

Astoria Sunday Market

2010 VENDOR APPLICATION

May 09 – October 10, 2010

(23 Sundays in historic downtown Astoria, OR, on 12th Street)

Application Fee

Returning Vendors: \$35.00
New Vendor: \$45.00

Application fees are **Non-refundable** unless space unavailable; Fee is good for any 2010 Astoria Sunday Market event including ASM, Cruise Ships, Astoria Winter Market and any new programs created during the year.

ASM Market Fees: 10% of gross sales, paid at end of each Market day
(\$25.00 minimum per 10' x 10' space)

Cruise Ship Markets at Port of Astoria on Pier 1 (Portway St.)

(9 Cruise Ship Markets on Pier One -- Setup by ½ hour before arrival)

DAY	DATE	ARRIVAL	DEPARTURE	LINE	VESSEL
Sun.	April 25	Noon	7 pm	Holl-Amer	Zaandam
Wed.	April 28	8 am	4 pm	NorwCruise	Norwegian Pearl
Wed.	May 12	7 am	4 pm	Princess	Sapphire Princess
Fri.	May 28	7 am	5 pm	Regent 7	Seven Seas Navigator
Sun. NO	June 6 VENDORS	7:30 am AT	THE PORT	Mitsui	Nippon Maru
Mon.	Sept. 20	9 am	6 pm	NorwCruise	Norwegian Pearl
Wed.	Sept. 22	8 am	6 pm	Holl-Amer	Amsterdam
Tues.	Sept. 28	11 am	8 pm	Holl-Amer	Oosterdam
Tues.	Oct. 5	8 am	5 pm	NorwCruise	Norwegian Star

*Please note: Cruise Ship schedule subject to change. Sun, June 6, no vending at Port – Cruise ship guests will be bussed to the Market

ASM PROGRAMS DATES AND RATES

Cruise Ship Market fees: \$35.00 each space

Astoria Winter Market: Dates/location and rates TBD.

Astoria Sunday Market

P.O. Box 973

Astoria, OR 97103

503-325-1010

astoriasundaymarket@charter.net

ASTORIA SUNDAY MARKET 2010 REGULATIONS

Please retain this page for your reference.

Dates: Sundays, May 9 – October 10, 2010

Sunday Hours: 10:00 AM - 3:00 PM

Deadline: For inclusion in The **Market Program Guide** return by **March 8. Available only to full season vendors.** Not available to occasional vendors or those vending only at Cruise Ships or Winter Market.

Market Fees: Annual application fee: \$35 Returning vendors; \$45 New Vendors.

Vendor Fees: Sunday Markets are 10% of gross sales each Market Sunday with a \$25 minimum per each 10' x 10' space; Cruise ship Markets are \$35 flat rate for each 10' x 10' space; Astoria Winter Market rates are TBD dependent on location. Vendor is required to provide financial statements substantiating gross sales upon request.

Applications: to be assigned a space, all new and **returning vendors** must complete and return an application, with a non-refundable fee. This application and fee is good for the Astoria Sunday Market, Cruise Ship Markets, Winter Market, and any other ASM produced event for the 2010 season.

Space Assignments: The Market Director assigns all vendor spaces. The vendor map is posted by 7:00 AM each Market Sunday on the mobile office parked at the corner of 12th and Duane. You may miss any Sunday with 48-hr. advance notice without paying the \$25 penalty. Priority assignments will be given to those who commit to all 24 Sunday Market dates. Vendors may use a sales agent for up to four Market days during the season as a substitute for their participation. Booth space **may not** be sublet to another vendor without prior consent and approval of the Market Director.

Cancellations/ Terminations: **All cancellations for a specific market require a 48-hour notice to avoid \$25 penalty.** Either Vendor or the Astoria Sunday Market may terminate vendor's participation in all markets, on 48 hours written notice, at any time, without cause.

NO EARLY TEAR-DOWN: Vendors must remain in place from 10 am until 3 pm. Vendors who **begin packing product or removing their site** prior to 3 pm will not be allowed to vend at the Market for the remainder of the season.

Canopy Weights: Weights are required on all canopies.

Market Setup/Takedown: Set-up may begin by 7 AM and must be finished by 9:30 AM. No vehicles allowed on street or in vending area after 9:30 am. Your space will be held until 9:00 AM. You may park in front of your space to load and unload only. Please move your vehicle before beginning setup. Take-down begins at 3:00 PM. **No vendor vehicles are allowed on the Market Street until 3:20 PM.**

Vendor Parking: These lots are the **only** parking available for vendor use:

1. The City lot between 9th and 10th on Exchange
2. Library lot – 10th and Exchange
3. US Bank lot – 9th and Duane
4. Health Department – 800 Exchange
5. Bank of Astoria lot – 11th and Exchange
6. Sterling Savings lot – 11th and Commercial
7. Bus Station lot – 9th and Marine
8. Exchange and 13th (down ramp to lower level)
9. County lot – 8th and Duane
10. Duane and 10th (down ramp to lower level)

NO ON-STREET VENDOR PARKING ALLOWED BY CITY-- \$50 FINE – this includes Street Parking on 10th and any street parking in front of an existing business.

Cleanup: You are responsible for keeping your space clean & the removal of all trash at the end of the day.

Products to be sold: You must grow, gather or create finished products. **You cannot add new products for sale without prior consent from the Market Manager. Sell only products listed on your contract.**

No Smoking! at Astoria Sunday Market

Food Vendors & Growers:

You are responsible for meeting applicable health department codes.

You must take all of your trash with you at the end of the day.

You are responsible for meeting all regulations in the State of Oregon that pertain to your business

Vendor Application, 2010

**Astoria Sunday Market (ASM)
Cruise Ship Markets (Cruise)**

**APPLICATION & FEES DUE BY MARCH 8
For inclusion in ASM Special Edition Tabloid**

First vending date for ASM: _____ (Be sure to fill in date!)

First vending date for CRUISE: (check one or more) April 25 April 28 May 12
 May 28 Sept. 20 Sept. 22 Sept. 28 Oct. 5

Name _____
Last First

Company Name _____
(if applicable – list as you want it to appear in print)

Mailing Address _____

City _____ **State** _____ **Zip** _____

Phone (_____) _____ **Cell phone** (_____) _____

Phone number you wish to have published: (_____) _____
(if different from above)

Email _____

Vehicle Model/Color & plate # _____

Type of product sold _____
(jewelry, ceramics, prepared food, pets, clothes, toys, hats, etc.) It is important to list ALL products you intend to sell. Approval of products is made by the Market Director.

Number of vending spaces you need: _____

Our goal is to make sure every vendor is satisfied with their location. However, spaces are assigned at the sole discretion of the Market Director and are not guaranteed. From time to time vendors will be asked to relocate as needs of the market shift throughout the season.

**Please complete next page of application for vendor fees &
complete & sign the Vendor Contract on page 5**

Product Description (Maximum of 75 words for Market Guide): Due by **March 8, 2010** for inclusion in Market Guide:

VENDOR FEES

\$_____ \$35 ASM Returning Vendor Application fee enclosed

\$_____ \$45 ASM New Vendor Application fee enclosed

\$_____ \$35 first CRUISE fee enclosed (if you checked dates to be a Cruise Ship Market vendor)

\$_____ I plan on attending the annual Market Vendor Workshop on Sunday, April 18. Vendors receive one free lunch. There is a \$12 lunch fee for each additional guest.

\$_____ Number of guests for Market Vendor Workshop _____ x \$12

\$_____ Advertising Fee for Market Guide (check rate sheet for dimensions)

Ad size: Full Page (\$465) 1/2 page (\$300) 1/4 Page (\$180)
 Jumbo Square (\$130) 1/8 Page (\$90) 1/16 Page (\$60)
 1/32 Page (\$30) Check for Vertical or Horizontal

\$_____ **Total amount enclosed**

**We strongly encourage all vendors
to attend the Market Vendor Workshop
SUNDAY, APRIL 18**

(Please read, complete & sign vendor contract on page 5)

Vendor Contract

By signing below, I certify that I have read, understand and agree to abide by the regulations of Astoria Sunday Market (ASM) specifically the regulations for this market year, as well as all laws, codes, and regulations that apply to doing business at ASM. I agree to hold harmless ASM, the City of Astoria, the Port of Astoria, and all of their officers, employees, representatives, directors or agents from and against all liability claims, suits, damages, levies, cost, losses and fees including attorney fees arising out of or related to my activities with ASM.

I understand that my assigned vending location is at the discretion of ASM and may vary. I understand that this contract may be terminated by either me or ASM at any time, without cause, on 48 hours written notice. In that event I will not be entitled to a refund of my application fee. I acknowledge that ASM may review my financial records to determine gross sales made at the Sunday Market, and I agree to cooperate with that review.

Print Name: _____

Address: _____

Signature _____

Date _____, **2010**

Mail completed Application and application fee to:

Astoria Sunday Market

P.O. Box 973

Astoria, OR 97103

Phone: (503) 325-1010

E-Mail: cyndi@AstoriaSundayMarket.com

(We recommend making a copy of this contract for your files before mailing to the Market.)