



## Draft Document

The final document will be sent upon vendor approval.

**The Oakdale Morning Market exists to build community while offering a place for local growers and makers to offer their goods directly to consumers.**

Each Saturday Morning  
May-September  
8:00 a.m. - 11:00 a.m.

North 3<sup>rd</sup> Avenue between E and F Streets  
Oakdale, CA

[www.OakdaleMorningMarket.com](http://www.OakdaleMorningMarket.com)

A project of Love Oakdale  
P.O. Box 93 Oakdale, CA 95361  
WeLoveOakdale@gmail.com  
LoveOakdale.com  
209.607.9881

## **2024 Oakdale Morning Market Rules and Regulations**

### **I. General Market Information**

Oakdale Morning Market is a project of Love Oakdale and runs Saturday mornings from May-September from 8:00 a.m.-11:00 a.m. The market is sponsored by local businesses which allows most of your vendor fees to fund Love Oakdale's outreach programs. We offer free activities for kids, space for young entrepreneurs to sell their handmade items, and a place for our guests to listen to great live music while enjoying delicious food. Most of our programs are free to the public and are made possible by our sponsors, vendors, and the support of our patrons. We are so excited for the second season of our market and look forward to building community with you!

### **II. Our Commitment:**

- The Oakdale Morning Market team will strive to make the Oakdale Morning Market a safe, community-based market, open to all.
- The Oakdale Morning Market team will work to plan special events and giveaways throughout the season, aimed at increasing patron attendance and overall sales for our vendors.
- The Oakdale Morning Market team is passionate about the success of the vendors who choose to partner with the Oakdale Morning Market. We are committed to creating an environment that welcomes patrons and will work to share the mission and activity at the market through social media and are committed to providing you with any pertinent feedback with the goal of increasing your sales week-over-week.
- The Oakdale Morning Market values our relationships with brick-and-mortar businesses located within market boundaries and makes every effort to help them build their businesses by including them as vendors. Each business is invited to be open during market hours and to come outside to sell their products. OMM will assist businesses with marketing and signage as requested.
- OMM is passionate about building community. Each week we welcome a Featured Non-Profit who will be given free booth space to share their work in our community with market patrons.

### III. **Becoming a Vendor**

- Vendors must apply through the application found at [www.OakdaleMorningMarket.com](http://www.OakdaleMorningMarket.com) and be approved by the market manager before selling at the market.
- Vendors must list all items intended for sale on their application. Only items approved for sale are allowed to be sold.
- Vendor approvals are at the discretion of the market manager are based on quality and uniqueness of products, market mix and space availability, the aesthetics and attractiveness of the vendor's booth setup, as well as other factors deemed relevant by the market manager and team.
- Vendors are invited to apply in one of these categories:
  - Produce
  - Specialty Prepackaged Food
  - Prepared On-Site Food
  - Craft Artisans
  - Resellers
  - Nonprofit Organizations
- When vendors are approved, the approval fee and required documents must be submitted through our online system.
- Change of Ownership will require a new application by the new owner.

### IV. **Vendor Expectations:**

- Vendors are expected to pay all fees in a timely manner through our online payment system. See **Fees** section for additional details.
- Vendors will arrive on time. See **Arrival** section for additional details.
- Vendors will report their sales total to OMM team each week. As part of our commitment to helping your business grow, we need this data.
- No music may be played by vendors during market hours.
- All vendors must comply with applicable federal, state, and local laws, ordinances, and regulations and obtain all necessary licenses, permits, and registrations.
- All vendors must obtain \$1,000,000 worth of liability insurance and name Love Oakdale P.O. Box 93 Oakdale, CA as additional insured.
- Vendors and their representatives must:
  - Be knowledgeable about their products and how they are grown, produced, and used, and communicate that clearly to the customers.
  - Produce, transport, store, and display products in a sanitary, presentable, and attractive manner.
  - Have prices visible, easy to read, and available for customers without them having to ask.

- Be honest and always conduct themselves in a courteous and business-like manner.
- Participants are expected to dress and behave in an appropriate manner. Excessive drinking, smoking, yelling, swearing, name-calling, slanderous remarks and other rude behavior will not be tolerated and may cause you to lose your space for the remainder of the season.
- Be able to refer matters to a market manager when having trouble with customers.
- Treat each other, staff, customers, and officials with respect.
- Refer complaints about other participants or these guidelines in writing to the market manager.

## V. Fees

All market stalls are 10' x 10'. Vendors needing more space will be assessed fees based on the number of 10' x 10' spaces utilized. All fees are to be paid in advance of the market through our online payment system.

### • **Artisan and Resale Vendors**

- Application Fee due upon approval is \$50.
- Stall fees are \$45 per week and due by Thursday at noon prior to the Saturday market. Payments will only be accepted via our online payment system.
- The following discounts are available for advance commitment/pre-payment:
  - **Vendors selected as weekly (22 weeks) vendors:**
    - Prepay the full season and receive three free weeks.
    - Weekly Vendors who prepay for the full season will receive a Social Media highlight once a month for your commitment to the Oakdale Morning Market.
  - **Vendors selected as bi-weekly (11 weeks) vendors:**
    - Prepay the full season and receive one week free.
    - Bi-weekly Vendors who prepay for the full season will receive a Social Media highlight once a month for your commitment to the Oakdale Morning Market.
  - **Vendors selected as monthly (5 weeks) vendors:**
    - Prepayment for the season is required at the rate of \$40 per week.
    - Once a month vendors will receive one Social Media highlight for your commitment to the Oakdale Morning Market.
  - **Weekly Vendors who choose to pay a month in advance:**
    - Payment is due by the 25<sup>th</sup> of the preceding month at the rate of \$40 per week saving \$20-\$25 per month.

- **Food Vendors**

- Application Fee due upon approval is \$120.
- Stall fees are \$45 per week and due by Thursday at noon prior to the Saturday market. Payments will only be accepted via our online payment system.
- The following discounts are available for advance commitment/pre-payment:
  - **Vendors selected as weekly (22 weeks) vendors:**
    - Prepay the full season and receive three free weeks.
    - Weekly Vendors who prepay for the full season will receive a Social Media highlight once a month for your commitment to the Oakdale Morning Market.
  - **Vendors selected as bi-weekly (11 weeks) vendors:**
    - Prepay the full season and receive one week free.
    - Bi-weekly Vendors who prepay for the full season will receive a Social Media highlight once a month for your commitment to the Oakdale Morning Market.
  - **Weekly Vendors who choose to pay a month in advance:**
    - Payment is due by the 25<sup>th</sup> of the preceding month at the rate of \$40 per week saving \$20-\$25 per month.

## **VI. National Farmers Market Week Participation**

- Vendors selling produce and pre-packed food will be asked to donate an item for a giveaway celebrating National Farmers Market Week on August 10, 2024
- As a participating vendor, you will receive a special Social Media highlight during the preceding week. This will be in addition to other marketing listed above.

## **VII. Vendor Arrival, Breakdown, Stall Details**

- Vendors are to be set up and ready to go by 7:45 a.m. and stay for the duration of the market. Even if you sell out, please do not begin to break down your booth before 11:00 a.m.
- Vehicles must be out of the market area no later than 7:15 a.m. Please unload quickly and park your car before setting up your booth. We have many vendors to set up in a small area and your patience and grace will be needed.
- Vendor parking is across F Street in the Library/Community Center Lot located on South 1<sup>st</sup> Avenue between F and G. It is a short walk back through the Community Center Plaza and down a block. This will allow closer parking to be available for our market patrons and local business customers. **Not parking in vendor parking will result in a \$50 fine** which must be paid before you will be allowed to sell at future markets.

- You may set up any time after 6:00 a.m. For those of you with trucks or trailers, please arrive before 6:30 so you can be parked and tow vehicles removed before other vendors arrive.
- Your stall number and location can be found on the weekly vendor list and map. Stall assignments may be changed at the market manager's discretion.
- Vendors are responsible for hauling out their own garbage. Please do not place it in OMM or city receptacles.
- Vendors will provide their own tables, chairs, and tent/shade canopies. Any vendor requiring electricity should bring their own generator. Limited electricity exists on 3<sup>rd</sup> Avenue, but backup power is each vendor's responsibility.
- All vendors must have a sign identifying their business name.
- Vendors are limited to one A-Frame sign outside of their stall. Signs may not be placed more than four feet from the stall edge.
- Vendors may not begin breaking down their booth prior to 11:00 a.m. Breakdown must then be quick and complete with the goal of being off of the street no later than 11:45 a.m.

## VIII. Cancellations

If you are unable to attend a market, please let us know as soon as possible. The number of vendors and layout of the market is a critical part of the consumer experience. Providing advance notice allows us to adjust the map/layout as needed to maintain the quality market we are on mission to provide.

- Cancellations given a week in advance will be issued a full refund of prepaid stall fees prorated to any discount earned by prepayment.
- Cancellations prior to 48 hours in advance will be issued a 50% refund of prepaid stall fees prorated to any discount earned by prepayment.
- Cancellations less than 48 hours will NOT be issued a refund of prepaid stall fees.
- **More than two cancellations per season with less than 48 hours notice may result in a vendor losing the spot for the remainder of the season.**

OMM is open rain or shine each Saturday May - September. On very rare occasions, excessive heat or poor air quality could cause the market to be cancelled. We will do our best to notify you with plenty of time to adjust your schedule, in the event of a cancellation.

## IX. Additional Guidelines for Food Vendors:

The Environmental Resource Department of Stanislaus County will be spot checking the market. A couple of reminders:

- If you are sampling or serving any food item, you must have a handwashing station in your booth. Please do not dispose of grey water in the flowerbeds. Greywater and ice may be placed in the gutter at the end of the market.
- All food and produce needs to be at least six inches off the ground.
- You must have a garbage receptacle in your booth. Please haul out your garbage at the conclusion of the market.
- If you are cooking in your booth, please cover the ground with a tarp or mat to prevent grease from being left on the pavers.
- If using cords, please make sure they are covered for patrons' safety.

**X. Suspension or removal of a vendor from the market:**

- A vendor may be suspended or removed from any market or markets or have selling privileges in the market conditioned, modified or limited by a market manager for any of the following reasons:
  - Failure to obey and conform to state, local government or market rules and regulations.
  - Causing or maintaining an unsafe or unsanitary condition at the market.
  - Unreasonable or outrageous conduct considered detrimental to the purposes or interests of the market.
  - Failure to attend a previously reserved market space without adequate prior notification.
  - Selling items that were excluded from your application at time of approval.
  - Behavior that obstructs any other vendor's commerce or ability to transact business at the market.

These guidelines may be modified at any time. All vendors will be notified of any changes.

**Questions, concerns about these guidelines, inquiries about market sponsorships, or information regarding Love Oakdale may be directed to:**

Lisa  
209.607.9881  
Lisa@oakdalemorningmarket.com

**Questions regarding scheduling or anything else may be directed to:**

Roxanne  
209.613.2250  
Roxanne@oakdalemorningmarket.com

