

THE DURHAM CRAFT MARKET

Post Office Box 61842, Durham, NC 27715

info@durhamcraftmarket.com

Craft Market Rules

The **Durham Craft Market** (“DCM”) is a membership association with a cooperative, community-oriented philosophy. The association is made up of artisans from Durham and the surrounding areas.

The **location** of the Durham Craft Market is near the intersection of Foster and Hunt Streets, in the Durham Central Park area, across the street from the Farmers Market Pavilion. **Market operating hours** are 8:00 a.m. to 12:00 noon on Saturdays. The **DCM season** runs from the first Saturday in April through the Saturday before Thanksgiving.

On any given Saturday approximately **20 vendors** may be present. This number varies throughout the season. Space is available to approved vendors only.

All members pay an annual fee to participate. The fee for new members is \$100. After the first year, members have the option to participate in committee and organizational work. If they choose this option, dues are reduced to \$50. This option is not available to new members.

There is no minimum attendance requirement. However, members are strongly encouraged to attend as often as they feasibly can.

Qualifications for All Sellers

- a. Each seller must reside and make the items to be sold within a 30-mile radius of the Durham city limits, in the state of North Carolina.
- b. Each seller must be the original producer of the items sold. Sellers may designate personal representatives to attend the Market (family members, employees, etc.)
- c. The seller’s items must be artistic in nature and show personal creativity. All items must be handcrafted. The Durham Craft Market Selection Committee reserves the right to make the subjective judgments about the creative and handcrafted nature of the items sold.
- d. All sellers and their representatives must abide by the responsibilities and requirements set forth in this document.

The Application Process

- a. The applicant must fully complete the **Vendor Application**, downloadable from the Durham Craft Market web site, www.durhamcraftmarket.com.
- b. The applicant must submit a **\$10 non-refundable application fee**. Send a check or money order, made payable to the Durham Craft Market, Post Office Box 61842, Durham, NC, 27715.
- c. The applicant must include with the application **between two and four photographs** of the items to be sold. Applications without photographs will not be considered. **E-mailed digital photos are preferred; photographs may be e-mailed to info@durhamcraftmarket.com or mailed** with the application fee. Photographs will be returned only if a self-addressed, stamped envelope has been provided by the applicant.
- d. Deadlines: Last day of each month.
- e. The Selection Committee may request that the applicant submit an actual item for review.
- f. The applicant will be notified of a “yes” or “no” decision within two to four weeks.

- g. The Durham Craft Market **encourages applicants of all ages, from all backgrounds**. If the producer of the items sold is younger than 18 years of age, his or her guardian or parent must serve as the active member of the DCM. The minor may sell the products at the Market.
- h. Once a seller is accepted into the Market, s/he **does not need to re-apply for the following year**. However, all members may be asked to submit to a peer review process from time to time.

The Selection Process

The Selection Committee will be made up of Durham Craft Market members appointed by the DCM Steering Committee. Selection Committee members are committed to reviewing each application with the utmost integrity and respect. Decisions will be made on the basis of perceived quality, workmanship, creativity, uniqueness, and market availability for the specific craft type. The Selection Committee will limit the number of sellers within the same category.

- a. The Durham Craft Market's Selection Committee has the sole discretion to accept or decline applications. The Selection Committee's decision is final for the duration of the season. Applicants may re-apply for the following season.
- b. The Selection Committee will thoroughly review the applicant's application and photographs.
- c. The Selection Committee may ask for additional items, information, or documentation.
- d. Applicants will be contacted in writing with the Committee's decision shortly after the Committee's review meeting.

Member Responsibilities

All members must:

- a. Be officially admitted to the DCM by the Selection Committee. Work for sale must be consistent with the images presented in the application.
- b. Sign up for Market days by the 15th of each month, for the following month. E.g, sign up for Saturdays in April by March 15th.
- c. Notify the Durham Craft Market Membership Committee within four days, in writing or via e-mail, if they will not be attending one of the Saturdays they have committed to.
- d. Arrive at the Market no later than 7:30 a.m. to be set up by 8:00 a.m. Members must remove their vehicles to a remote parking lot prior to 8:00 a.m. For safety reasons, members are not allowed to bring their vehicles back in to re-load until the close of the Market (except in true emergencies). Use the "DCM Vendor" dashboard sign issued upon acceptance.
- e. If the seller brings a tent or canopy, s/he is required to weight it down with adequate weights (cinder blocks, weights, sandbags, etc.) The seller is personally liable for any accidents involving the tent. (See below for additional information about tents.)
- f. Post proper signage.
 - a. Prices must be posted for all items sold. Prices are set by the member.
 - b. The name of the member (artisan) or artisan's business name must be posted.
 - c. Display your "DCM Vendor" booth sign issued upon acceptance.
 - d. Displays are encouraged to reflect the high quality and artistic nature of the entire market.
- g. Clean up the area around their booths after the Market. Failure to clean up properly may result in the member's suspension from the Market.
- h. Members who wish to sell a new product category that is not on their application must re-apply to the Selection Committee in writing. Attempting to sell an item or category that was not on the original application without authorization may result in suspension from the DCM.
- i. Follow generally recognized ethical business practices and behave with professionalism at all times.

Additional Information:

- a. All members must pay the **annual membership fee before the first day they attend the Market**. Fees from renewing members are due January 31st.
- b. The annual fee is \$100. Returning members have the option of joining an organizational committee. In this case, the fee is reduced to \$50.
- c. All members **must attend one general membership meeting** per year. They are encouraged to attend organizational meetings, vote on membership issues, and elect and serve as officers.

General Selling Information

- Spaces are allotted on a “first-come, first served” basis along the sidewalk of Foster Street. Arrive by 7:30 to make the set-up process smooth and orderly. Typical arrival time is between 6:30 and 7:15 a.m.
- Booth spaces are approximately 10’ x 10’. Electricity and water are not available. Tables, tents, and chairs are not provided. Remember to bring weights for your tent.
- Market participation is by Selection Committee authorization only. (No “drop-ins”.)
- All sellers are required to give their monthly attendance dates to the Membership Committee on the 15th of each month. For example, provide your April dates no later than March 15.
- No alcoholic beverages, controlled substances, or weapons of any kind are permitted.
- Boomboxes, personal cd players, radios, etc. are not permitted due to noise complaints.
- In inclement weather, each member may decide individually whether to attend or not. The Farmers Market stays open rain or shine (except in extreme conditions).
- Complaints about process, logistics, member behavior, or other matters may be directed to the Market Facilitator. Complaints must be submitted in writing and may not be anonymous. All complaints will be seriously considered by the Durham Craft Market’s Officers and Steering Committee. Decisions or responses will be rendered in writing.
- By signing the application form, members agree to the requirements set forth on this document. Members who are suspended or expelled due to non-compliance with these requirements will not receive any refund of any kind of dues or fees.

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Please read the following additional information about tents and canopies.

Additional Information Regarding Tents

Background

The DCM Rules state that if you use a tent for your booth display, you must use weights to keep it from blowing over in the wind. The reasons for this are:

- Our particular site at the Durham Central Park is **abnormally windy**. Many members have participated in outdoor shows before without weighing down their tents and have had no negative experience with that. **But our situation is different!** Please do not think that just because you have done outdoor shows before without weights that you will not need them at the DCM – you will.
- A tent blowing over in the wind can **cause injury** to anyone in the vicinity – customers, passersby, DCM members, etc.
- A tent blowing over can **cause costly property damage** to your own display or another member's display, or the property of passersby.
- In today's litigious society, **you would almost certainly get sued** for any damage or injury you cause by having your tent blow over. You would be held personally liable for any problems your tent causes.
- The DCM, an unincorporated association, is not responsible for any damage caused by an individual member vendor. However, damages caused by an individual member could put the DCM and its officers at risk of having to defend a lawsuit, so please be conscientious about your tents and weights to help avoid any potential problems.

Tent Weight Requirements

Therefore, the Steering Committee has determined that every member who uses a tent must use at least **15 lbs. of weight PER POLE, from the following list of approved weights.**

Here is the list of approved weights.

- Standard cinder block, one per pole
- Two 1-gallon jugs of water per pole
- Weight-lifting weights, at least 15 lbs. each per pole
- One 2-gallon bucket filled with sand per pole
- One 2-gallon bucket filled with concrete per pole
- PVC pipe filled with concrete with a long eyebolt anchored in the cement, tied to each pole

And:

- All weights must be securely tied or otherwise affixed to the pole.
- You must use weights **EVEN IF YOU STAKE.**

If you devise some other form of weight that is at least 15 lbs., you must discuss it with the Daily On-site Market Manager before using it.

Consequences

The Daily On-site Market Manager will come to every tent to check tent weights. If he or she determines that your weights are not sufficient or not on the approved list, he or she will **ask you to take your tent down.**

In closing, the Steering Committee wishes you to know that these requirements are designed to protect YOU and the DCM organization from liability in case of accidents. They are also designed to protect you and others from experiencing physical and financial harm.