



# Ankeny Market Place

2019

## VENDOR

### Information & Rules and Regulations

**Ankeny Market highlights cultural diversity through the sale of products that share and celebrate people's cultural heritage. The Market Place features items from all over the world, as well as products that reflect the lifestyle and values of our community at large.**

**All vendors will find the information below as a guide to help you submit an application.**

**Please call or email us if you need help in understanding details or completing forms correctly.  
Email [hamellisa@hotmail.com](mailto:hamellisa@hotmail.com) or call 503-260-2886 with questions.**

#### **How to Apply**

1. Read this Information & Rules and Regulation carefully
2. Carefully review and complete the Application (including contact details)
3. Send us your completed Application and we will contact you by email or letter and will let you know whether your Application has been accepted.
4. Once your Application is accepted, we will send you a License Agreement for you to review and sign.
5. You should mail your signed License Agreement, with a check payable to "Ankeny Market Place" for Total Initial Costs detailed on the first page of the License Agreement, and a copy of your liability insurance certificate of insurance (see paragraph regarding Insurance in License Agreement) to Attn: Vendors & Exhibits, Ankeny Market Place 11715 SW 134<sup>th</sup> Terrace, Tigard Oregon 97223.
6. Once we receive your signed License Agreement, your check, and a copy of your liability insurance certificate, we will send a copy of the fully-executed License Agreement back to you for your records.

#### **I.Venue**

The Market is located in downtown Portland across from The Mercy Corp Building, kiddy corner from Ankeny Plaza and the Skidmore Fountain. The Market is neighboring the Portland Saturday Market and will operate in 2019 every weekend starting in April. This location draws thousands of attendees every weekend from March through December.

#### **II. Criteria for Acceptance**

**AMP will evaluate applications based on the following criteria.**

1. Cultural: Will the applicant help the Market enhance its authentic cultural experience?
2. Diverse Products: Has the applicant proposed to sell products dissimilar from products already sold at the Market?

3. Quality: Will the applicant maintain his/her space in a well-kept fashion, and with visually pleasing and good presentation?
4. In good standing: Has the applicant timely paid all amounts previously owed to PWM?

**AMP reserves the right to approve or disapprove any application in its sole discretion.**

### **III. Hours of Operation (subject to change)**

1. Set Up: Saturdays, from 7am to 10am; Sundays, from 8am to 11am
2. Market Hours of Operation: Saturdays, from 10am to 5pm; Sundays, from 11am to 4:30pm
3. Space Tear Down: not before 5pm Saturday or before 4:30 pm on Sunday

**The hours of operation of the Market may be modified from time to time at the discretion of APM after advance notice to the vendors.**

**The following are applicable to all spaces:**

1. Security – patrols periodically (Note: AMP provides security as a service to the vendors but makes no guarantee of security and accepts no liability for damage, theft, or loss of property).
2. Access to electricity on a nonexclusive basis and subject to availability and restrictions on use and other rules and regulations that may be adopted by AMP.
3. There is no running water or restrooms available at the Property.

### **IV. Optional Equipment & Services You Can Bring Yourself**

AMP will not provide tables, chairs, tents, or any other furniture or items to any vendor. Each vendor is responsible to provide their own tables, chairs, tents, and other display items. All property brought onto the Property must be in good condition and repair. All signage brought onto the Property must be professionally printed or painted and should reflect the culture, heritage, or ethnicity represented by the vendor's booth. AMP reserves the right, in its sole discretion, to prohibit signage or materials that do not comply with these requirements.

Each vendor must obtain permission from AMP for the use of any tent by providing photos of the tent and a description of the tent including its dimensions to AMP. All tents must be of commercial quality and must be white unless the tent is a specialty tent and has been approved by AMP for use at the Market. Any tent to be used on the Property must be in place no later than 9am on Saturday.

### **VII. Vending Costs and Fees**

1. Weekend and monthly booth fees are due and payable at the time of acceptance to the Market, thereafter, weekend and monthly booth fees are due and payable in full on the first Saturday of each.
2. Unpaid booth fees will constitute failure to comply and may result in late fees, interest charges, and expulsion from the Market.
3. Food vendors must pay a \$500 security deposit.
4. Yearly licensed Vendors must pay a security deposit equal to 50% of their monthly booth fee
5. Applicants that are accepted into the Market will not be eligible for a refund of any fees if applicant decides to withdraw from the Market.

### **VIII. Insurance & Health Permit Needs**

1. Each vendor must maintain commercial general liability insurance described in the License Agreement.
2. Each food vendor is required to maintain any food handling licenses and any other licenses and permits required by applicable law.
3. Any alcohol vendor is required to maintain any OLCC permits and liquor licenses necessary and required.

### **IX. Other Rules & Regulations**

**AMP may amend, modify, supplement, or replace the rules and regulations from time to time and any such amended, modified, supplemented, or replacement rules and regulations will be binding on each vendor once a vendor has been given a copy. AMP shall have no liability for enforcing or failing to enforce any rule or regulation.**

1. The Market may not be used by a vendor as a venue to promote, oppose or debate political, social, religious or other related issues.
2. No vendors may set-up or take-down its booth or move-in or move-out of the Market during the Market's normal hours of operation, but items and supplies may be hand-carried into the market during the Market's normal hours of operation.
3. Vendors must be respectful of the public in connection with all set-up and take-down of booths and in connection with moving in and out of the Market.
4. There is no parking available for vendors or patrons at the Market. Additionally, Vendors may not park on or about the Property without the written permission of AMP.
5. No alcoholic beverages may be brought onto or consumed on the Property.
6. AMP has the right, in its sole discretion, to approve or disapprove an application from any potential vendor, and to approve or disapprove any vendor's proposed goods, inventory, exhibit, or display. The Market has the right to remove, without compensation or liability, any display or products that it reasonably believes was not approved by the Market or is inconsistent with these rules and regulations of the Market.
7. Only products listed in a vendor's application and approved by the AMP may be sold at the Market. Any new products for existing vendors must be approved by AMP in writing.
8. In no event may a vendor sell or display firearms, cigarettes, tobacco, controlled-substances, or sexually-explicit items at the Market.
9. Each vendor must have its merchandise and display in good order 15 minutes before the published Market opening time and must maintain its booth, merchandise, and display in good condition and repair during the Market's normal hours of operation.
10. Any approved vendor tent must be set up before 9:45 a.m. on Saturday or 10:45 a.m. on Sunday and must properly staff its booth during the Market's scheduled hours of operation.
11. No vendor, or its agents, employees, contractors, or invitees may leave debris or other items in the public walkway areas of the Market.
12. All tables must be covered with table linens or other similar decorative materials.
13. Signs and awnings are allowed,
14. The Market reserves the right to remove any signage, awning or item that it deems inappropriate or hazardous.
15. Donation jars, tip jars, and similar devices are prohibited on the Property.
16. Beverages and food may only be sold and distributed by vendors approved by AMP to sell or distribute beverages or food.
17. There is no running water on the Property and each vendor must supply its own water necessary for drinking or for other uses.
18. There are no restrooms on the Property and the Market does not provide bathroom facilities. Each vendor must plan accordingly.
19. Each vendor must recycle as much waste generated by the vendor and its employees, contractors, agents, and invitees on the Property as is reasonable and in strict compliance with any applicable laws and any recycling practices applicable to the Property.
20. Each vendor must remove and dispose of offsite all garbage generated on the Property by the vendor and its agents, employees, contractors, and invitees.
21. No products containing or composed of polystyrene foam (styrofoam) may be sold by a vendor or its employees, agents, contractors, or invitees on the Property.
22. Each vendor shall refrain from any use of the Property which is dangerous, improper, immoral, unlawful, or objectionable or which is offensive or annoying or interferes or obstructs the rights of other vendors or users of the Property or the owners, users, or occupants of nearby properties.
23. No vendor may create or permit any condition which would constitute a fire hazard or use the Property in such a way or for such a purpose that the fire insurance rate on the Property is increased.
24. No vendor may use or permit its employees, agents, contractors or invitees to use the Property for lodging or sleeping purposes.
25. Vendors and employees, agents, contractors, and invitees of vendors may not nail, staple, or otherwise affix any object, display, sign, or other property to any portion of the Property without written permission from AMP.
26. No vendor may bring gasoline or other flammable or highly combustible materials on the Property at any time. Propane is allowed for day use only, but must be removed off the property after the market is closed. The unit must be safe and "Fire Code approved.
27. Any and all loading and unloading by vendor and their employees, agents, contractors, and invitees must comply with all applicable regulations and may not create a nuisance or interfere with other uses of any right-of-way.
28. The Market has the right to cause any person who violates any rule or regulation of the Market or that the Market considers to be dangerous or disruptive, loud, or offensive to be removed from the Market.

29. At the end of each business day, each vendor shall leave the space in a neat and orderly condition and shall leave the area as nearly like it was at the time of move-in as possible. Each vendor must remove all displays, merchandise, debris and other materials from the space daily unless AMP agrees otherwise. Vendors will typically be allowed to leave displays, and other property behind overnight, but such right may be subject to additional conditions or restrictions and done at your vendor own risk. AMP is not responsible for any thief or vandalism.
30. No burning of incense, trash, or waste materials, also anything creating noxious odors in or about the Market premises.
31. No excess storage boxes will be allowed outside your booth space and must be stored out of site of the public eyes.
32. Electricity will not be available the 1st month of operation. There after Electric Cords must be covered and affixed to the ground. Each booth space is limited to 300 watts
33. Personal music sound equipment of any kind is not allowed.
34. Garbage is not allowed in the site of the public.
35. No smoking of any kind is allowed within 500 feet of AMP.
36. Loading and Unloading is an active event. Please unload your entire product first and then go park your car. Then come back and set up your booth, not before. Unloading is available on Ankeny Street from 2nd Avenue to Front Street. You are allowed 30 minutes only to unload and load your car unless otherwise arranged. No cars will be allowed on Ankeny after 10AM and not before 5:30PM on Saturday and on Sunday not after 11AM and not before 5:00PM.
37. All food vendors are required to put down a tarp under the whole perimeter of there booth space to collect all food debris and grease.
38. All food vendors are responsible for all propane permits required by law from the fire department and are also required to provide a copy of their health permit.