

Vendor Application

June – August 2018
3:00-8:00 Tuesdays

Cedar Park Northshore Church
18737 68th Ave NE
Kenmore, WA 98028



KENMORE Community MARKET

CONTACT NAME

BUSINESS NAME

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

WEBSITE

Vendor Categories (please check all that apply): Farmer Artist/Crafter Reseller Processor Food Truck Flea Market

Product Description (a complete detail of the product being sold is required):

Crafters/Artisans: Please submit 3 photos of your work for our market director's review to prevent duplication of like product. You may email them to jenni.j@cedarpark.org or attach them to your application.

Dates of Participation

- | | |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> June 5 | <input type="checkbox"/> July 24 |
| <input type="checkbox"/> June 12 | <input type="checkbox"/> July 31 |
| <input type="checkbox"/> June 19 | <input type="checkbox"/> August 7 |
| <input type="checkbox"/> June 26 | <input type="checkbox"/> August 14 |
| <input type="checkbox"/> July 10 | <input type="checkbox"/> August 21 |
| <input type="checkbox"/> July 17 | <input type="checkbox"/> August 28 |

Total Number of Days: _____

Fees

One-time, annual application fee \$50
(paid just once, by all vendors in 2018)

Space Reservation

Number of Days: _____ X \$25 _____

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Seasonal Rate Includes All 12 Dates: \$250

Total Due with Application _____

Terms of Participation

- A non-refundable fee of \$25 for a 10' X 10' space is required to reserve each vendor space.
- An annual, non-refundable application fee of \$50 is required to participate.
- Vendors are responsible for supplying their own canopies, tables, and display items; all items must be kept within the confines of their space.
- Vendors using canopies and/or umbrellas are required to secure these items. Any damage incurred by vendor due to improperly securing these items will be at the expense of the vendor. Canopies must be secured with 25 lb. weights on each leg.
- Fees are due with vendor application. Space will not be held unless payment is received in full.
- Applications will be reviewed and approved at the market director's discretion, including efforts to minimize duplicate product.
- *Seasonal rate* vendors must pay in full by May 1 to qualify for the discounted rate, and will be given first priority.
- Direct sales vendors will be limited to no more than 8; brands will not be duplicated.
- It is agreed and understood by all participants that they are responsible for their own space and merchandise at all times. Please do not leave booth unattended.
- Vendors are responsible for their own sales taxes and applicable fees.
- It is understood that Cedar Park Northshore Church assumes no responsibility or liability for fire, theft, personal injury, or property damage.
- Vendors must be ready for the public by 3:00 pm and will remain setup until 8:00 pm, no early tear-down.
- Vendor vehicles must be relocated to the third, upper, parking lot 20 minutes prior to Market start time.
- Vendors who cannot attend on a market day must contact the market director at least 24 hours in advance of Market Day. A \$20 fee will be assessed for *no shows* or cancellations within 24 hours.
- Advertising may be done through various outlets, including the Chamber of Commerce, City of Kenmore, Craig's List, The Herald, and Bothell-Kenmore Reporter in addition to various social media sources, and by each vendor as they help get the word out to their own customers and contacts.
- There will be no refunds except in the case of applications not being accepted.
- Smoking, vaping and consumption of alcohol is prohibited on the Market site at all times.
- Vendors' children must be monitored at all times and should not be allowed to wander the grounds unsupervised, especially during set-up and tear-down times. The Market can take no responsibility for their safety or whereabouts, or any injuries that may occur.
- Hawking (calling out, drawing attention to, vendor product in a loud way) is prohibited.
- Sampling- Special Health Department guidelines must be observed at vendor booths food demonstration and sampling.

- Vendors will be required to have proof of permits and licenses applicable to the sale of product with them at all times. Proof of insurance will be required at the time of application.
- Conduct: This event shall be conducted in a decorous manner in order to not be objectionable to other vendors, Cedar Park Northshore Church, the local police and fire departments, or the public. Northshore reserves the right to close, remove, or require changes in any exhibit or to remove any of the Vendor's personnel, agents, representatives, invitees or guests who are deemed detrimental to other Vendors, the public, or the overall Market. If the product you are selling is not consistent with the product listed in the application, or is objectionable, or detracts from, or is out of keeping with the character of the Market as a whole, Vendors will be required to remove it.
- Terms of participation may be amended, without notice, at any time by Cedar Park Northshore Church.

Agreement, and Waiver of Liability

I have read and agree to the above terms. I assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless Cedar Park Northshore Church, it's staff, partners, and volunteers for any claim arising from injury to myself and our representatives. Furthermore, in case of an emergency I give permission for the Market's representative to secure the emergency medical attention required. Any direction to the contrary should be noted on the registration form and signed. I agree that pictures taken during market hours may be used for future promotional purposes. I have read the *Vendor Terms of Participation* for 2018 and my signature below indicates my agreement with those guidelines and rules.

I authorize Cedar Park Northshore to charge my credit/debit card \$20 for each *no show* or late cancellation.

Signature _____

Date _____

Card Number _____ Expiration _____

CVC Code _____ Name on Card _____

Please make checks payable to: Northshore Church

Send completed application and vendor fee to:
18737 68th Ave. NE, Kenmore, WA 98028

Credit Card payments can be made by calling
425-939-1377

Questions? Contact: Jenni Jensen at 425.939.1377 or
jenni.j@cedarpark.org