

# Lincoln City Sunday Market Rules

Market is located at the Lincoln City Cultural Center

540 NE Hwy 101

Lincoln City, OR 97367

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1. Lincoln City Sunday Market will open at 10 AM and close at 3 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 who arrive late must use a cart to set up their booth.
2. Vendors must unload their vehicles and move them to designated parking spaces BEFORE setting up their booths.
3. Booth spaces will be assigned by the market manager, taking into account vendor seniority and market needs. A map with booth assignments will be sent by email each week prior to market day. Full time and part time vendors will prepay booth fees according to the schedule on the application. Daily vendors must pay their booth fee by Wednesday the week before market day.
4. Booth spaces are 10'x10' with farmers eligible for a double space. Weekly 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. Booth spaces and canopies cannot encroach on the poetry path.
5. 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.
6. The market will occur rain or shine. When indoors, vendors will be responsible to repair special damages to the floor, carpets and walls of LCCC at a cost that is mutually agreeable. Vendors are not responsible for standard wear and tear of floor, carpets or walls.
7. NO EARLY BREAKDOWNS - Market closure due to inclement weather will be determined by the Market Manager and a consensus of present advisory committee 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.

8. Break down and pack up your booth BEFORE bringing your vehicle into the market area to load out.
9. 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.
10. Use of LCCC electricity and power equipment can be used for \$10 per market day. 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.
11. Use of LCCC's 6-foot tables may be used by vendors for a charge of \$10 per table per day. All tables must be returned cleaned and sanitized. LCCC will provide sanitizing solution.
12. 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.
13. 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. Vendors are responsible for obtaining all required licenses and insurance prior to selling at market. A good resource for vendor licensing requirements is <https://www.oregonfarmersmarkets.org/vendor-rules-and-regulations>.
14. All vendors must comply with state and federal marketing regulations.
15. Lincoln City Sunday Market is for growers and makers and is not a resale market. 90% of all produce and merchandise sold at the market must be grown/made by the seller. All products must be approved by the Lincoln City Sunday Market advisory committee, with the exception of agricultural products grown expressly for consumption. New categories of products added during the market season must be approved by the advisory committee before selling at market.

16. Art and craft items must be of original design and cannot contain commercial logos or licensed characters (e.g. no football logos, no Disney characters).
17. Vendors at the Lincoln City Sunday Market will be accepted as either Full time, Part time or Daily vendors. Full time vendors commit for the entire market season, with up to four previously scheduled absences allowed. Part time vendors will be scheduled for market season dates prior to season opening subject to vendor availability, market needs and space available. Daily vendors will be scheduled during the season as openings are available.
  - a. The first round of applications is due by April 1. Vendors will be notified by April 15th of their status. Applications will be considered during the rest of the season as space allows, vendors will be notified within 30 days after applying
18. Lincoln City Sunday Market has the right to accept or reject any application.
19. There will be no discrimination based on race, color, creed, gender, religion, sexual orientation, age or nationality.
20. Freedom of speech and expression will be permitted at all times.
21. 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. Hate speech is not permitted, safety is priority.
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.
25. Children of Lincoln City Sunday Market vendors must be supervised at all times.
26. Vendors must stay on assigned spots. Grassy areas won't be available for use until permitted by LCCC.
27. Vendors must abide by ADA regulations and fire codes.
28. Downstairs kitchen may not be used by vendors unless separately contracted with LCCC.

29. LCCC reserves the right to host other vendor fair markets outside of the Lincoln City Sunday Market.
30. 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.
31. Market will not take place with less than 12 vendors.
32. Your signature on the application indicates your acceptance and agreement to abide by these rules.
33. Lincoln City Sunday Market and LCCC reserve the right to terminate a contract with a vendor who does not comply with the rules.
34. At time of payment, vendors will be asked to agree to additional rules in the Market Day Operating Guidelines agreement.