



GENERAL

VENDOR RULES: Vendors are expected to read and abide the rules in this document and any subsequent modifications.

HOURS & WEATHER: The Market is open from 10AM - 4PM, rain or shine. Vendors should plan ahead and have the appropriate setup to participate regardless of weather conditions. Cancellations for severe weather are not likely, and there are no rain dates.

ONSITE PRESENCE: Vendors (business owner or craftsperson) must be personally present unless there is an extenuating circumstance and prior approval given (i.e. no sales reps at tents). Tents must be open during Market hours.

CONDUCT: Vendors are expected to work professionally and cooperatively with customers, staff, other vendors, and adjacent business owners at all times and resolve any issues that might arise in the same manner.

MARKETING: Vendors are expected to work in partnership with Clover Market to help promote the events (e.g. providing "sneak peek" photos, social media shares, etc.).

SETUP & DISPLAY

SPACES: Spaces are standard 10'x10' (or 10'x20' for a double). Vendors are responsible for their providing all of their own display items. Placing inventory or display beyond the tent boundaries a small amount (1-2' max) is acceptable but only if reviewed with neighboring vendors. Vendor displays are expected to be neat, clean, and professional.

MERCHANDISE: Vendors may only sell items as presented in the original application. Additional categories of items may be not added without prior approval. All items sold must be handmade, antique or vintage. No retail, buy/sell, directly imported, commercially made, or otherwise mass-produced items may be sold.

TENTS: A 10' x 10' tent is required. White tents are preferred for consistency with other vendors and best display of merchandise. Tents should be sturdy enough to withstand the weather. There is no electricity in the vendor areas.

TENT WEIGHTS: Tents must be weighted and safely secured at all four corners. A minimum of 40 lbs of weight per tent leg is required. Weight bags filled with sand (EZ Up or similar), concrete-filled PVC, and ballast plates are all approved. Concrete blocks, bricks, water jugs, dumbbells, and loose sand bags are not approved methods. Vendors who do not have adequate weights will be asked to take down tents. Tents stakes are not an option as the Markets are held on public streets and parking lots.

TABLES: Vendors should provide tables for all items and inventory as a general rule, should not be placed on the ground. Tables must be completely covered to the ground with a fire retardant fabric. Packing materials, inventory, and personal items should be stored under tables or neatly covered at the back of the tent.

CLEANUP: Vendor areas should be kept neat and clean at all times, and vendors will be given trash bags. Vendors are responsible for cleaning their space at the end of the Market and removing all trash, boxes, packing materials, and unsold goods. Trash boxes will be onsite. Adjacent business dumpsters may not be used.

PRICING: Vendors must post prices for all products for sale.

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 or interfere with local noise ordinances. Professional amplification



equipment is not permitted for vendors. There will be musicians onsite.

PROHIBITED ITEMS: No alcohol, illegal substances, or weapons are allowed in the vendor areas at any time. The Market is a family-friendly event and vendors should use discretion and good judgment in selecting merchandise to be displayed.

SETUP & BREAKDOWN

SPACE ASSIGNMENTS: Space assignments are sent with detailed loading instructions the Monday prior to each Market. Space assignments are at the sole discretion of Clover Market. Specific space or adjacency requests can not be taken unless there is an extenuating circumstance (e.g. injury, medical issue, etc.).

SETUP: There are two AM loading times: 6:45-7:45 AM (all furniture, antique dealers & oversized vehicles) and 7:45- 9:30 (all others). Vendors arriving after 9:30 AM when gates close will have to walk items to their tents.

BREAKDOWN: No breakdown until 4 PM, and all vehicles and inventory must be completely moved out and roads clear by 6 PM. Additional day-of instructions will be provided to vendors one week prior to each Market.

VENDOR PARKING: Vehicles must be removed after quickly unloading and parked in the specified locations. When loading out at the end of the day, vendors should have all merchandise and tents fully packed before moving vehicles into the vendor areas so vehicles can be moved in and out quickly.

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

EMERGENCY DURING MARKET: If a vendor has a personal emergency during the Market, vehicles MUST be safely escorted through the vendor areas by staff. In the case of severe weather moving in quickly, Market staff will make

a decision and the vendor areas will be cleared of customers before vehicles return to the area.

CANCELLATIONS

CANCELLATION POLICY: Cancellations must be sent in writing to theclovermarket@gmail.com. A 50% refund is available up to one month prior to a vendor's scheduled Market(s). No refunds are given within one month of a Market date. No-shows forfeit their right to participate in future shows. Vendors can not sell or give their space to another vendor. The Market will maintain a waitlist to fill cancelled spaces. Future credits are not given for a missed Market.

WEATHER CANCELLATION: If the Market is cancelled by Clover Market due to severe or dangerous weather, a 25% refund of fees will be given. Severe weather includes dangerously heavy wind, lightning, or any other weather condition that would jeopardize safety for vendors or customers.

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. 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.