends the Downtown Bend Artisans Market will be open Saturday and Sunday, you must attend both days. There will be paid Security Officers on duty all Saturday night.

Hours of the Downtown Bend Artisans Market are from 9:00 AM to 3:00 PM. Members must be set up and ready to sell before 8:45 AM. Artisans and Crafters are **required to stay set up until 3:00 PM** or their membership could be voided and not asked back. If an artisan or crafter sells out before the closing time, they must leave their set up until 3:00 pm so as to not disrupt customers and the sales of other vendors. Fresh produce vendors may leave when they are totally sold out if they choose and if it will not upset the rest of the Market.

### **What May be Sold**

Items must be handmade, grown, gathered or cooked by the Downtown Bend Artisans Market member, an immediate family member or a partner in crafting or cooking.

The Member’s contribution to the finished product must outweigh the contribution of any commercial components used in the making of that product.

The product must meet basic expectations of product life, function and safety. As well as meet regulations, licenses, insurance.... for your specific product.

To preserve the integrity of the Downtown Bend Artisans Market, efforts will be made to ensure that no more than 20% of the vendors at each event represent similar crafts. The only exceptions to this rule will be approved by the market administrators. If the 20% rule has been met new vendors wishing to join will be added to a wait list.

Items related to the seller’s item but not constructed by the vendor can make up 15% of your booth space. All

items for sale at the Downtown Bend Artisans Market events will be of a nature consistent with a family environment. Sale or use of alcohol, controlled substances or paraphernalia by vendors at a Downtown Bend Artisans Market event is prohibited.

No business that is a result of a franchise agreement is permitted at Downtown Bend Artisans Market.

Deschutes County Business Licenses are required by food vendors and anyone making a living from the sales of their product. “Hobby” vendors will be covered under the Downtown Bend Artisans Market 's Business License.

**Food Vendors** must have on hand at all times a copy of current, approved documentation issued by the Deschutes County Health Dept., Agriculture Dept., Food Handlers Licenses, Business License and Liability Insurance. Copies of all documentation must be turned in with your Downtown Bend Artisans Market Application. Farming Vendors must meet regulations according to Oregon’s Farm Direct Marketing Law. You are encouraged to bring tables and chairs for customers' comfort and convenience.

### **Who May Sell**

The Maker is the Seller of the products offered at Downtown Bend Artisans Market. Except for reasonable breaks the member must be present. Immediate family members, partners in crafting or farming, employees and people knowledgeable of all aspects of the products and their production may represent the Maker and help with selling in their booth for limited amounts of time.

### **Non-Profit Groups**

Non-profit groups are permitted to set up in the grassy area on the Bend City School Administration Grounds adjacent to Wall Street. The Market has free space to offer approved non-profit and other Central Oregon organizations for educational and community-oriented purposes. Email the Downtown Bend Artisans Market for more information and to make a reservation. No unrelated commercial items may be sold from these non-profit and community booths. Contributions may be solicited.

### **New Vendors Product Review**

All new members must submit their wares to be approved before they are permitted to sell at the Downtown Bend Artisans Market. The screening is usually conducted in person or online. Please see our website for times and locations for in person screening. The Member's Application must be completed and available along with your \$35.00 jury fee at the time of screening. The new member may choose to present their wares in person or submit photos and description documentation. Approval is based solely on the wares submitted and does not grant a blanket approval for other items. Please go to our website for further instructions.

### **New Product Review**

All members adding new products will need to have their potentially new product approved. See New Member Product Review, above.

### **Standards Assessment**

The review and approval is required of new vendor’s items and all vendors’ prospective new items.

Downtown Bend Artisans Market reserves the right to review any vendor that appears not to meet its standards. If any member has questions about a product, they see at one of our events they can inform management and request a review of such products.

Management may also issue an immediate notice to appear in the case of conspicuous standards violations and the product is obviously over the vendor's 15% related items rule. Under certain conditions such a notice may suspend a member's selling rights immediately and until reinstated.

Downtown Bend Artisans Market 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 the decisions and go through a second review process.

## **Code of Ethics and Conduct**

The Downtown Bend Artisans Market operates within legal bounds, and with concern for the welfare and rights of the public and its members. The rights of members and patrons must be respected by all.

**Members must comply** with all Federal, State, and local regulations, special statutes and ordinances regarding public health, fire, safety, and welfare. Examples include product labeling laws, required licenses such as food handler's cards, etc. You must have all appropriate paperwork on hand at all times.

Members are expected to be aware of and to comply with all current Downtown Bend Artisans Market Rules and Guidelines and The Bend La Pine School District Rules.

**Verbally or physically abusive or dangerous and disruptive behavior:** Such activities will not be tolerated 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, chasing patrons, or by making 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 and to cooperate with reasonable requests.

**Scent:** Members should be aware that strong scents could trigger asthma and other health problems. 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, and to cooperate with reasonable requests.

**If mitigation in any of the above cases is not successful, the member may be asked to leave.**

**Selling Rights:** Members who violate Downtown Bend Artisans Market Guidelines 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 until management decides.

**Mediation Services:** If a member has an unresolved problem with another member, mediation services are available. Please contact the Market Coordinator or management for more information.

## **Membership**

Each vendor must pay an annual Membership Fee of \$75.00 on or by April 15th. This Downtown Bend Artisans Market Annual Membership Fee includes the Annual Holiday Show.

A completed, signed and approved Downtown Bend Artisans Market application must be submitted with your membership payment.

Only individuals can be members of the Market. In the event that the business is a partnership, the Downtown Bend Artisans Market recommends all partners that will be selling at the Market be members.

## **Booth Fees**

Market space daily rental will be \$45 (if you pay online) or \$50 (if you pay in person) for a 10' x 10' space for each day. Children under 15 years of age may rent a 10x10 space for \$20 each day.

A vendor can choose to prepay for market days in advance to guarantee their space and receive a discount.

Prepaid Pricing:

Introductory Artisans Market Plan: \$225.00 for 5 consecutive days (no discount)

Basic Plan: \$425.00 for 10 days (\$25.00 discount)

Vip Plan: \$675.00 for the entire year (including Memorial and Labor Day two day events. Excluding Fall Festival and Christmas events). You are paying for 16 days (\$45.00 discount)

If you have not paid in advance you must pay before you can set up your booth. Please check in at Hammond Custom Designs.

Members may share booth space, but each vendor must be approved, pay membership fee, complete and sign an application.

All Members must pre-pay for the Holiday Market prior to the event.

## **Space assignments**

You must be a current Member of the Downtown Bend Artisans Market in **GOOD STANDING** to reserve a space and sell at the Downtown Bend Artisans Market. To reserve a space, you must prepay online in advance

prior to any market day. If you pay the day of the market you will be assigned the next available space at the market's discretion.

**Members are responsible for reserving their space.** You may do this by going to [dtbamarket@gmail.com](mailto:dtbamarket@gmail.com) and

logging in with your user ID and password to review the available spaces on the map. We will make every attempt to accommodate your requested booth space.

If you have reserved a space and cannot attend please email or call us.

Open spaces will be assigned upon arrival according to availability.

Please, **ONLY reserve a space if you will be there!** There will be no refunds.

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

### **Morning Check In**

**To sell on a Saturday, everyone must first check in at Hammond Custom Designs at the east side of the lot.**

You can sign in between 6:45 am and 8:30 am. Signing in may not be permitted after the 8:30 am deadline, by then any unclaimed reserved spaces are declared vacant, and the market management will begin to assign the vacant reserved spaces in the order in which vendors arrive for check in. It will be up to the management to pick an available booth spot.

The Downtown Bend Artisans Market cannot guarantee that a specific booth space will be available for members wishing to sell on a given Saturday, but every effort will be made to accommodate everyone. Booth spaces reserved and prepaid in advance to the event will guarantee that you will have an assigned booth space in the future.

### **Loading/Unloading and Parking**

No vehicles will be allowed in the actual market area between the hours of 8:30am and 3:30pm.

Vehicles can be unloaded on Bond Street, Wall Street, and the North Parking Lot starting at 6:30 am and loaded after 3:00 pm.

**Immediately after unloading your vehicle go park it on the north side of the north lot as space is available.**

**Parking is also available on surrounding streets. Then come back and set up your booth.**

## Other Guidelines

All grass areas are off limits to all vendors and any other Downtown Bend Artisans Market members for the purpose of selling wares. These areas are for the exclusive use of the public, Market patrons, our non-profit groups and entertainment.

Canopies must be weighted and secured with at least 40-pound weights **at all four corners** at all times to prevent movement in the wind. This is to prevent damage to your product and as well as possible damage to your fellow vendors, their products, customers and their cars....

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

Every member is required to declare on their membership application or renewal that items they sell are of their own creation and were created or produced in their presence and under their direct and personal supervision. All members of the Downtown Bend Artisans Market agree to demonstrate how and where the production of any item offered for sale is made upon one-week notice and in the presence of at least two management members.

There are fire extinguishers located at different locations of the Downtown Bend Artisans Market. Booths having fire extinguishers of 2A10BC or larger must have a tag indicating that it has been inspected within the last 12 months. (Fire Marshal requirement).

Use of e-cigarettes or smoking of any kind is not permitted by members in the market area or on any of the School District's property (i.e. - the grass, other parking lot).

Vendor's pets are not allowed in the market area during Market hours. (with the exception of service dogs)

Downtown Bend Artisans Market is not responsible for any lost, stolen, or broken items. Members are required to provide liability insurance prior to attending the market.

There will be no refunds due to cancellations, acts of God, or poor weather conditions. Downtown Bend Artisans Market will remain open to the public during advertised hours even during inclement weather. No refunds will be issued. No exceptions. Downtown Bend Artisans Market is a rain or shine event.

Downtown Bend Artisans Market management has the option of updating or adding guidelines at any time.

Any violation of the Market Guidelines and/or Membership Agreement will result in a written warning and possible expulsion from Downtown Bend Artisans Market until the issue is resolved or possibly the remainder of the season or longer.

The Downtown Bend Artisans Market reserves the right to prohibit anyone or any product from being sold at the Downtown Bend Artisans Market.

## **Check us out on Facebook**

for information, updates, schedules and more.

If you have any questions please email ([dtbamarket@gmail.com](mailto:dtbamarket@gmail.com))

Thank you,

## **Downtown Bend Artisans Market**

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