

LITHIA ARTISANS MARKET HANDBOOK

www.LithiaArtisansMarket.com

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Welcome to the Lithia Artisans Market

This handbook is designed to assist you in getting to know about the Lithia Artisans Market of Ashland (LAMA) and the rules and guidelines pertaining to your participation. We appreciate any comments or suggestions you might have.

The space on Calle Guanajuato occupied by LAMA is under the jurisdiction of the Ashland Parks and Recreation Department. They have awarded LAMA the contract to allow artists to sell their arts and crafts on the Calle. LAMA is required to adhere to the terms as stated by the Parks and Recreation Department. These rules are concerned with the welfare of the public, the property and the members of the organization. All LAMA members must sign a Parks and Rec. release form.

LAMA is a non-discriminatory organization. We welcome all.

LOCATION: The Lithia Artisans Market is located on Calle Guanajuato, behind Ashland's downtown plaza between Winburn Way and North Main. It is adjacent to Lithia Park and near the Oregon Shakespeare Festival theaters.

MARKET SEASON: The Lithia Artisans Market is open every Saturday and Sunday from April to mid November. Marketplace hours are Saturday 10:00 a.m. to 6:00 p.m. and Sunday 11:00 a.m. to 5:00 p.m. After the Fall time change, the market will close at 5:00 p.m. on Saturday. LAMA hosts an annual Holiday Market Thanksgiving weekend. Applications for this event are sent out in September.

MARKET STAFF: The LAMA Manager oversees and directs the operation and day-to-day activities of the Market. The Manager reports directly to the LAMA Board of Directors.

MEMBERSHIP PARTICIPATION: To participate in the Lithia Artisans Market you must first have your work approved by the jury committee and pay an annual membership and jury fee. (see fee section) Members are invited to attend Board meetings. Meeting minutes are available by e-mail or from the

Market Manager. Please report address, e-mail, or phone number changes to the Manager.

ARTISTS AND VENDORS

YOUR PRODUCTS: Your art must be of original design, handmade, grown, or gathered (natural materials) by you. If you use commercially produced parts they must play a subordinate role in the final product and may not be sold separately.

PARTICIPATION: Except for reasonable breaks during the day, you must be present at your booth. You must be the primary seller of your product except for the occasional break during the season. Please check with the manager if you feel you qualify for an exception. You may have a booth employee up to three hours each day, but only after informing the LAMA Manager. Any additional assistance must be cleared by the Manager in advance.

VENDOR CATEGORIES: There are three categories for your participation at LAMA.

1. **Regular members:** This is the majority of members who call in on Tuesday to reserve their space.
2. **Reserved members:** The top 14 who have accumulated the most points. These members

may reserve their dates in advance.

3. **Traveling:** This category is for those who are not members but wish to participate in the LAM Market. They are only allowed to show 1 weekend per year. (No membership is required but the product must be shown to the manager for approval.)

POINTS: Seniority is attained by the accumulation of points. Below is the breakdown.

1. Attendance - .5 points per day
2. Sales - .001 point per dollar
3. The number of continuous years as a member of LAMA. You will receive a point for every year of continuous membership, i.e. if you have been a member for 5 years you will receive 5 points.
4. Providing service to the Market, i.e. as a member of the Board, jury committee, or volunteer work.
These points are determined by the Board.

At the beginning of each year you will start with 10% of the previous year's accrued points. Points are tallied throughout the year.

PLEASE NOTE: If you are interested in serving on the Board, Jury committee or doing volunteer work, please talk to the Market Manager.

GENERAL ARTISTIC REGULATIONS

For detailed information pertaining to jury guidelines go to: www.lithiaartisansmarket.com or ask the Manager for a copy.

PLEASE NOTE: If you are adding a new medium or significantly changing your originally accepted art or craft, you MUST present your new product to the jury committee for review.

BOOTH AND DISPLAYS

BOOTH SPACES: Booth space sizes are: 8' x 8', 6' x 8', 4' x 8', or 4' x 10'. You must be able to adjust your booth to fit in any of these spaces. You are required to keep your booth, the contents and all by-products within your allotted space. Please do not lean any of your items on Plaza buildings. You are responsible for the cleanliness of your booth space during market hours. after you break down, make sure space is left tidy. Spaces are numbered and boundary lines are marked. According to the Fire Marshall we are not allowed to go beyond those lines. This rule is strictly enforced.

BOOTH STRUCTURES: You must provide your own booth structure, display equipment and chairs. Only eight foot umbrellas or eight foot canopies are allowed

at our market place. Your covering must be securely tied or anchored down. All displays and fixtures, including booths must be neat and in good repair. Wooden booths should be painted or stained and sealed. Booth coverings must fit snugly and securely to the booth structure. Be prepared for those windy days and anchor your booth.

TABLE COVERINGS: All display tables must be covered to the ground on at least 3 sides. Table coverings must be neat and hemmed. No bed sheets or blankets are allowed.

STORAGE: Cardboard boxes or other stock containers that are not part of the booth display must not be visible. If you are unable to place storage boxes underneath a covered table, you must take them to your vehicle.

SAFETY: All hazardous booth hardware must be shielded from contact. Open flames are not allowed.

SIGNS: Hand tags or individual price stickers are permitted. Bright new on or loud colored promotional signs are not acceptable. All signs and name banners must be tastefully printed, either by computer or by hand.

PLEASE NOTE: If you have questions or need help

with your booth display the Market Manager or a member of the Jury Committee will be happy to assist you.

CODE OF ETHICS AND CONDUCT

COURTESY: The rights of all members and patrons must be respected. Interaction with potential buyers should be discreet and polite. Calling out to potential customers is strictly prohibited.

ALCOHOL: No public drinking of alcoholic beverages is permitted during Market hours.

DRUGS: Drugs or paraphernalia may not be sold or permitted on the premises. Violation of this rule may jeopardize your opportunity to sell at the Market for the season.

CIGARETTES: Artisans may not smoke cigars, pipes or cigarettes on Calle Guanajuato. Smoking is only allowed at the top of the marketplace on the sidewalk by Winburn Way.

WEAPONS: Weapons cannot be exhibited, displayed, used or sold at the LAMA site.

VIOLENCE: Physical violence or verbal abuse is

strictly prohibited and is subject to immediate suspension from LAMA.

LANGUAGE: Obscene or abusive language is strictly forbidden.

CLEANLINESS: Please keep your area clean and avoid a cluttered look. Defacing or injuring the LAMA or Parks premises is strictly prohibited.

RECYCLING: The Manager provides recycling bins. Please empty liquid and remove lids and place in appropriate container. Members must be responsible for large recyclable items and properly dispose of them. Please do not place large pieces of broken glass in the garbage.

MARKET PROCEDURES

To make a reservation to participate:

REGULAR VENDORS: Please call the message center on Tuesday between 9:00 a.m. and 9:00 p.m. The number to call is 888-303-2826.

A recorded message will instruct you to state your name, day/days you wish to show for the upcoming weekend, your booth size, canopy or umbrella and your medium. After you have become a regular

member there is no need to repeat all of this information week after week; just your name and what days you wish to show. If you do not receive a call from the LAMA Manager by Friday you are accepted for that weekend.

PLEASE NOTE: A space will not be guaranteed if calls are made after 9:00 p.m. on TUESDAY.

RESERVED SPACE VENDOR: If you are in the top 14 in points you must provide the Manager with a completed "Schedule of Appearance" form no later than the 15th of each month prior to participation. Please detail an accurate schedule of your participation for the month. Your reserved calendar does not go into effect until the Manager receives this form. Failure to show on your designated assigned days will terminate you from this program. It is important that you notify the Manager if you must cancel a date. Forms are available from the Market Manager.

TRAVELING VENDORS: Please call the message center with the date you are requesting to show. As a traveling vendor you may show one weekend per year. **PLEASE NOTE:** Reservations will not be known until the Wednesday before the weekend that you wish to show. Space availability depends on membership participation.

BOOTH SPACE ASSIGNMENTS: Each weekend booth assignments for all vendors will be made by the Market Manager. Seniority does play a role in booth assignments. Because of the unique variety of booth sizes and the week-to-week changes in vendor attendance we ask all of you to please be flexible and adaptable. The Manager assigns spaces with the intent of ensuring a variety and diversity of art and crafts. When the number of vendors exceeds the number of available spaces and/or when there are several artists with the same or similar work, seniority will be considered.

PLEASE NOTE: Special requests for a specific booth space cannot always be honored.

CANCELLATIONS: Cancellations must be made by Thursday 8:00 p.m. In the event of an emergency, call on Saturday by 8:00 a.m. and Sunday by 9:00 a.m. Please call the Market Manager at 541-301-9811. You will be charged your booth fee if you fail to call to cancel.

PLEASE NOTE: The Market Manager does not retrieve messages from the 888-303-2826 phone line after 7:00 p.m. on Friday.

A.M. CHECK-IN TIME: Artisans must check in with

the Manager one and a half hours prior to opening. The Market Manager arrives at 6:45 a.m. on Saturday and 8:00 a.m. on Sunday. The booth assignment board is located at the top of the Calle. Here you will find your name and assigned booth number. If you temporarily park your car to unload, put your flashers on and do not park in yellow marked areas. Please do not block the entrance of the Calle. After 8:30 a.m. you will be ticketed if you are in these temporary zones. If you want to unload from the street make it as quickly as possible to allow for other vendors. See Manager for details. LAMA has dollies and carts available to assist you.

P.M. BREAKDOWN: Closing times are 6:00 p.m. (5:00 p.m. in the Fall) on Saturday and 5:00 p.m. on Sunday. Absolutely no one can break down early (exception would be an emergency) unless the Manager makes the decision to do so because of weather. Artisans must be off the Calle one hour after closing.

PARKING: Parking on Winburn Way and Granite Street is strictly prohibited. (This includes the “Skating Rink” parking area.) You may park in the parking lot at Water Street Bridge, on Pioneer, Oak or the side streets off of Granite Street. We must save prime parking for our customers.

FEES

MEMBERSHIP FEES: In order to participate all vendors are required to maintain an active membership in LAMA.

NEW MEMBERS: \$65.00 plus \$25.00 jury fee

RENEWING MEMBERS: \$65.00, \$75.00 after May 1st.

BOOTH FEE SLIPS: At the end of each day a vendor sheet will be passed out. Please fill this out and return the top portion with your payment to the Manager's booth after closing. PLEASE BE SURE YOUR NAME IS ON YOUR SLIP. When figuring your daily total if your sum ends in 50 cents or over round up to the next dollar. The manager does not accept change.

MEMBER VENDOR: \$30.00 per weekend plus 10% of your gross sales. \$18.00 for one day only plus 10% of your gross sales.

TRAVELING VENDOR: \$35.00 per weekend plus 10% of your gross sales. \$20.00 for one day only plus 10% of your gross sales.

Thank you for your participation in the Lithia Artisans Market. We hope your experience exceeds your expectations. Have a great season!

