

**Skidmore Saturday & Sunday Market
Rules & Regulations for walk-ins vendors**

Vendor Name: _____ Business Name: _____

E-mail: _____ Phone Number: _____

Space Fee: Full Weekend	Regular spot: \$100	Spot Fee By day	: \$70 Sat \$50 Sun
If available:	Corner spot: \$120		: \$80 Sat \$60 Sun
If available:	Main isle spot: \$130		: \$90 Sat \$70 Sun

Farmers and local hand crafters fee is \$50 for the whole weekend (one item limit per booth)

To qualify for discounted weekend fee you must pay it all on Saturday before set-up.

SPACE REGULATIONS

- Vendor shall maintain the booth space in a sanitary and orderly condition.
- Vendor shall not sell or permit to be kept or used upon or about the booth space any gasoline, distillate or other petroleum products or any other substance or material of an explosive, flammable or radiological nature as may be prohibited by any such insurance policy, or which may endanger any part of the Market premises or its customers.
- Vendor shall keep the booth space suitably lighted during such hours as Market may reasonably require.
- Vendor shall refrain from burning any incense, trash, or waste materials of any kind, or otherwise creating noxious odors in or about the Market premises.
- Vendor shall refrain from keeping, displaying or selling any merchandise or any object on any portion of any atrium, sidewalks, walkway or other portion of the common area except as specifically approved in writing by the Market.
- Vendor shall immediately remove any sign, advertisement, decoration, lettering or notice placed on the booth space which the Market deems objectionable or offensive and if Vendor fails or refuses to do so, the Market may remove the same at Vendor's expense.
- No coin or token operated vending machines, or similar devices for the sale of any goods, the Market will permit wares, merchandise, food, beverage or services on the Market premises, without the specific approval in writing.
- Vendor shall not permit any sale by auction to be conducted on or about the Market premises without the prior written consent of the Market, including bankruptcy or "going out of business" sales.
- Stock and Display: Vendor shall maintain a complete inventory of merchandise every business day. Any racks shelves or boxes must remain within Vendor's space. The perimeter may not be used for excess storage.
- Cords: Electric cords, or other cords, need to be firmly secured to the ground. Each booth is limited to 300w, for lighting use only, not for heating or cooling.
- Heaters: Propane space heaters are allowed during cold seasons. The unit must be safe and "Fire Code" approved.
- Animals: Vendors may not bring any animal into Vendor's booth or onto Market premises.
- Stereos/Radios: Stereos, radios, "boom-boxes" or any other sound reproduction equipment is not allowed.
- Garbage: Vendor shall store all trash and garbage in a designated area so located as not to be visible to the Market patrons. Vendor shall avoid any health or fire hazard and arrange for their prompt and regular removal during hours to be specified by the Market. The garbage area is located on the Plaza of the New Market Bldg. Vendor shall clean their booth at the end of the business day, and deposit all garbage and refuse in the Dumpster in the garbage area.

SET-UP RULES

- Market may designate particular entrances for deliveries of equipment or other property. Vendor shall not use any other entrances or elevators for such purposes. All persons employed and methods used to move property must be approved by the Market prior to any movement. Market shall have the right to prescribe the maximum weight, size and position of all equipment or other heavy property brought into the Market. Heavy objects shall stand on a platform of such thickness as Market may deem necessary to distribute the weight properly.
- Loading and Unloading: The loading area is located on Ankeny Street from 2nd Avenue to Front Street. It is easier to park your vehicle at a parking garage and hand truck your merchandise to your assigned space.
- Time Limit: Vendor vehicles may be parked in loading area for a maximum of 20 minutes while loading and unloading. Vendors should unload vehicles as quickly as possible and then move their vehicle. Vehicles left parked in the loading area longer than 20 minutes will be towed. These rules also apply to vehicle loading at the end of the day. Vehicles may not be parked in the loading and unloading area before 5:30 p.m. on Saturday and 5:00 p.m. on Sunday.
- Handcarts: Vendor will provide any handcart or other equipment necessary to load or unload Vendor's booth or merchandise. All Market handcarts are for the exclusive use of Market employees and designated individuals.

RULES FOR VENDOR CONDUCT

- Vendor shall refrain from committing or permitting any waste or unlawful, improper or offensive use of the Premise, or any nuisance or act or thing which may disturb the quiet enjoyment of any other Tenant, concessionaire, Vendor or occupant of the Market or their customers.
- Vendor shall not use any advertising or promotional medium which can be heard or experienced outside their cart within the Market including flashing lights, search lights. Alcohol: Vendors shall not be permitted to bring alcohol into the Vendor's booth or onto Market premises, except in specific areas designated by the Market. All illegal drugs and/or controlled substances are prohibited on Market premises, loud speakers, phonographs, radios, and/or televisions.
- Vendors shall not solicit customers from other Market vendors.
- Hours: Vendor shall be completely set-up and ready for business by 10:00 A.M on Saturdays, and 11:00 A.M on Sundays. Vendor shall ensure that Vendor's booth is attended at all times from 10:00 a.m. to 5:30 p.m. on Saturdays and from 11:00 a.m. to 5:00 p.m. on Sundays. Absolutely can not close before those times.

I have Completely read these vendors rules & regulations and hereby agree to comply with all requirements stated in this document.

Vendor Signature: _____

Date: _____