

2010 MARKET REGULATIONS

The following regulations will apply to all vendors engaged in market operations at the Saugatuck-Douglas Greenmarket operated by Saugatuck Center for the Arts, 400 Culver Street, PO Box 940, Saugatuck, MI 49453. If you have questions, please feel free to call us at 269 857-2399, fax us at 269 857-4819, email us at info@sc4a.org, or stop by the SCA. Regular SCA office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday.

1 | Market Day, Hours, Location. The 2010 Saugatuck-Douglas Greenmarket will be held every Friday from June 11 through October 8, 8:00 am to 2:00 p.m. at the Saugatuck Center for the Arts. Set-up begins at 7:00 a.m., and vendors agree to be set up and ready to open at 8:00 am on market days.

***Mondays – July 5 through August 30, 2010 at the SCA. Set up begins at 2:00 pm; and vendors agree to be set up and ready to open by 3:00 pm on market Mondays.

2 | Michigan Product Requirement. All products offered for sale in the market must be grown or produced in Michigan by the vendor or the vendor's designee.

3 | Range of Products to Be Sold. Saugatuck-Douglas Greenmarket encourages the sale of fresh, wholesome, high-quality farm produce and other products, subject to the approval of the market staff. Vendors agree to sell only lawful products. The range of products to be sold must be listed on the registration form required of all vendors. Additional products not listed on the registration form must be approved by the market staff.

4 | Stall Space. One market stall space is defined as 10 by 10 feet. The market is located in the parking lot of the SCA, 400 Culver Street, Saugatuck.

5 | Cost of Stall Space Rental. Stall spaces are rented at a cost of \$15 each per market Friday and \$10 each per market Monday for the full season. (3 stall maximum) Stall spaces are rented at a cost of \$20 each per market Friday and \$15 each per market Monday for daily use (one time only).

6 | Parking. All vendors will park vehicles in the SCA parking lot as directed by market staff.

7 | Signage. Vendors must clearly display the name and address of their businesses. Prices for products must be clearly posted.

8 | Maintenance. Vendors are responsible for cleaning up and removing from the SCA premises all trash and waste within and around their stall space. The market area must be left clean and tidy at the close of the market day.

9 | Registration. All vendors must complete and submit a signed registration form (available at the SCA or downloadable from our website www.sc4a.org).

10 | Licenses and Inspections. All vendors are required to comply with all laws with regard to licensing and inspections. Vendors are required to provide proof of necessary licenses and inspections as part of the registration process. The Saugatuck-Douglas Greenmarket is not liable for vendors' non-compliance with Michigan Department of Agriculture, Allegan County Health Agency, or other governmental licensing or inspection regulations.

11 | Insurance. Saugatuck Center for the Arts insurance provides liability coverage for personal injury that occurs on the SCA property. Saugatuck Center for the Arts requires all vendors to submit a copy of their 2009 product liability insurance.

12 | Not-for-Profit and For-Profit Businesses. Each week the market will reserve one stall space for an area not-for-profit organization for the display and/or sale of merchandise. This stall space will be subject to the stall rental fee. Organizations may submit a request to participate by filling out the required registration form and providing proof of 501(c)3 status. Participants will be chosen by lottery.

13 | Code of Conduct. In order to maintain a wholesome, safe, and welcoming environment, the following rules of behavior will be observed on the market premises:

- a. Smoking is prohibited. The market is a non-smoking environment.
- b. Civility must prevail. Disruptive behavior will not be tolerated.
- c. Sidewalks and walkways must be kept clear.
- d. No dissemination of flyers or leaflets; posting of posters or signage, etc., is permitted without the express permission of the market staff.
- e. Political solicitation in any form is not permitted.
- f. Playing of radios or other sound equipment other than approved entertainment is prohibited.

14 | Non-Discrimination Policy. The Saugatuck Center for the Arts believes in equal access to facilities and opportunities for all persons. It is the policy of the Saugatuck Center for the Arts not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, or sexual orientation and to comply with all federal, state, and local nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to employment, access, and treatment in SCA programs and activities. Market vendors agree to comply with the SCA's non-discrimination policy.

15 | Non-Compliance. Violation of these regulations will be cause for dismissal of a vendor without refund of rental fees. The Saugatuck-Douglas Green Market reserves the right to refuse acceptance or retention of any vendor or item that is not in keeping with the regulations or standards determined by the market staff.