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Guidelines for Craft Booth Appearance

Members are required to keep all of their property within the booth spaces appropriated to them. Do not keep any valuables unattended or stored overnight in your booth. All members are required to remain open during market hours. Members are not allowed to start packing up their booth until Market officially closes. Packing up your booth early will result in fines.

Pop-Up Tents and Awnings:

- Many vendors choose to purchase commercial pop-up tents and accessories. Remember that your tent must fit within your allotted booth space (typically 8'X 8') and that commercially purchased awnings that extend over the aisles must a minimum 7 feet from ground level and extend no more than a maximum of 30".
- **Do not attach any of your belongings (ie awnings, tents, signs, sides, tops, tarps etc) to any market/ parks dept. property (ie market tents, plants, any electrical boxes or connectors).**
- Pre-approval is required for any awnings outside the parameters and for all custom made awnings.
- All tops and sidewalls must be flame retardant.

Signs:

Signs extending into an aisle must be 7 feet off the ground and cannot extend more than 24" outside booth space in any direction without pre-approval.

Garbage:

Garbage cans/dumpsters are for waste generated at the market only.

Clean Up:

- Please keep your booth area clean during the day and leave it clean when you leave. Failure to do so may result in the Member being charged for any clean-up costs incurred by the Market under lease obligations.
- Brooms are available in the garage or site crew booth. Please return.

Electricity:

- Each booth has a maximum of 500 watts available for lighting purposes only.
- Extension cords must be 16 gauge or heavier and should have three-prong grounded plugs. Electrical use, other than for lighting, must be pre-approved.

Heaters:

- Propane heaters, with an automatic safety switch, a base and that is accompanied by a 2A:10BC new fire extinguisher, are allowed in PSM craft booth areas. Propane is NOT allowed to be stored on the market site, or in its storage areas under any circumstances. Members are responsible for all required permits from the Fire Department.
- Please fuel all heaters in an open area away from the market, prior to the opening to avoid a fire hazard. Do not leave heaters unattended and keep all heating units away from combustibles.
- Remember, customers may not be aware of the hazards associated with heaters please watch out for them while in your booth. You are liable for any accident that occurs within your booth space.

Weather/ Wind/ Weights

- Portland Saturday Market is an outdoor market and operates in rain, wind or shine. All members are required to stay open during market hours, unless the market officially closes for foul weather.
- Tearing down your booth early will result in fines, unless pre-approved and for an emergency only.
- Every Market day, no matter the weather, all vendors are required to have their canopies or other booth covers sufficiently weighted.

Dismantling Booths:

- Booths may be left up on Saturday night if you are selling in the same booth space on Sunday.
- Be prepared for unexpected weather events as the market is not responsible for any loss or damage to property left on-site; have enough weights on the legs of your booth and allow air flow through your booth overnight (collapse your booth to a lower level and tack up side walls, or take down completely). Please be aware that even tarps, lights and carpets are vulnerable to theft.
- All valuables, trash and food stuffs must be removed by 6:45 pm on Saturdays and 7pm on Sundays.

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