

Lincoln City Sunday Market Rules

Market is located at the Lincoln City Cultural Center

540 NE Hwy 101

Lincoln City, OR 97367

[LCSundayMarket@gmail.com](mailto: LCSundayMarket@gmail.com)

1. Vendors at the Lincoln City Sunday Market will be accepted as either Full time or weekly vendors. Full time vendors commit for the entire market season. Weekly vendors will be scheduled subject to vendor availability, market needs, and space available.
 - a. Applications from returning vendors are due February 28th. New vendor applications are due March 15th. Vendors will be notified by April 1st of their status.
 - b. Applications will be considered during the rest of the season as space allows. Vendors will be notified within 30 days after applying .
2. Lincoln City Sunday Market has the right to accept or reject any application.
3. There will be no discrimination based on race, color, creed, gender, religion, sexual orientation, age or nationality.
4. Lincoln City Sunday Market will open at 10 AM and close at 2 PM every Sunday during market season. Vendors must be set up and ready for market by 10 AM. When using the one-way Poetry Path for loading and unloading, vendors must abide by the predetermined schedule as decided by the market manager. Vendors are required to turn their automobile off while unloading and loading. Vendors who arrive late must use a cart to set up their booth.
5. Vendors must unload their vehicles and move them to designated parking spaces BEFORE setting up their booths. Trailers must use designated RV/bus parking spots.
6. Booth spaces will be assigned by the market manager, taking into account vendor seniority and market needs. An opt-in email will be sent to weekly vendors each Monday with responses due Thursday. Full time vendors must also notify the manager by Thursday if they are unable to attend. A map with booth assignments will be sent prior to market day. Once a vendor has opted in, no cancellations will be accepted. Full time will prepay booth fees according to the schedule on the application. Weekly vendors must pay no later than market day.
7. Booth spaces are 10'x10' with farmers eligible for a double space. Full time vendors will have a regular space assigned by the market board, weekly vendor booth placement is at the discretion of the market manager. Fee is for booth space rental only, vendors must provide tables, chairs, canopies and any other fixtures needed to display their products. Booths must have a professional appearance as determined by the Board of Directors. Booth spaces and canopies cannot encroach on the poetry path.

8. Lincoln City Sunday Market does not require that you use a canopy, but any vendor with a canopy must have a minimum of 35 lb. of weight attached to each leg and sitting on the ground. Vendors using sidewalls must be prepared to take them down if the wind picks up at the request of the market manager.
9. The market will occur rain or shine. There will be no refunds, discounts or changes to fees for regularly scheduled vendors who choose not to participate due to inclement weather.
10. NO EARLY BREAKDOWNS - Market closure due to inclement weather will be determined by the Market Manager and a consensus of present market board members and Lincoln City Cultural Center (LCCC) staff. The health and safety of vendors and customers is first priority. In the event of a merchandise sell out, the vendor may not break down their booth, but may put up a sign stating they are sold out. Vendor departures due to a personal emergency must be approved by the Market Manager. Appropriate arrangements must be made for the vendor booth and merchandise.
11. Break down and pack up your booth BEFORE bringing your vehicle into the market area to load out.
12. All merchandise and personal property of the vendor must be contained within the 10'x10' space. Seating of any type is not permitted in front of the booth.
13. Use of LCCC electricity and power equipment can be used by arrangement. Vendors will be held responsible for proper use and safekeeping of electricity and power equipment and will repair and replace any electrical equipment that is lost or damaged while being used for the market.
14. Vendors selling prepared foods or providing samples must not use styrofoam containers. LCCC does not allow single-use plastic on site, no single-use plastic eating utensils, cups or plates. Vendors providing samples must have a receptacle for trash or recycling generated.
15. Vendors of baked goods, processed foods, hot foods or "value added" food items must have a valid license for processing such goods as issued by the Oregon Department of Agriculture and/or the Lincoln County Health Department as applicable. Said vendors will provide proof of liability insurance and a copy of licenses for processing of such goods. All prepared food vendors must comply with the rules of Lincoln County Health Department. Vendors selling alcohol must be licensed by the OLCC for sampling and bottle sales. Sellers of live nursery stock whose sales exceed \$250 per year must have a nursery license from the Oregon Department of Agriculture. A good resource for vendor licensing requirements is the Oregon Farmers Market Association website

a. Licensing and Insurance – Conditional Approval Policy: Vendors whose products or services require a license and/or insurance (including but not limited to food producers, processors, and prepared food vendors) may be conditionally approved if they do not submit all required documentation at the time of application. Conditional approval means:

- i. You may be selected to participate in the market, but your participation is not confirmed

until all required documentation is received and approved.

ii. Required documentation must be submitted no later than two (2) weeks prior to the first market date.

iii. This includes all applicable licenses, permits, and certificates of insurance. Insurance must list Lincoln City Sunday Market as additional insured.

iv. Vendors who do not provide the required documentation by this deadline:

1. Will not be included on the market map or promotional materials, and

2. May lose their space and be removed from the market roster.

v. It is the vendor's responsibility to ensure all required documents are current and on file by the stated deadline.

16. All vendors must comply with state and federal marketing and labeling regulations.

17. At the Sunday Market, the **Maker is the Seller**. Agricultural products must be grown in the state of Oregon. Art and craft products must be handmade by the market vendor or a member of their immediate family living within 100 miles of Lincoln City. Art and craft products must also be of original design and cannot contain commercial logos or licensed characters (e.g. no football logos, no Disney characters). Only family members, defined as anyone living in the same economic unit with the vendor, or any legal relative of the vendor living in Oregon, are permitted to sell. Sellers meeting this definition must be involved in the making of the product and be conversant in all aspects of its production. All products must be approved by the Lincoln City Sunday Market board of Directors, with the exception of agricultural products grown expressly for consumption. New categories of products added during the market season must be approved by the Sunday Market board of Directors before selling at market.

18. Freedom of speech and expression will be permitted at all times. Hate speech is not permitted.

19. Vendors are expected to behave courteously to customers, other vendors, market staff and volunteers, and to conduct themselves professionally at all times. Vendors may not publicly disparage other vendors, products, market managers, LCCC staff or the market. Safety is priority.

20. Protocol for communications/conflict resolution:

a. Problems, concerns and other communication should first be discussed with the Market Manager.

b. Issues that are not satisfactorily handled by the Market Manager should be escalated to the LCSM Board of Directors by submitting a completed [LCSM Concern Form](#) to lcsundaymarket@gmail.com.

c. These communication guidelines are not in effect for emergencies that pose danger to the safety of persons or property.

21. The Board of Directors may refuse to accept returning vendors or terminate existing vendors based on payment status, behavior, or reliability. Reliability guidelines are as follow:
 - a. First occurrence of 'no call, no show' will result in a written warning.
 - b. Second occurrence of 'no call, no show' will be escalated to the Board of Directors for possible termination.
22. No product "hawking" is allowed, no calling out to shoppers who are not at your booth. All advertisement, sampling, and sales of products must be within the vendor's designated 10'x10' space.
23. No smoking allowed in the market area. The market manager will show you smoking areas if needed.
24. Well behaved dogs on leashes are allowed at the Lincoln City Sunday Market. Dogs must be kept on a leash at all times. Dogs are not allowed in any food booth.
25. Children of Lincoln City Sunday Market vendors must be supervised at all times.
26. Vendors must abide by ADA regulations and fire codes.
27. Downstairs kitchen may not be used by vendors unless separately contracted with LCCC.
28. No permanent signage/attachments/markings of the building without permission from LCCC.
Vendors will leave their area clean and free of any debris at the end of each market.
29. Your signature on the application indicates your acceptance and agreement to abide by these rules.
30. Lincoln City Sunday Market reserves the right to terminate a contract with a vendor who does not comply with the rules.