



PEARL MARKET

2009 Rules and Regulations

Market Manager

Any questions, concerns, or comments should be directed to the Market Manager. He has final say in enforcing the Rules & Regulations on Market days.

Adam Schroeder
Pearl Market Manager
20 E. Broad St. Suite 300
Columbus, OH 43215
(614) 645-5061 office phone
aeschroeder@SIDservices.com

Hours of Operation

The Market operates every Tuesday and Friday from May 19 through October 30. The Market is open from 10:30a.m. until 2:00p.m. Vendors are expected to staff their booth during those hours.

The Pearl Market will be closed on July 3, 2009 in observance of the Fourth of July holiday.

Attendance

The Pearl Market Staff holds the right to remove vendors from the Market who miss three (3) consecutive markets or a total of 1/3 of the season's market days (14 for 2 day a week vendors, and 6 for one day a week vendors). If a vendor is removed from the Market the vendor may reapply, but will be placed on the waiting list in the spot that their application is received. Removed vendors are also encouraged to reapply for the 2010 term.

Vendors will be considered "absent" on days that the Market is open and they are not in attendance. Tuesday-only vendors will not be counted absent on Friday's and vice-versa.

Money that has already been paid will not be refunded.

If you are going to miss a day, please let Adam know as soon as possible. **The Market phone number is 614-645-5061.** If Adam is unavailable, voicemail is available 24 hours a day.

Rain or Shine

Pearl Market operates rain or shine.

On Market days when strong wind or rain prevents Market staff from setting up merchant tents, merchants will be permitted to sell out of their vehicles as the farmers do.

If tents are not going to be set up that day, Market staff will make an attempt to call merchants as soon as possible to notify them of the change.



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Vendors will be considered absent if they no-call/no-show on a day with a 79% or fewer chance of rain forecasted (via www.weather.com using zip code 43215) during Market hours.

Vendors will not be considered absent on Market days when there is an 80% or greater chance of rain forecasted during Market hours.

Rent

The first month (or entire season) of vendor rent will be collected at Vendor Orientation. Vendor rent will be collected from all month-month vendors on the first market day of each month. Payment must be made in full, or the daily rate will apply. Vendors who are not current on their rent will not be permitted to participate until rent is paid in full.

One day a week vendors wishing to participate on market days that they are not normally scheduled, may purchase the day at a rate of \$10/day as space allows.

2009 Vendor Rent Rates:

2days/week = \$90/month or \$360/season

1day/week = \$70/month or \$300/season

After the week of the 15th each month, vendor rent for all new vendors will be charged at 1/2 the normal rate for remainder of the month. Upon the start of a new month, vendors will be expected to pay the standard rate.

All checks and money orders should be made payable to:

Capital Crossroads Special Improvement District

Daily Rental

Vendors have the option to set up on a daily basis at the rate of \$20/day. There is no limit to the number of daily rentals, however vendors will be accepted only as space allows. Daily vendors are expected to have all necessary licensure and to follow all rules and regulations of the Market.

Extra Table & Chair Rental

Vendors may rent extra tables and folding chairs first-come, first-serve at a rate of \$3/day per item or \$5/day for both one table and one chair.

Rentals must be paid in cash and in full before a table will be assigned to you for the day.

We are unable to guarantee you a specific table. Please keep in mind that some of our tables show wear and tear and may require table dressing or strategic product placement to cover some of the damage to the table.

To take advantage of this offer, please see Market Staff and remit your table rental fee when you arrive in the morning



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Electricity

Standard household electricity will be available to vendors on a first-come, first-served basis based on submitted applications. Market staff will indicate in vendor contracts whether the electricity request is granted. Vendors will be charged a monthly fee of \$10/month on top of their rental fee for use of the electricity.

No generators will be permitted in Pearl Market.

Storage

On-site secured storage will be offered for a fee of \$20 per month or for a \$80 seasonal rate. Once a vendor has paid for their storage, the set-up/tear-down crew will load and unload their merchandise each day. All you have to do is pack it. You take all risk of loss or damage to your merchandise or other property, no matter how it is caused. You must obtain any insurance you want for your merchandise and other property. The organizers are not responsible for property lost, stolen or damaged, Organizers means Capital Crossroads, ECDI, their employees and agents, the City of Columbus, any associated organization, and any of their employees or agents.

Vendors opting to use on-site storage must pack products in large plastic bins that are clearly labeled with your business name, your name, and bin number (1 of 2, 2 of 3 ect.). **NO PERISHABLES OR FOOD ITEMS OF ANY KIND UNLESS VERY TIGHTLY AND SECURELY SEALED.**

Additional storage fees may be charged if a vendor is storing a large amount of items or items stored are especially bulky/heavy and require more than one crew member to load and unload the items. When such a situation arises, the Market Manager will address the storage needs directly with the vendor. Adjusted storage rates will go into effect immediately.

Refunds

Fees are not refundable, unless you give written notice of cancellation at least 24 hours before the first Market day. Once the season begins, you will not have the right to a refund. Credits for days missed will not be issued.

Vendor Money Exchange

Vendors have the option to exchange money for 20's, 10's, 5's, 1's, quarters, dimes, nickels, and pennies. Vendors will only be allowed to exchange money for the amount that they are turning in. No loans or IOU's will be made.

If you are interested in exchanging money, please see the Market Manager. It is important that you let them know in advance of when you will need the money, as it will be kept locked upstairs in their office and quantities are limited.

Merchandise

Market staff reserves the right to approve and deny merchandise/produce/goods. They can remove any merchandise/produce/goods that they have not approved. They will not be responsible for safeguarding any removed merchandise.



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Farm Visit

Each farmer participating in the Market is required to provide a farm visit for staff before their first scheduled day, and upon request from the Market Manager. The farm visit allows staff to verify that each farmer is only selling what they grow themselves, see the farm, and get to know more about the farm and family.

Farm visits will look at items that are planted on the farm (varieties, quantity acres, rows), and any items that the farmer plans on planting later in the season (crop plans, evidence of seed orders may be provided as support documents). Market staff may also take pictures to be used for promotional purposes.

Additional Farm Visits can be requested at any time throughout the season, with or without a grievance being filed. A farmer does not have to consent to additional visits, but understands that refusing a visit may result in their temporary or permanent ban from the Market.

Health Inspections

Prepared Food vendors are required to attend an extended orientation session, meet with the City of Columbus Health Department privately, or provide Market staff with a copy of their mobile food license. Vendors are expected to follow all rules and regulations as set-forth by the City of Columbus Health Department. Pearl Market will provide the necessary Daily Health Permit under which food vendors can operate, but all vendors are expected to comply with all City Health Inspectors, and their agents. Please notify the Market Manager if there is a dispute with an inspector or other Health Department employees.

Loading & Unloading

Vendors are permitted to pull into Lynn alley to unload & load their vehicles on Market days. When doing so, vendors must ensure they are not blocking alley traffic. Please pull off the side, or past the row of tents and quickly unload your vehicle.

Merchants set-up in South Pearl (near the farmers) must move their vehicles by 9:30a.m. After this time, vendors will only be permitted to temporarily park elsewhere and carry their inventory back to their tent.

Promotions

Market Staff will be running different promotions throughout the season. Your participation in the promotions is strictly voluntary. Vendors are encouraged to run their own promotions as they wish and cross-promote with other vendors. Market Staff are happy to work with vendors on this.

If you would like to further discuss Market promotions, or if you have questions or promotional ideas, please contact Market Promotions Coordinator Kacey Campbell at (614) 645-5095 or KACampbell@SIDservices.com.



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Security

Pearl Alley and Lynn Alley are both public streets. Staff does not control who enters either alley. You take all risk of loss or damage to your merchandise or other property, no matter how it is

caused. You must obtain any insurance you want for your merchandise and other property. The organizers are not responsible for property that is lost, stolen or damaged. Organizers means Capital Crossroads, ECDI, employees and agents, the City of Columbus, any associated organization, and any of their employees or agents.

If you need to momentarily step away from your booth, staff advises that you ask the vendor next to you, or Market Staff, to watch your booth. If an incident does occur, please contact staff immediately.

Complaints/Grievances

All complaints/grievances should be made to the Market Manager in writing.

The Market Manager will judiciously decide the best way to resolve the issue. If a party involved with in the complaint/grievance is unsatisfied with the resolution, they may notify the Market Manager in writing. At that time the Market Manager will refer the matter to Capital Crossroads' Director, Cleve Ricksecker. Rickersecker's decision will be considered final, closing the matter.

Small Business Loans

By participating in the markets, you may qualify for a small business loan, between \$1,000-\$4,000. Loans may be used to purchase inventory and other assets for your business. To find out more information about Pearl Market loans please ECDI at 559-0115.

Smoking

Smoking is prohibited under any Pearl Market tent. Staff asks that vendors be considerate of the shared market space.

Media Release

By signing your lease (vendor contract? Rules and regulations?) and participating in the Market, you agree to the following statement:

I hereby give my consent to all photographs, audiorecordings, academic work, and/or videorecordings taken of me or my staff. I understand that any such photographs, audiorecordings, academic work, and/or videorecordings become the property of Capital Crossroads and/or ECDI and may be used by the Markets, parent companies, or others with their consent, for educational, instructional, or promotional purposes determined by the Market and its parent companies in broadcast and media formats now existing or created in the future.



Sales Figures

Merchant sales will be collected on Friday of each week. This information is strictly used internally to track the progress of the market and to recruit market sponsorship. **We do not submit your individual sales information to any governing body, nor will your individual sales information ever be given out to anyone but you without your consent.**

Buying Your Vendor Signs

Vendors may purchase their vendor sign for \$10 when they complete their time with the Market.. The signs are a great way to advertise your business or use at other festivals you may participate in. If you choose not purchase your sign, we will hold on to it for use again next season.



Acknowledgement of Rules & Regulations

Please read the below statement, sign, and return to the Market Staff. Vendors will not be permitted to begin selling in Pearl Market until the form is returned.

I have received a copy of the 2009 Pearl Market Rules & Regulations. I have reviewed the Pearl Market Rules & Regulations and agree to abide by all rules & regulations outlined in the document. I understand that additional Rules & Regulations may be implemented as the 2009 Season progresses. I will receive copies of any new Market Rules & Regulations, and agree to abide by those Rules & Regulations as well.

I understand that on Market days the Market Manager has final say in the enforcement of all Market Rules & Regulations. I further understand as a Vendor in the Pearl Market I have the right to an appeals process as outlined in the 2009 Rules & Regulations.

Signature

Date

Name (please print)