

# The Outdoor Market at The Salcha Store

## A Marketplace for Farmers, Makers, and Collectors 2017 Policy Manual

### 1. Vendor Requirements

Vendors are responsible for, and must comply, with all material contained in this policy manual; failure to do so will result in loss of selling privileges.

### 2. Hours of Operation and Set-Up

The Outdoor Market will be open Saturdays May 27, 2017-September 2, 2017. Hours of operation will be 11am-5pm. Vendors are welcome to arrive two hours prior to opening for set-up. Vendors are required to remain until closing unless they have sold their entire inventory. Exceptions to this policy must be approved by the market manager.

### 3. Punctuality

Set up can begin (2) hours before selling begins. Pre-assigned selling spaces will be forfeited for the day 30 minutes before selling begins and assigned to other vendors unless the late vendor has made prior arrangements with the Market Manager.

Vendors who have forfeited their selling space for this reason will be assigned a new location, if available. The Salcha Store phone number is 488-9097; the manager's cell number is 460-9832.

### 4. Vendor Vehicles

Vendors must park their vehicles in designated vendor parking areas.

### 5. Signs

Vendors should display a sign stating their family and/or business name. For safety reasons, no signs or displays may obstruct the customer walk ways.

### 6. Pricing

Each vendor sets his/her own prices and is responsible for all aspects of display, sales, cash flow, and accurate totaling/reporting of the day's sales.

### 7. Fees

There will be no annual fee. At the market, The Outdoor Market Manager or designated alternate will provide an assessment form for each vendor. Assessments are as follow, and are to be paid in full at the end of the vendor's selling day:

- 10% Ten percent of gross sales  
(for example, if sales gross \$250.00, then 10% = \$25.00)

There will be no space fee for the 2017 season. There will be a limited number of canopies available for rent. Canopies will be rented for \$10 per day.

**8. Payment**

Payment will be accepted by check or cash. If paying by cash, please round to the nearest dollar, as no change will be accepted. Fill out assessment form and deliver your assessment directly to the Market Manager in the envelope provided.

**9. Market Manager**

The Market Manager works to achieve a smoothly running Market by answering questions, clarifying and implementing Market policies. He/She will act as an information liaison between customers, vendors, and the owners of The Salcha Store Inc. The Market Manager has authority to implement policy and to act on any breach or violation of any policy on behalf of The Salcha Store Inc. Any disputes not resolved by the Market Manager shall be referred to The Salcha Store owners. Resolutions of disputes shall be considered final.

**10. Quality and Suitability**

The Outdoor Market strives to provide a marketplace where farm fresh, wholesome, high quality products are sold. The Market Manager shall have the responsibility, in cooperation with regulatory agencies, for maintaining quality at the Market. The Market reserves the right to refuse products with questionable quality, or with objectionable images, messages, or product implications. Vendors offering such products will be asked to remove them from their sales display. Marijuana plants, products (to include edibles), and paraphernalia are not allowed.

**11. Clean up**

Each vendor is responsible for cleaning his/her selling space. Vendors shall be responsible for removing their own trash or debris. If this is not done to the satisfaction of the Market Manager, after an initial warning, the vendor will be fined \$25.00 per instance. Failure to clean up may result in exclusion from the Market.

**12. Restroom**

Public restrooms are available in The Salcha Store. Hot water and soap are available for sanitary purposes. Report any problems with the restrooms to the Store clerk.

**13. Children at the Market**

All children at the Market need to be supervised by a parent or guardian, as the Market is not responsible for providing childcare. With Market manager notification, children under sixteen (16) years of age selling at the market will be supervised by a parent, guardian, or other designated adult 18 years or older. The child should understand the

need for and practice of good hygiene procedures. Children who are disorderly, or do not use their selling space properly, will be told not to return to the Market until the problem is resolved.

#### **14. Pets and Farm Animals**

No pets will be allowed in the vendor area. The only exception to this policy are service dogs with a current license. Farm animals (such as ducks, rabbits, etc.) may be sold by vendors as long as they are placed in cages and provided with shelter and shade. All vendors with farm animals should place a plastic sheet underneath the cage.

#### **15. Music**

No playing of electronic music or sound recordings at vendor booths is allowed during Market hours. Vendors selling recordings at their booths may provide headphones for customers to sample the recording. Vendors or other musicians who wish to play live music must contact the Market Manager for approval.

#### **16. Smoking**

The Market area is tobacco and marijuana-free, to include e-cigarettes. Parking lots are designated smoking areas. The use or distribution of alcohol, drugs, or any illegal substance is prohibited on Store property.

#### **17. Safety**

Vendors using any apparatus producing an open flame must be located so as not to endanger other vendor's tents, displays, etc. Any vendor using an open flame must have an approved fire extinguisher on site.

Tent and displays must be anchored (20lb minimum per leg) to prevent blow-over or damage to neighboring vendors. The Market Manager will be responsible for proper anchoring of rented canopies. Vendors who provide their own canopy are responsible for proper anchoring.

Please bring concerns about any unsafe condition or practice to the attention of the Market Manager.

#### **18. Food Vendors and ADEC Regulations**

All food vendors, home and commercial, must comply with Alaska Department of Environmental Conservation (ADEC) rules.

Commercial Kitchens – Food vendors working out of commercial kitchens are responsible for working directly with ADEC to insure compliance with all applicable



ADEC requirements. A copy of their Commercial Kitchen Permit must be kept on file with the Market Manager.

### **19. Sprouts and Mushrooms**

Sprouts are considered to be potentially hazardous food products by ADEC and must be produced in an ADEC permitted facility in order to be sold at the Market. Guidelines are available through ADEC.

Wild mushrooms are regulated as per Alaska Administrative Code statute 18AAC31.060 – “Labeling, placarding and consumer advisory”:

The operator of a food establishment that sells, uses, or serves mushrooms picked in the wild shall ensure the mushrooms are conspicuously identified by a label, placard, or menu notation that states

- i. the common and usual name of the mushroom; and
- ii. the statement “Wild mushrooms, not an inspected product”

Cultivated mushrooms are not regulated by ADEC if sold as freshly harvested. Processing of mushrooms, wild or cultivated, is regulated.

‘Processing’ includes but is not limited to drying, cutting and slicing. Contact ADEC for guidelines.

### **20. Crafts**

Crafts may be offered for sale at the Farmers Market, but the market reserves the right to reject or refuse the sale of products that may be deemed unsuitable, objectionable, or failing in some other way to conform to the character and quality of The Outdoor Market.

### **21. Nonprofit and Political Organizations**

The involvement of nonprofit organizations at the Market will be approved on a case-by-case basis by the Market Manager and/or The Salcha Store owners. Political organizations will not be able to participate at the Market. No solicitation will be allowed.

### **22. Space Selection**

Vendor locations and other considerations are at the discretion of the Market Manager. The Market Manager considers the Vendor’s customer relationships, the product mix, customer flow, and special promotions.

Vendors must not be located in a manner that would place customers in vehicle traffic. Vendors may only set up in assigned 10’x10’ spaces, or in spaces otherwise configured

and approved by the Market Manager. Vendor tents and displays must be anchored to prevent blow-over or damage to neighboring vendors.

Vendor's tents left on-site between Market days are left at the vendors' own risk.

Vendors using any apparatus producing an open flame may not endanger other vendor set-ups.

### **23. Discrimination and Harassment**

Persons selling at the Market or participating in Market functions, whether dealing with customers of the Market or with other Market vendors, shall not discriminate against any individual with regard to selling of products, hiring, promotion, discipline, or other matters because of age, sex, race, creed, color, national origin, sexual orientation, or the presence of any physical, mental or sensory disability. All vendors shall behave toward all customers, contractors, potential customers and other vendors in a way that is free of harassment and discrimination. Complaints should be taken first to the Market Manager and then to the owners of The Salcha Store and will be handled with confidentiality.

# 2017 Outdoor Market at the Salcha Store

## Vendor Application and Agreement

May 27, 2017-September 2, 2017 Saturdays 11am-5pm

Located at The Salcha Store 7666 Richardson Hwy Salcha, AK 99714

Personal Name \_\_\_\_\_

Business Name \_\_\_\_\_

AK Business License # \_\_\_\_\_

Phone (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

I will sell the following at my booth:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever participated in a Farmers Market:  
YES \_\_\_\_\_ NO \_\_\_\_\_

To sell baked goods, you must comply with all DEC regulations. Contact DEC at 451-2120 for further information.

If you need additional space contact the Market Manager.

I plan to sell at the market (check all that apply):

MAY	X	JUNE	X	JULY	X	AUGUST	X	SEPTEMBER	X
27 <sup>th</sup>		3 <sup>rd</sup>		1 <sup>st</sup>		5 <sup>th</sup>		2 <sup>nd</sup>	
		10 <sup>th</sup>		8 <sup>th</sup>		12 <sup>th</sup>			
		17 <sup>th</sup>		15 <sup>th</sup>		19 <sup>th</sup>			
		24 <sup>th</sup>		22 <sup>nd</sup>		26 <sup>th</sup>			
				29 <sup>th</sup>					

Vendors are not required to be at all markets.

Please let the Market Manager know if you would like to rent a canopy. A limited number of canopies are available on a first come first serve basis.

Agreement

Thank you for applying to the Outdoor Market at the Salcha Store, we look forward to the 2016 season. Our season will begin on Saturday May 27, 2017 and run until September 2, 2017, rain or shine.

In signing this vendor application to become a vendor at the Outdoor Market at the Salcha Store I understand the policies outlined in the Outdoor Market at the Salcha Store policy manual and how they relate to the following statements, and I have initialed each line, below to signify my understanding.

- A. If I am a crafter, my work is of acceptable quality and appropriate for the Market. \_\_\_\_\_
- B. If I am a food producer (either commercial, limited permit or home baker), I will comply with Department of Environmental Conservation and The Outdoor Market. \_\_\_\_\_
- C. I am required to be at the Market in time to completely setup and ready to do business thirty minutes prior to Market opening. \_\_\_\_\_
- D. I will take away all items that I bring to the market within 1 hour of Market closing. \_\_\_\_\_
- E. All vendor vehicles must be out of the customer parking lot prior to Market opening. \_\_\_\_\_
- F. I will accurately report and pay all assessments on the day incurred. \_\_\_\_\_
- G. I will not be in direct competition with The Salcha Store. \_\_\_\_\_

I also understand that The Salcha Store owners reserve the right to refuse a vendor's application (or ask a vendor to leave and no longer sell at the market) based on, but not limited to, the vendor's refusal to follow Market policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_