



Portland *Indigenous Marketplace*:Vendor Policy Handbook



Indigenous Marketplace Vendor Policy Handbook





Mission Statement:

Portland Indigenous Marketplace supports indigenous artists and entrepreneurs by providing barrier-free, culturally respectful spaces that encourage cultural resilience and economic sustainability by promoting public education through cultural arts

Introduction: The nonprofit Portland Indigenous Marketplace and their *Indigenous Marketplace* programming together with vendors and event staff have compiled this Vendor Policy Handbook to better communicate all rules and expectations from vendors that are part of the *Indigenous Marketplace* programming.

By following the rules and policies outlined in this Vendor Policy Handbook you help keep the Indigenous Marketplace community a supportive, viable and enjoyable environment for the entire community. As an approved Indigenous Marketplace vendor, you are responsible for informing yourself and your staff about following all applicable marketplace rules, policies and regulations set forth in this Vendor Handbook as well as local, tribal, state and federal policies, rules and guidelines. All vendors are asked to comply with the rules and policies outlined by the Vendor Policy Committee to remain a vendor in good standing.

This is a live document and this organization's serving Board, Executive Director, and the Vendor Policy Committee reserve the right to modify the policies of the Indigenous Marketplace as circumstances warrant. Vendors will receive advance warning, and a revised copy of the rules as soon as changes are incorporated into the rules.

Questions or concerns can be sent to info@indigenousmarketplace.org

or 503-901-3881



Indigenous Marketplace Vendor Policies:

1. a. Vendors agree to donate one raffle item to the organization per marketplace day that they participate in as a vendor. The item donated should be a true representation of the vendor's talent/booth with a value of at least \$20. Upon review donation could qualify for a maximum of 2 days raffle donation.
b. In Nov/Dec of each year every approved vendor will be asked to donate a Silent Auction item with a value of a minimum of \$50. This donation will be needed to participate as an approved Indigenous Marketplace vendor into the following of each year.
2. Vendors agree that all products are made or designed by the Vendor. Used or flea-market goods, manufactured items, or commercial-brand merchandise are not permitted for sale at the Indigenous Marketplace events. Buying products from another vendor, wholesaler, store or other operation and then selling those products un-altered or not personalized is prohibited at *Indigenous marketplaces* events. Vendors may only sell products for which they have been approved, per their application the Exception Process Exhibit 3 (upon approval each vendor may have 1 approved item that they did not make or design if the Vendor Policy Committee finds that the item integrates into the vendors booth).
3. Attendance tracking begins with the first scheduled market day. Vendors agree to cancel a market date by notifying staff at least 48 hours in advance. Notice must be given by calling the general PIM number 503-901-3881 or directly contacting the appropriate staff member via phone or email. Vendors are allowed 2 excused absences per market year. In addition, 2 emergency cancellations are permitted without proper notice.



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4. Vendors agree to set up by the start time of the Indigenous marketplace events and stay for the duration of marketplace hours. If vendor is running late or if a need to leave before the marketplace ends arises, vendors agree to communicate with staff before initiating any pack up. In such case during breakdown, the utmost care must be taken to ensure the safety of our customers and fellow vendors. Staff reserves the right to ask vendor to cover table until the end of planned marketplace hours.
5. Vendor space at the *Indigenous Marketplace* events will only be shared with other approved Indigenous Marketplace vendors. Any family or friends with the intent to vend will need to complete a vendor application and be approved before vending. (Family, friends and staff are welcomed in your space if they are there to support not sell their own products)
6. Vendors agree when using canopies/tents they must have four grounded and weighted corners. A minimum of 20 pounds of weight is required to hold down and to secure EACH canopy leg. Weights will be inspected periodically to ensure proper weights are attached to your canopies. **Each vendor is responsible for damages incurred due to fly-aways of their display, canopy or inventory** PIM staff strongly encourage set ups that can be stabilized when winds pick up. PIM is not responsible for any personal losses or damages.
7. Vendors agree not to drive any motorized vehicle in the marketplace area during marketplace hours. If late arrivals or early pack ups occur, you will not be able to drive your vehicle into the marketplace area to unload or load but carts and equipment may be available for loading/unloading needs.
8. Before leaving the market, all vendors must clean their booth spaces and ensure that all litter, broken equipment, produce, and other product debris is removed.



9. While imitation is the sincerest form of flattery, please respect your fellow vendors' ideas and concepts and refrain from copying them.
10. Vendors agree to engage in respectful communications with staff, community members, and volunteers.

Complaints concerning policies 1-10 must be submitted by completing the Indigenous Marketplace Complaint Form in hardcopy (Exhibit 1) or digital form to PIM staff within 24-48hrs of the marketplace day that the alleged violation is observed. The complaint will then be given to the Vendor Policy Committee for review. The complaint must clearly identify the alleged person of interest, either through vendor name, business name or booth location on the day of the infraction, plus provide the staff with written evidence as to the nature of the alleged violation.

What happens when a policy complaint occurs?

When a complaint is brought forward by community, vendors, volunteers or staff the Vendor Policy Committee will review complaint. If the complaint is found valid the vendor of interest will receive a notice of the appropriate level of accountability.

1. First infraction. A warning will be issued (exhibit 3) to vendor in writing/email and recorded in file/history of vendor.
2. Second infraction. A face to face or zoom meeting will be needed with staff and Vendor Policy Committee before returning to in person events. This infraction will be recorded in writing/email to the vendor and recorded in file/history of vendor (exhibit 3).
3. A plan of separation for the Indigenous Marketplace programming and the Vendor. For severe infractions including but not limited to violence and hate the plan of separation may be permanent. This plan of separation will be shared in writing/email to the vendor and recorded in file/history of vendor (exhibit 2).



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4. *Extreme Exceptions*: Staff and the Vendor Policy Committee hold the right for severe violations that include but not limited to violence and hate to recommend the plan of separation to be activated with the first validated infraction with written reasoning (exhibit 2) of being extreme to be reviewed by the Board of Directors of the Portland Indigenous Marketplace. This Extreme Exception will be shared in writing/email to the vendor and recorded in file/history of vendor (exhibit 2).

Portland Indigenous Marketplace is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities, medical needs and other barriers in its services, programs, and activities. To request reasonable accommodations through contact below.

info@indigenousmarketplace.org

or 503-901-3881

Thank you for being a part of the Indigenous Marketplace community!