

# AUMSVILLE 2<sup>nd</sup> SATURDAY MARKET

## 2019 VENDOR APPLICATION FORM

Please check the boxes next to the dates you are applying for:

June 8, 2019     July 13, 2019     August 10, 2019     September 14, 2019

12'x12' Vendor Spaces are \$20

Number of dates \_\_\_\_\_ x Number of spaces \_\_\_\_\_ x \$20 = Total Due \$ \_\_\_\_\_

*Remit with application and make checks payable to:*

City of Aumsville, 595 Main Street, Aumsville, Oregon 97325

*No Refunds-Proceeds from space fees go toward our Aumsville Parks & Recreation*

Arts & Crafts                       Garden/Produce                       Food Vendor                       Other

Describe your product \_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_

Your Name/Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alt. Phone/Cell \_\_\_\_\_

Email \_\_\_\_\_

**Location: 1105 Main St. at Porter-Boone Park**

**Set up time: 7:00 AM    Open: 9:00 AM – 3:00 PM**

- Arts & Crafts must be made by the applicant
- Saturday Market will go on RAIN or SHINE
- All products must be safe and family friendly
- There are no provisions for electricity
- Food vendors must have appropriate permits from Marion County Health Dept.
- Vendors are responsible for their own insurance
- Vendors to provide their own tents, chairs, and tables
- Submission of application does not guarantee acceptance

I hereby apply for a vendor space at the Aumsville Saturday Market. I have read this application in its entirety and understand the provisions for vendors. I agree to comply with all conditions set forth. I release and hold harmless the City of Aumsville and any associated entities from any and all liability, including, but not limited to theft, personal injury, acts of war or acts of God. I understand that this application does not guarantee a space in the market place. I understand that acceptance to the market place does not guarantee me sales.

\_\_\_\_\_  
Applicant Signature

## ***Thank you for being part of Aumsville's 2019 "2<sup>nd</sup>-Saturday Market!"***

Here are some guidelines that will help make everything run smoothly:

**Set up** begins at 7am and we ask that you have your booth setup and all vehicles removed by 8:30am (see vendor parking below). Doors open to the public at 9:00 AM but sometimes people will wander through early.

**Space Location:** Please check in with the event coordinators as soon as you arrive, and they will let you know where your assigned spot is located. They are usually walking around with a clipboard in hand.

**Vendor Parking and Set-up:** (The following guidelines are meant to keep the market area uncongested and safe for pedestrians)

- You may pull into the market area to unload at your space
- Unload your product and move your vehicle to the designated vendor parking area
- Then come back and set up your booth after you have moved your vehicle
- Vehicles will not be allowed in market area after 8:30am

### **No Early Teardown:**

- **No tear down before 3 pm.**
- **Vehicles will not be allowed into the market area to load until 3:01pm.**
- **We have advertised that booths will be open until 3pm and need to make sure that we honor that.**

**Advertising:** Our events will be promoted through signs, flyers, social media, local newspapers and radio stations, staytonevents.com and Craigslist. Please tell everyone you know and share on your Facebook page. We have a Facebook page specifically for the Saturday Market, look us up!

[www.facebook.com/aumsville4u](http://www.facebook.com/aumsville4u)

Contact:

Colleen Rogers, Market Coordinator  
City Clerk, City of Aumsville  
503-749-2030 or email [crogers@aumsville.us](mailto:crogers@aumsville.us)