

# Dundee Summer Market 2011 Information, Rules & Regulations

**DATES:** Wednesdays, June 1 – September 28

**HOURS:** 2:00pm – 7:00pm

**LOCATION:** Red Hills Market, Highway 99 and 7<sup>th</sup> Street, Dundee, OR

**VENDERS:** Weekly and Full Season Venders

**VENDER SET UP:** 12pm to 1:45pm

**VENDER TAKE-DOWN:** 7pm to 8pm

**ADMINISTRATION:** Dundee Summer Market (DSM) is facilitated by Red Hills Market (RHM), PO Box 400, Dundee, OR 97115.

**WEBSITE:** [www.dundesummermarket.com](http://www.dundesummermarket.com)

**EMAIL:** [dundesummermarket@gmail.com](mailto:dundesummermarket@gmail.com)

## Rules and Regulations

### **BOOTH FEES AND DETAILS:**

Venders decide whether they would like to participate as a **Full Season** vender or **Weekly** vender.

### FULL SEASON VENDORS

- Must commit to participate in every market throughout the season (18 dates)
- Will be assessed a discounted flat rate for the entire season
- Will have a consistent spot throughout the season

### WEEKLY VENDORS

- Will indicate on their application the dates they wish to participate in the market
- Will be scheduled and assigned a space as determined by the Market Manager
- Will pay the weekly rate on the day they participate

### FEES

- **Full Season Vendors**
  - \$270 per 10' X 10' space for the 2011 season, consisting of 18 market days (\$15/market day)
  - Payment is due on or before the first day of market (June 1, 2011)
  - With prior approval from the Market Manager, Full Season vendors may make two payments of \$135 each
    - First payment due on or before June 1<sup>st</sup>
    - Second payment due on or before June 29<sup>th</sup>
    - If the balance is not received on or before June 29<sup>th</sup>, a late fee of \$15 per week will be assessed
    - No vender fees will be refunded after June 27<sup>th</sup>

- **Weekly Vendors**
  - \$20 per 10' X 10' space per week
  - Payment is due on or before the market day

### PAYMENT

- Acceptable forms of payment include: cash or check
- Checks should be payable to Red Hills Market
- All fees collected will be designated to promote and operate the Dundee Summer Market under the auspices of the Red Hills Market

### PLACEMENT

- A space at DSM is determined to be 10' X 10'
- Space assignments are determined by the Market Manager based on several factors, including: vendor seniority , overall 'look and feel' of market, and vendor needs for shade or proximity to other booths (e.g. wine tasting next to food samples)
- No vendor may sub-lease their booth space

### VENDOR SET-UP

- Vendors may set up between 12:00pm and 1:45pm on market day
- Vendors should check-in with the Market Manager to find out their assigned space
- Vehicles are not allowed to enter the market area after 1:30pm
- Vehicles must be removed from inside the market by 1:45pm
- Displays must be maintained in a safe, healthy and attractive fashion
- **Tents or canopies are required and should be weighted to insure safety to customers and other vendors**
- Vendors are responsible for all aspects of their space. This includes any and all equipment needed to set up an appropriate display.
- Displays should be clean and inviting
- All products must be appropriately packaged

### VENDOR TAKE-DOWN

- No vendor may dismantle their booth in any way before the close of the market (7:00pm)
- All booths must be dismantled and vacated immediately
- No vehicles are allowed in the market until 7:10pm
- Vendors must leave their space clean and free from trash and produce refuse at the end of each market – you must take your own trash with you from the market

### SIGNAGE

- Each vendor must post a sign clearly identifying the name of the vendor

### LICENSING

- All vendors are required to complete the DSM Vendor Agreement
- All vendors must comply with applicable state and federal regulations and provide evidence of appropriate insurance, licensing, registration and certification

## CANCELLATION

- If a vendor is not able to participate in on a committed or scheduled day, they must notify the DSM Manager at least 24 hours prior to the start of the market. Contact Jennifer Sitter at (206) 335-9058 or jensitter@gmail.com.

## **GENERAL GUIDELINES**

- Sampling of produce and other food item is encouraged; however vendors must follow state guidelines for sampling procedures and hand washing stations.
- DSM is not a forum for political or religious activities.
- For safety reasons, no vending out of vehicles
- Vendors must conduct themselves courteously and appropriately
- Violation of rules may subject vendor to exclusion from further participation in the market
- DSM reserves the right to refuse to do business with any vendor and to prohibit the sale on any product from the market

## Dundee Summer Market Board

The Dundee Summer Market has put together a board of community members dedicated to putting on a market that is successful both to the community and for the vendors. It is our mission to have the Dundee Summer Market be a showcase of all the wonderful bounty Yamhill County has to offer. We welcome any suggestions or concerns you may have.

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Farmee (Market Vendor)  
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Our website is [www.dundeesummermarket.com](http://www.dundeesummermarket.com). Please check it often, for the most up-to-date information.