



astoria sunday market

2011 Vendor Guidelines

Dates & Times: May 8 through October 9 10 am to 3 pm

Location — Astoria Sunday Market takes place on 12th Street in downtown Astoria from Marine Drive to Exchange Streets. The Wells Fargo Bank parking lot on Marine serves as the Food Court. The parking lot between Duane and Exchange off of 12th also serves about 63 vendors and is called The Market Square.

Set-Up & Check-In — 7 am set up begins. Vendors must be checked in by 9am — after 9 the Market Director begins assigning waiting-list vendors and repositioning open spaces. Vehicles must be out of vending area and off the streets by 9:30 am. **Set-up:** Please cooperate! Vendors should unload then immediately park their vehicles before setting up. This allows smooth flow of traffic during set-up. Be aware of other vendors and cooperate with each other. The goal is smooth set-up, so please be flexible.

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 could lose their vending privileges for the remainder of the season. Vehicles are **not allowed** in vending area before **3:20 pm**. **Food Court:** Vendors cannot bring vehicles into area until Food Court Manager gives an all-clear signal. **All Vendors:** Pack your equipment and product before bringing your vehicle to your booth. When your vehicle is on-site you should be loading and moving out only. Do not pack and load as you go.

Authority — The Market Director has the authority to enforce regulations, make decisions as necessary, assign spaces and/or remove any person from the Market at her discretion. Appeals can be made to the Astoria Sunday Market board of directors by email or US Postal mail, or a written request to address the board in person at one of its regular meetings. **Food Court:** The Food Court Manager has authority to enforce regulations, make decisions, assign spaces and or remove any person from the Food Court at his discretion.

Applications — All vendors must file a completed application and pay an annual fee before selling at the Market, Cruise Ships, or any other Astoria Sunday Market sponsored event.

Fees — Annual registration: \$45 new vendors \$35 returning Vendors
Daily Rates: 10% gross with a \$25 minimum payment per 10' x 10' space
Daily fees are paid at the end of each Market day at the Astoria Sunday Market RV parked at 12th & Duane.

Assigning Space — The Market Director assigns all vendor spaces. The vendor map is posted by 7 am each Market Sunday on the mobile office parked at the corner of 12th and Duane. You may miss any Sunday with 48-hour advance notice without paying the \$25 penalty. Priority assignments will be given to those who commit to all 23 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.

Cancellation/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.

Canopy Weights — Weights are required on all canopies. 30 lbs recommended.

Vendor Parking — Vendors are not allowed to park on the street. Street parking is reserved exclusively for downtown visitors and shoppers. There is a \$50 fine for parking on the street — this includes street parking on 10th and any street parking in front of an existing open business.

Products Sold — You must grow, gather, or create finished products. You cannot add new products for sale without prior consent from the Market Director. Sell only products listed and approved on your contract. Resale of wholesale items are not allowed.

Clean-Up — Help keep our downtown beautiful. You are responsible for keeping your space clean and the removal of all trash at the end of the day — this includes your *zip ties!*

No Smoking — Vendors are not allowed to smoke within the Market — including behind your booth.

Food Vendors and 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.

WIC — Only farmers can accept WIC coupons for WIC authorized food. Please see the Market Director if you wish to apply.

Pets — Pets are allowed at the Market if they remain contained within your booth. Food vendors are not allowed to have pets inside their booth.

Disputes and Complaints — Direct any vendor or customer complaints and disputes to the Market Director immediately so that it may be handled promptly. Disputes within the Food Court may also be directed to the Food Court Manager. Subsequent, formal complaints may be directed to the Astoria Sunday Market Board by emailing astoriasundaymarket@charter.net

Astoria Sunday Market — ASM is a 501 (c) 3 non-profit organization. We have a volunteer board comprised of seven members.

Contact

Cyndi Mudge
Market Director
503-325-1010
P.O. Box 973
Astoria, OR 97103

www.AstoriaSundayMarket.com
cyndi@AstoriaSundayMarket.com

Board Members

Mitch Mitchum, President
Bill Lind, Vice President
Steve Ferber, Treasurer
Chris Bennett, Secretary
Charlotte Bruhn
Beth Kandoll
Kevin McHone



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2011 CRUISE SHIP SCHEDULE

DAY	DATE	ARRIVAL	DEPART	LINE	VESSEL	PASS. COUNT
Thurs	April 14	8 am	5 pm	Crystal	Crystal Symphony	940
Wed	April 20	8 am	5 pm	Crystal	Crystal Symphony	940
Wed	May 4	8 am	5 pm	Holland America	Westerdam	1,916
Thurs	May 5	8 am	4 pm	Norwegian	Norwegian Pearl	2,394
Mon	May 9	9 am	6 pm	Celebrity	Millenium	2,034
Wed	May 11	7 am	4 pm	Princess	Sapphire Princess	2,670
Sun	May 15	8 am	6 pm	Regent Seven Seas	Seven Seas Navigator	490
Mon	May 16	7 am	4 pm	Princess	Island Princess	2,670
Thurs	May 19	8 am	4 pm	Celebrity	Century	1,886
Fri	May 20	8 am	5 pm	Holland America	Statendam	1,916
Tues	May 24	Noon	7 pm	Oceania	Regatta	684
Sat	May 28	8 am	5 pm	Oceania	Regatta	684
Wed	August 24	8 am	6 pm	Oceania	Regatta	684
Wed	Sept 7	Noon	7 pm	Oceania	Regatta	684
Sat	Sept 10	9 am	6 pm	Regent Seven Seas	Seven Seas Navigator	490
Sun	Sept 25	Noon	6 pm	Holland America	Zuiderdam	1,916
Mon	Sept 26	9 am	6 pm	Norwegian	Norwegian Pearl	2,394
Tues	Sept 27	8 am	5 pm	Norwegian	Norwegian Star	2,240
Wed	Oct 12	8 am	5 pm	Celebrity	Infinity	2,046

2011 LOCAL EVENT DATES

Astoria Crab, Seafood and Wine Festival
 Astoria Bicentennial Celebration & Heritage Festival
 Astoria Music Festival at Liberty Theater
 Astoria Regatta
 Commercial Fishermen's Festival
 Pacific NW Brew Cup (in Plaza)
 Great Columbia Crossing

April 29, 30 & May 1 (Friday—Sunday)
 May 21 (Saturday)
 June 17—26 (Friday—Sunday)
 August 10—14 (Wednesday—Sunday)
 September 17–18 (Saturday/Sunday)
 September 23-24 (Friday/Saturday)
 October 2 (Sunday)

Visit www.OldOregon.com and choose the "Events" tab for a full listing of local events.