



GENERAL

Vendors are expected to read and abide the rules in this document and any subsequent modifications or instructions sent by Clover Market. Email is the primary means of vendor communication.

HOURS & WEATHER: The Market is open from 10 AM to 4 PM. The weather policy has been slightly modified starting in 2020 and is detailed on pages 2-3.

ONSITE PRESENCE: Vendors (business owner or craftsperson) must be personally present unless there is an extenuating circumstance and prior approval given. It is of course fine to have assistants helping. Tents must be open and staffed from 10-4 pm.

CONDUCT: Vendors are expected to work professionally and cooperatively with customers, Market staff, other vendors, and adjacent business owners and to resolve any issues that might arise.

MARKETING: The success of the Market is a collaborative effort, and all vendors are expected to help promote the event. This includes sharing the event on Facebook, posting at least one "sneak peek" photo on Instagram and/or sharing the event info through other means especially if not on social media. Clover Market invests in paid marketing and social media promotion.

SPACES, FEES & DISPLAY

SPACE SIZE & FEES: Spaces are standard 10'x10' (with buffer between tents and at the back) and are \$180 per Market. Sidewalks behind tents must be kept clear for use by customers and adjacent businesses. Excess packing materials, inventory, and personal items should be stored under tables or neatly covered at the back of or behind the tent. Placing items slightly beyond the front of the tent (1-2') is fine as long as it is acceptable to neighboring vendors.

DISPLAY ITEMS: Vendors provide all of their own setup and display items. A 10' x 10' tent is required, and white tents are preferred for consistency with other vendors and best display of merchandise. Tents should be sturdy enough to withstand normal outdoor weather conditions including wind and pop up showers. We recommend having tent side walls available as well. Tables are required for display of merchandise, and all tables should be covered with full-length tablecloths for a neat appearance. Vendor displays

should be neat and professional in appearance; creative display is highly encouraged.

TENT WEIGHTS: A minimum of 40 lbs of weight must be attached securely to each tent leg or to another corner point on the tent (i.e. not sitting or resting on tent legs). Vendors who do not have adequate weights or adequately secured weights will be asked to take tents down or remove their canopies at the discretion of Clover Market. Approved weights are 1) fully filled canopy weight bags or 2) PVC pipe or buckets filled with concrete. Professional ballast plates or kettle bells are acceptable but must be attached securely to tent legs. Concrete blocks, bricks, water jugs, dumbbells, and loose sand bags are not approved.

APPROVED MERCHANDISE: Vendors may only sell items as presented in the original application. This allows Clover Market to effectively jury the event and avoid over-saturating categories. Additional categories of items may be not added without prior approval, especially jewelry, bath/body and candles which are typically oversaturated categories.

PROHIBITED ITEMS: All items sold must be handmade, antique or vintage. Absolutely no buy/sell, directly imported, retail, commercially made, direct to consumer (e.g. LuLaRoe, Paparazzi, Arbonne) or otherwise mass-produced items with minimal handiwork may be sold. Products with licensed or trademarked items may also not be sold.

CLEANUP: Vendor areas should be kept neat and clean and must be left in the same condition found at the end of the day. Vendors are responsible for removing trash, boxes, packing materials, and unsold goods. Individual trash bags will be provided. Private dumpsters belonging to adjacent businesses may not be used for trash disposal.

PRICING: Vendors must post prices for all products for sale. A simple sign with the vendor's refund policy must be posted in the checkout area for any New Jersey event (required by NJ law).

SIGNAGE: Vendors should clearly identify their business with a sign at their tent. Vendors may not prop or hang any merchandise, banners, or boards on any sign, light post, wall, building, or tree in the market area or along nearby streets.



MUSIC: Music may be played as long as it is maintained at a reasonable level and does not disrupt adjacent vendors (please ask) or interfere with local noise ordinances. Professional amplification equipment is not permitted for vendors. Clover Market does hire musicians.

PROHIBITED ITEMS: No alcohol, illegal substances, smoking/vaping, or weapons are allowed in the vendor areas. If vendors wish to smoke or vape, they must move far enough out of the Market areas to not impact customers or vendors. The Market is a family-friendly event and vendors should use discretion in bringing and displaying merchandise with adult language or images.

SETUP & BREAKDOWN

SPACE ASSIGNMENTS: Space assignments and detailed loading instructions are mailed 5 days prior to each Market. Space assignments are at the sole discretion of Clover Market, and will be carefully considered to create the best Market experience. Specific space requests are not taken unless there is an extenuating circumstance (e.g. injury, medical issue, etc.).

LOAD IN: There is a staged morning dropoff (load in) of tents and merchandise. The first window is from 6:45-7:45 AM and is for all antique and furniture dealers and all vendors using oversized vehicles such as trailers and box trucks. The second window is from 7:45- 9:30 and is for all other handmade vendors. Vendors must stick to their assigned drop off times. Vendors arriving after 9:30 AM when the gates are closed will have to dolly items in to spaces.

VENDOR PARKING: Vehicles must be moved after dropoff parked in the specified vendor parking locations. There may be a short walk back to vendor spaces so the closest parking spaces may be left for customers; if this poses an issue, please reach out prior to the Market so accommodations can be made.

NO EARLY BIRD SALES: Sales may not begin before Market open at 10 am (no early bird sales to customers OR other vendors).

VEHICLES IN MARKET SPACE: During the Market open hours of 10-4 pm, vehicles may not be brought into the vending areas. This is for vendor and customer safety. If a vendor has an emergency during

the open hours, Market staff must be notified so a plan can be put in place to assist the vendor.

BREAKDOWN: No breakdown until the Market closes at 4 PM. All vehicles and inventory must be completely moved out and roads clear by 6 PM when roads need to be reopened. Vendors should bring adequate help to be able to meet these timeframes. Additional detailed day-of instructions will be emailed to vendors with space assignments.

LOAD OUT: Vendors must have all merchandise packed and consolidated to the back of spaces and tents broken down before moving vehicles into the vendor areas. There is a staged load out process. All antique/furniture vendors and those with oversized vehicles load out after handmade vendors. Details will be emailed prior to the Market.

EMERGENCY: If there is an unplanned and severe weather event or emergency during the Market, the Market organizer will put a plan together to close the Market, clear out all customers, and institute a safe load out process. The Market's load in and out team members are not onsite from 10-4 pm, so it may be necessary to bring police onsite to facilitate. Vendor and customer safety will always be the top priority.

CANCELLATION BY VENDOR

REFUND POLICY: a 50% refund of fees is available up to one month prior to a vendor's scheduled Market for cancellations received in writing; no refunds are given within one month of a Market date. Vendors may not sell or give their space to another vendor; the Market keeps a waitlist for this purpose. Credits are not given for future events.

Cancellations must either be emailed to theclovermarket@gmail.com or texted if the cancellation is within 48 hours of the Market (number will be provided). This allows the space to be filled with another vendor and/or the appropriate onsite adjustments to be made. No-shows forfeit their right to participate in future shows.

WEATHER POLICY

WEATHER CANCELLATION: A slightly updated weather policy (essentially "sprinkle or shine" vs. a "rain or shine") will be in place as of 2020.

The Market would still be cancelled in case of severe or dangerous weather forecast which would pose a risk to



vendors, staff and customers. This includes but is not limited to forecasts for high wind (sustained in excess of 40 mph), lightning, flood or tornado warnings.

The Market would also be cancelled if more than a light and passing shower or "sprinkle" is forecast. In general, this would mean a Market cancellation using the guideline of a 50%+ chance of measurable precipitation (greater than 1/100th of an inch) for more than 1-2 hours (continuous or total) during open hours or if predicted to be especially heavy during setup or breakdown times. This is a general guideline, and a "best call" decision will be thoughtfully made considering vendors, customers, and our team.

A final weather decision will be made by noon the day before the Market (Sat.) at the latest using the best available information from several trusted local weather resources. The actual weather on Market day obviously can not be guaranteed.

If Clover Market cancels the Market due to weather, 40% of the vending fee will be refunded via Paypal. The portion of the fee retained accounts for the significant up front time spent jurying, organizing and promoting the event in addition to sunk costs. Rain dates are not possible given the multi-date schedule, and credits are not given for future events. If a vendor decides to not attend due to weather concern for their product, and the Market is being held, the full booth fee will be forfeited; cancellations in this case must still be received in writing (email or text) so the vendor is not considered a "no show".

IF RAIN BEGINS DURING THE MARKET: Unplanned rain or heavier than expected rain once the Market is open are not considered emergencies which would necessitate an early close (unless conditions are dangerous, see pg. 2). Vendors should always be prepared for unplanned weather conditions including rain or wind, and have the appropriate setup items such as side walls. The Market's load out team members are NOT onsite from 10-4 pm, so early break down is not possible unless there is a true emergency.

OTHER

LICENSES, PERMITS, TAXES: It is the responsibility of all vendors to comply with all local, state, and federal revenue and tax laws and to obtain any required permits. Detailed information and links to the required forms are posted on the website: theclovermarket.com/licenses-and-permits

PUBLIC SAFETY: Vendors should exercise caution in parking and loading vehicles and should check selling areas to ensure items brought pose no hazard to customers. The access lane between vendor aisles must be maintained at all times. Vendor placement should not interfere with access to adjacent buildings, vendors, or pedestrian circulation at the site. Tents must be 20 feet from any building.

PROTECTION OF PROPERTY: Clover Market does not assume any responsibility to ensure the safety of vendor's property. Vendors are responsible for protecting their own property and obtaining appropriate insurance for loss, damage, injury, or liability.

FOOD AND BEVERAGE SALES: Food and beverage sales are subject to separate application, and vendors are expected to adhere to the requirements of the appropriate health departments.

FIRE SAFETY: No propane tanks, cooking or heating equipment or open flames are allowed at vendor tents. No parking in driveways, fire lanes or access lanes. Tents and table coverings must use fire retardant fabrics. Again, smoking is prohibited in the vendor selling areas.

TERMINATION OF LICENSE: If Clover Market's right to operate in any location is terminated, then vendor's right to operate will also terminate. Vendor's only recourse is the recovery of any rental fees paid in advance per the cancellation terms.

ORGANIZER STATEMENT: Clover Market is solely responsible for the operation, management, and administration of the event. Clover Market staff, volunteers, and their designees are authorized to make operational and administrative decisions including assignment of spaces, vendor fees, and enforcement of Vendor Rules including removal of vendors who do not adhere to the terms.