Market Policies

The High Street Bazaar, a project of Main Street Morgantown, located on High Street, is a street market featuring an eclectic mix of functional and collectible art and hand-crafted goods. The project is an economic development effort spurred by the West Virginia Governor’s Economic Innovation Awards, where MSM received 1st place in the state in 2015 and 2016 to execute an arts and crafts street market in Downtown Morgantown. The Bazaar will provide an opportunity for local artists and crafters to showcase and sell their work, aid in economic development by encouraging entrepreneurialism and tourism, and generally contribute to the vitality of Downtown Morgantown as a thriving arts and entertainment district, as well as business district.

Bazaar Mission and Purpose

* To help aid Downtown Morgantown economic development by promoting local businesses and tourism, and by encouraging entrepreneurship,

* Enhance the Downtown Morgantown experience by providing a venue that offers cultural experiences for all members of the community, and

* Provide an opportunity for local artists and crafters to display and sell their work.

Market Season and Hours of Operation

The High Street Bazaar season runs May through August. The market will operate, rain or shine, from 10:00 AM- 2:00 PM, on the following Saturdays:

- May 7, 21
- June 4, 18
- July 9, 23
- August 6, 20

Who May Sell at the Bazaar

Vending at the market is restricted to those actively engaged in the production/manufacture of accepted products or services. All items for sale must be produced by the vendor or persons with a close connection to the vendor. Buying products from another producer or wholesaler and re-selling them at the market is not permitted. Non-profit organizations who wish to raise awareness for an event or project will also be considered, though artisans actively engaged in the production of goods will be given preference. A vendor is defined as an individual or group of associated individuals who sell at the market. As the Bazaar is a family-friendly environment, all goods displayed should be suitable for viewing for all ages.

All potential vendors must be pre-approved to participate in the market. Selection is done by Main Street Morgantown Promotion Committee and staff, which retains the right to approve or not approve applications at their own discretion. Once selected, market vendors may be evaluated on an ongoing basis, and the Promotion Committee may revoke vending privileges of any vendor who fails to abide by the terms of the vending agreement or demonstrate their contribution to the overall mission of the market. Approval to vend is based on, but not limited to, the following criteria:
- goods produced by hand
- degree to which the vendor’s business practices and products reflect the goals of the market
- contribution that the vendor’s products will make to the overall product balance at the market
- quality of goods
- sufficient quantity of goods to fill allotted space
- consumer demand for the product
- ability of vendor to comply with all applicable permit and licensing regulations.

Prohibited Items

No vendor shall be permitted to sell any of the following items: live animals (although pet adoption agencies may be considered), counterfeit merchandise, illicit drugs or drug paraphernalia, alcohol, weapons or any goods which the Market Manager deems unsuitable for the Bazaar.

Application Process

All potential vendors must submit an application to MSM and the promotion committee. The vendor application can be submitted online at [http://www.downtownmorgantown.com/msm_events/high-st-bazaar/](http://www.downtownmorgantown.com/msm_events/high-st-bazaar/) by email (requests can be sent to [barb@downtownmorgantown.com](mailto:barb@downtownmorgantown.com) and/or [nikki@downtownmorgantown.com](mailto:nikki@downtownmorgantown.com)), or picked up in person at the office of Main Street Morgantown (201 High Street, 3rd floor). Completed applications can be submitted via the website mentioned above, by email, in person, or by mail to 201 High Street, Suite #2, Morgantown, WV 26505. The application will include a minimum of three (3) photos of the type of a potential vendor’s wares. Upon acceptance of a vendor application, the Promotion Committee and/or Staff will assign a designated area for that day. If an approved vendor wishes to sell a new class of product or service, they do not need to submit a new application, but do need the approval of the Promotion Committee and/or staff before they can display their new items, which can be done by email or in person the day of the market.

Registration

Registration for pre-approved vendors can be done online [http://www.downtownmorgantown.com/msm_events/high-st-bazaar/](http://www.downtownmorgantown.com/msm_events/high-st-bazaar/) via email ([barb@downtownmorgantown.com](mailto:barb@downtownmorgantown.com) and/or [nikki@downtownmorgantown.com](mailto:nikki@downtownmorgantown.com)); payment may not be sent via email – vendors must submit payment through another method), by mail or in person (201 High Street, Morgantown, WV 26505) or through PayPal. Online registration is the preferred method. Registration is not complete until a vendor has submitted payment and received confirmation from the Promotion Committee and/or staff. As registration is on a first-come, first-serve basis, vendors are strongly encouraged to register well in advance to reserve a stall. To encourage patrons to return to the Bazaar week after week, we will try to achieve as much variation in our vendors as possible.

Booth Fees

Booth fees are $10.00 per market day for a craft vendor. Vendors booking all eight bazaars and paying in advance will receive a discounted price of $5.00 per market. All fees are to be paid in full before 5:00 PM on the Wednesday before the market day for which vendors are scheduled to
allow time for MSM staff to properly advertise the week’s vendors. Payments can be made online via PayPal at http://www.downtownmorgantown.com/msm_events/high-st-bazaar/ (it is not necessary that vendors set up a PayPal account in order to submit payment online), they may also pay in person at 201 High St, 3rd floor, Morgantown, or by mail to 201 High Street Suite #2, Morgantown, WV 26505 (checks only).

Attendance Requirements

Vendors must occupy their booths on the days that they have registered for, or inform the office no later than 5:00 PM on the Wednesday before the market that they will not be able to attend. Any vendor with an unannounced absence will forfeit all of their fees and reservations. Artisans are required to commit to the total time that the market is advertised to be open. This is a commitment that we make to our audience. Patrons who visit the market late in the day – and some return to buy goods at that time – need to be guaranteed the same access to the entire market as those who attend earlier. The only exception to this policy is if a vendor sells all of their goods before the market closes.

Shared Booths

No more than two vendors may share one booth. Both vendors must submit separate vendor applications, have them approved, and be assigned a designated area. If reserving a booth online, one vendor should log in, reserve the booth, and submit payment, but should inform the staff (via email or phone) that they will be sharing the booth and whom they will be sharing with.

Booths and Spaces

The market is located on the East side of High Street beginning in the 300 Block and move down the street. Each parking spot measures 10 feet x 10 feet. We allow vendors to set up in 10’ x 10’ or 8’ x 10’ pop-up style (non-stacked) tents, which the vendor must provide. Wooden umbrella carts are also available for rent, @ $25 each. There are (6) available and will be given on a first come, first serve basis. In order to receive a cart, it must be requested on the application and/or notify the staff by email or phone by the Monday before the bazaar date in which it is needed. There is no electricity at the provided spots.

Display

Vendors are responsible for providing their own tables, chairs, and display fixtures. Displays must be contained within the designated area, and shall not use any portion of the walkway for display or seating purposes; this area must be kept clear for patrons. Displays must be neat, orderly, safe, and in good repair at all times. A live demonstration of a vendor’s craft or process is also encouraged, but we do ask for notice of this beforehand. Vendors should be considerate of neighboring vendors when setting up displays. Vendors are responsible for keeping their displays free of clutter and trash and are responsible for cleaning their area prior to leaving. Vendors should be aware that wind or rain may become an issue, and should plan to stabilize their displays accordingly.

Vendor Responsibilities

Vendors are responsible for knowing and abiding by all market guidelines, rules, and policies. Vendors are expected to be courteous in their interactions with patrons and other vendors. All
vendors are encouraged to provide MSM staff with the dollar amount of their total sales at the
close of each market day. These individual figures will be kept confidential, but will be used to
report aggregate sales figures for promotional purposes. Vendors shall not interfere with the
business operations of another vendor, nor shall they engage in hawking, defined as (but not
limited to) offering goods for sale aggressively, physically blocking a neighbor’s space or being
so loud as to disrupt a neighbor’s business, or making market patrons feel personally confronted
by wares. All vendors must have any applicable licenses and permits on hand with them at the
market, though it is not necessary that they be displayed publicly (see PERMITS AND
LICENSING, below). All vendors need to stay for the entirety of the advertised market hours
(see ATTENDANCE REQUIREMENTS, above). Vendors are responsible for cleaning up after
themselves, and leaving their space trash-free. The Promotion Committee and/or staff has full
authority to enforce all rules, and any vendor failing to comply will be denied the opportunity to
sell at the market and will forfeit all fees.

Site Management

During market hours, the MSM staff or members of the Steering Committee will collect fees,
direct set-up, and decide any immediate issues affecting the overall market. The Promotion
Committee and/or MSM staff is the final authority on all matters relating to the management of
the Bazaar, including but not limited to vendor application, approval, and registration, market
guidelines, rules, and policies, and grievances.

Set-Up and Takedown

Vendors are not to start setting up their stalls until 8:30 AM. Vendors are required to be on site
by 9:30 AM in order to participate in that day’s market. Vendors are must arrive by 9:00 AM
in order to be set up by 10:00 AM when the market opens. Vendors are shall refrain from sales
before 10:00 AM. It is in everyone’s interest for the customers to learn that the market opens at
10:00 AM. All vendors must commit to the full time that the market is advertised to be open, and
unless all goods are sold, may not take down their stall before market close (see ATTENDANCE
REQUIREMENTS). Vendors are responsible for taking down their set-up, disposing of their
own garbage, and leaving their spot as trash-free as they found it. Vendors may park vehicles
within their designated spot in order to unload their vehicles before 9:30 and to break down their
booths after 2:00, but no vehicles are permitted during market hours, except pre-approved food
trucks.

Vendor Parking

During set-up and takedown, vendors may park in the market area. However, vendors may not
park on High Street during market hours, unless they are a pre-approved food truck. Vehicles
must be parked elsewhere during the market hours, there are several parking garages and lots
very close in proximity to the bazaar.

Pricing

The High Street Bazaar is a retail market. Prices charged should be fair to all vendors, and
comparable to pricing in the community. Intentional undercutting will be considered unfair.
Services

Services may be sold at the Market provided they are included in the vendor application, pre-approved by the Promotion Committee, and performed on-site.

Permits and Licensing

It is each vendor’s responsibility to get and maintain any licenses or permits necessary for their particular operation, including but not limited to a Hawker Peddlers from the City of Morgantown. This license may be obtained from the City Clerk’s Office for an annual cost of $10.00, and must be obtained before selling any goods at the market. Vendors may contact Main Street Morgantown if they have difficulty in attaining this or other licenses or permits. Also, vendors must complete their Business Registration Application.

Vendors must comply with all Monongalia County Health Department regulations and licensing requirements. All vendors must follow sanitary procedures. Any vendor found selling contaminated foodstuffs shall be suspended from selling at the market until satisfactory clearance has been obtained from the Monongalia County Health Department. All vendors must wear shoes and shirts at the market.

Taxes

All vendors are expected to report all income earned at the market and to pay all applicable taxes. In the City of Morgantown, vendors are subject to Business and Occupation (“B&O”) privileges taxes on the sales of their goods. B&O taxes are based upon the application of rates and classifications against gross income of each business activity. Generally, B&O taxes are due within 30 days after the end of the applicable reporting quarter; however, a vendor may elect an annual filing status if their expected annual tax liability is $200.00 or less. Vendors are responsible for reporting their gross income under the retail classification and paying B&O taxes on one-half of one percent (0.05) of their gross sales. It is the responsibility of all vendors to collect and remit this, as well as West Virginia sales tax. The Bazaar will not be held responsible for any taxes on goods sold by vendors.

Live Entertainment

Each market day the Bazaar will attempt to include at least one scheduled live entertainer for the enjoyment of patrons and vendors. Entertainers are permitted to sell recordings of their work; if they sell recordings, entertainers are encouraged to report the total dollar amount earned to the Market Manager at the end of the market day (see VENDOR RESPONSIBILITIES, above). Musicians and other entertainers interested in performing at the market should contact Barbara Watkins at barb@downtownmorgantown.com or Nikki Lewis at nikki@downtownmorgantown.com.

Food Concessions

Food concessions are ready-to-eat foods that are prepared partially or entirely at the market. The Bazaar will consider admittance to a limited number food concession each market day on a case-by-case basis. Additional specialty food vendors who have limited specialty offerings (e.g. ice cream, coffee, baked goods) will also be considered. Process and equipment must meet all standards set out by City of Morgantown, Monongalia County Health Department, and State of
West Virginia, and any permits required must be obtained and copies kept available on site. The individuals who hold each of these specific permits must be present at the market. The Bazaar will not provide food concessions with water, gas, trash removal, or any other amenity aside from a space to set up, and all food preparation must be self-contained in the booth or a trailer/truck/cart, which must be pre-approved by the Promotion Committee and/or staff. Due to noise, food concessions are not permitted to run gas-powered generators during market hours. Food concessions will be located at designated locations on High Street. The cost of renting the space to set up a food concession will be $10 per market day, to be paid by the Wednesday before the market day a food concession intends to take part. Payments can be made by sending a check, made payable to Main Street Morgantown (201 High Street, Morgantown, WV 26505), at Main Street Morgantown office (201 High Street, 3rd floor), or online http://www.downtownmorgantown.com/msm_events/high-st-bazaar/. (See BOOTH FEES above)

Produce

While the High Street Bazaar is not a farmers’ market, we permit produce vendors at each week’s market. Produce vendors must be actively involved in the production of their goods and are not permitted to re-sell produce grown by other farmers. Produce vendors must be approved by the Promotion Committee and/or staff in the same manner as artisan vendors, and registration and payment for produce vendors shall be handled in the same manner as for artisan vendors.

Weather

The High Street Bazaar will operate rain or shine, and vendors should plan accordingly. However, the Promotion Committee and/or staff will have the authority to close the market in the case of severe weather. If the forecast is particularly threatening, the staff may choose to cancel the Bazaar in advance, and will inform all participating vendors of the closure by 5:00 PM on the day before the market. In the case that the market is forced to close, vendors will not be given a refund of their stall fee, but will receive a waiver of the stall fee for a market day in the future, to be scheduled with the Promotion Committee and/or staff.

Grievances and Concerns

If a vendor at the High Street Bazaar feel their rights as a vendor have been violated in some way, or feel that another vendor, committee member, or someone else has acted outside of their authority with the High Street Bazaar or in a way that harms the market as a whole, the following steps shall be taken:

1) The grievance or concern shall be put in writing and include a clear and specific description of the problem and the name(s) of the person(s) involved, a description of the ways in which the person has attempted to resolve the matter (if appropriate), and at least two courses of action that would satisfy the writer (if appropriate).

2) Copies of this correspondence shall be sent to Barbara Watkins at barb@downtownmorgantown.com or my mail (201 High Street, Morgantown, WV 26505) and to all persons involved in the grievance or concern. This must be signed correspondence.

3) The Promotion Committee and/or Board of Directors have final authority in deciding the outcome of grievances.
Vendor Image Usage

By applying, vendors acknowledge that the High Street Bazaar will have rights to all submitted images of their work, or to take photos of their wares for use in promotional materials. If a vendor has any issue with images of their work being used for promotional purposes, they should contact the Main Street Morgantown office by email, barb@downtownmorgantown.com or 304.292.0168. Vendors’ contact information will be considered confidential and will not be distributed without a vendor’s prior consent.

Liability

During set-up and take-down, vendors are encouraged to take every precaution against injury, including using hand trucks whenever possible. Vendors are not covered for damages customers may claim from their products or business losses. MSM cannot be held responsible for damage, loss, or theft of a vendor’s work. Vendors are encouraged to carry appropriate insurance.

Disclaimer

While this document is intended to be an exhaustive resource for vendors and patrons, MSM does not guarantee the correctness and completeness of the information provided. All information is subject to change without notice. If you have questions or concerns about any policy or guidelines, please contact us.

Questions or Concerns

All questions and concerns outside of the issues addressed in this document can be directed to the MSM Assistant Director, Barbara Watkins, in the MSM office at 304.292.0168 or barb@downtownmorgantown.com

- See more at: http://www.downtownmorgantown.com/msm_events/high-st-bazaar/