



2009 Lancaster Street Market

In co-operation with the City of Lancaster, the Lancaster Downtown Business Association, and See Lancaster

Lancaster Street Market: 2009 Schedule, Participation Agreement, Rules, & Regulations

About the Lancaster Street Market

The Lancaster Downtown Business Association founded the Lancaster Street Market (LSM) in 2008. The 2009 LSM will take place the first Saturday of each month from May through December, 2009, on the greenspace at the corner of Main and Gay Streets in downtown Lancaster, SC.

The Lancaster Street Market is becoming an important part of the City's downtown revitalization program and cultural scene. It provides local vendors an opportunity to sell their goods directly to citizens and tourists alike and to foster a sense of community in Lancaster. The LSM offers locally handmade and handcrafted items for sale.

Becoming a LSM Vendor

The LSM is open to persons seeking to sell items and products made or created by their own hands, such as baked or prepared foods, personal care products, artisan objects, artwork, and fine-crafted goods. Mass manufactured, imported, commercial, or items purchased for resale will NOT be accepted.

All vendors seeking to participate in the 2009 LSM must submit a completed LSM Application, including photos and/or samples of each type of product to be offered for sale, and signature verifying that the applicant has read and agreed to the LSM Participation Agreement. Once a vendor has been notified of acceptance to one or more market days, that vendor must submit payment for the space(s) by the scheduled payment deadline (see chart below).

Schedule & Application Deadlines

The 2009 LSM will take place on the first Saturday of each month from May through December, 2009. The market fee for each market day is \$30 per 10' x 10' tented space. Vendors who wish to participate in more than one market date must submit a separate application for each date for which the vendor wishes to be considered. Vendors who prepay for five or more 2009 market days will receive a 10% discount off the market fee total. Vendors who prepay for all eight 2009 market days will receive a \$40 discount off the market fee total.

Deadlines are:

<i>Market Date</i>	<i>Application due</i>	<i>Notification of Acceptance</i>	<i>Fees due</i>
May 02, 2009	April 06, 2009	April 10, 2009	April 17, 2009
June 06, 2009	April 27, 2009	May 01, 2009	May 08, 2009
July 04, 2009	May 26, 2009	May 29, 2009	June 05, 2009
August 01, 2009	June 22, 2009	June 26, 2009	July 02, 2009
September 05, 2009	July 20, 2009	July 24, 2009	July 31, 2009
October 03, 2009	August 24, 2009	August 28, 2009	September 03, 2009
November 07, 2009	September 21, 2009	September 25, 2009	October 02, 2009
December 05, 2009	October 26, 2009	October 30, 2009	November 06, 2009

Vendors who wish to receive any fee discounts must submit applications for all participating market dates by Monday, April 06 and pay for all dates by Friday, April 17, 2009.

Application Checklist

The following materials are required to submit a completed application to the LSM:

- Completed Application Form
- Signed Participation Agreement
- Photograph(s) or sample(s) of each type of product to be sold at each market day event.
- Proof of insurance or signed insurance waiver

Please send/deliver completed applications by the application deadline to:

Carrie Miller, Street Market Co-ordinator
See Lancaster
201 W Gay Street
Lancaster, SC 29720
Fax: 803-285-6207

All materials submitted with applications must be picked up within 2 weeks of notification of participation approval or denial.

Participation Agreement

The Lancaster Downtown Business Association shall enforce all LSM rules and regulations. Permission to participate in the LSM can be revoked at any time. These rules are mandatory for all vendors participating in the LSM and are part of the agreement for participants.

The participation agreement and accompanying documents are part of the rules and regulations of the Lancaster Street Market. By filling out the application to participate in the market, you are agreeing to abide by the rules and regulations of the LSM as follows:

1. Hours of Operation

Saturdays, 10:00 a.m. - 4:00 p.m.

LSM vendor arrival and set-up:

8:00 a.m. - 9:30 a.m.

LSM vendor breakdown and leaving:

4:00 p.m. - 5:00 p.m.

- Vendors agree to open for business at 10:00 a.m. and to stay open until 4:00 p.m.
- All vehicles must be removed from the market area by 9:30 a.m. Vendors shall park at the KMG parking located at White and Gay Streets while the market is open.

2. Market Fees

- The Lancaster Downtown Business Association establishes rental fees for tents and spaces at the LSM.
- A general peddlers license is provided by See Lancaster and is included in the rental fee.
- See Lancaster must receive fees no later than 14 days before a market day for a vendor to be considered for a space in that market event. Fees are payable via cash, check, money order or credit card.
- All paid fees are non-refundable except in the event of cancellation due to weather (item #9).

3. Spaces & Tents

- Space fees will be assessed at \$30 per day for a tented 10' x 10' space. Vendors who prepay for five or more 2009 market days will receive a 10% discount off the market fee total. Vendors who prepay for all eight 2009 market days will receive a \$40 discount off the market fee total.
- The LSM will provide all tents for market vendors and will assign all tents and spaces.
- Because of space limitations, the criteria used to determine selection of vendors is the jurying process as well as the overall diversification of products offered at the Market. The LSM will rent tents and spaces to vendors as long as sites are available.
- Spaces and tents must remain clean and barrier free. Littering of any type is strictly prohibited. All vendors must move all trash from their tent space at the close of each market day.

4. Tables and Chairs

- All vendors are required to supply their own tables and chairs each week. The LSM will not store tables or chairs for vendors between market days.

5. Signs

- The LSM management must approve all signage. Signs must be able to fit within the 10' x 10' tent space and be appropriate to the ambience of the LSM.

6. Market Staff

- The LSM staff is authorized to assign spaces and enforce all rules and regulations.

7. Insurance

- The LSM does not carry insurance policies to cover individual vendors or other participants in the LSM. LSM vendors are required to be responsible for their own personal, general, and product liability insurance.
- LSM vendors must include proof of insurance or a signed insurance waiver (included in application documents) with completed applications.
- The Lancaster Downtown Business Association shall be reimbursed for any damage to LSM property by any of the market participants.

8. Absences

- Vendors are asked to give 24-hours notice if they cannot attend the LSM. If an emergency arises preventing your attendance, please contact See Lancaster at 803-286-1145.
- If a vendor does not arrive onsite by 9:30 a.m. that assigned space will be considered vacant for that day. LSM staff reserves the right to fill vacant spaces with vendors from the waiting list. Vendors accepted off the waiting list will be given a time extension for set up.

9. Cancellation of the Lancaster Street Market

- Cancellation due to inclement weather is the decision of See Lancaster. The decision will be made the morning of the market.
- Vendors may call 803-286-1145 for cancellation information.
- If the market is cancelled, no vendor is permitted to sell from any tent or vehicle at the LSM site. The site will be officially closed to vendors.

10. Salespeople at the Tents

- People knowledgeable of the items for sale must be present in vendor tents at all times during the LSM.
- Children under the age of 16 will not be allowed to sell unless accompanied by an adult knowledgeable of the items for sale.
- Vendors must be dressed appropriately for working with the public.

11. General Code of Conduct/Rules

- LSM staff, LSM vendors, customers, and visitors will not be subject to language or actions considered to be abusive, profane, threatening, or harassing.
- Possession of firearms, knives, weapons, fireworks, gambling, or use of alcohol or drugs by a vendor or his/her employees or agent constitutes a violation of Market Rules and will constitute immediate and permanent expulsion from the LSM.
- Threatening behavior, vandalism, and the use or threat of violence by a vendor will constitute immediate expulsion from the LSM.
- Fraudulent, dishonest, or deceptive merchandising will be punishable pursuant to the Violation and Sanctions section of the rules and regulations.
- False packs and incorporating the exposure of the best products at the top of a package with inferior product(s) packed below will be considered fraudulent and a violation of the rules and regulations.
- Leashed pets will be permitted in the market area. The owners are required to clean up behind their pets.
- Solicitation for products, services, or charitable contributions, not specifically addressed as a market commodity, or by vendors other than LSM vendors, will not be permitted, except with special permission granted by LSM staff.
- Children under 6 years of age shall not be permitted in the market area unless accompanied by a responsible adult.
- All vendors will be responsible for the actions of their employees and/or agents.
- The selling of live animals is prohibited.
- The selling or distribution of alcoholic beverages and drugs paraphernalia is prohibited.

12. Violations & Sanctions

With the exception of those violations set forth above which constitute grounds for immediate expulsion from the LSM, the following sanctions shall be imposed for violations of the rules and regulations:

- *First Violation:* Failure to comply with the rules and regulations, including the Participation Agreement, will result in a first violation consisting of a written warning
- *Second Violation:* The second violation of the rules and regulations will result in a vendor suspension from the LSM for one Saturday.
- *Third violation:* The third violation of the rules and regulations will result in expulsion from the LSM for the duration of the current season.