

## Artisan & Vendor Application 2020

Forest Grove First Wednesday

May – September 4:00 – 8:00 p.m.

October 4:00 – 7:00 p.m.

Sponsored by City Club of Forest Grove



Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Owners: \_\_\_\_\_ On-site Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

**Describe ALL items you intend to sell:** *All products, art pieces and crafts must be produced, processed, re-purposed and/or handmade by the vendor. They must be of good quality as determined by the First Wednesday Steering Committee. The Steering Committee does not offer exclusive rights to any one vendor to sell any one product. Vendors intending to sell items that contain copyrighted and/or trademarked images, logos and product names acknowledge that sale of such items may be prohibited by law and current licensing agreements and that they do so at their own risk. By virtue of the preceding statement, City Club of Forest Grove, First Wednesday and Artisans in the Grove accept no responsibility for any liability or damages that may result from any legal action taken against you, the vendor, for attempting to sell such items. The Committee reserves the right to ask any vendor to withdraw any product from sale that they deem necessary.*

Item List:

**Booth cost is \$25 per month per 10x10 space. Booths are available to Artisans and City Club Members.** *Community Organizations and Food / Beverage Service providers should apply for market street space through Adelante Mujeres Forest Grove Farmers Market.*

**Booth space reservations and payment must be made at least two weeks prior to the each event.**

**Please circle the dates that you will participate:**      May 6    June 3    July 1    Aug 5    Sept 2    Oct 7

**Spaces requested:** \_\_\_\_ months x \$25 = \_\_\_\_ total

**Advanced Payment Discount for all 6 First Wednesday Markets (Due by 4/22/2020) = \$125.00** \_\_\_\_\_ (one free month)

**Booth spaces will be located on 21<sup>st</sup> Ave. All spaces are 10' by 10'. Vendors must provide their own tents (straight leg style), tent weights, tables, etc. Booth space is allocated on a first come first served basis. Specific vendor booth location for each month will be set via email and published prior to each event.**

Vendors must provide a current certificate of insurance naming the City Club of Forest Grove as an additional insured with limits of at least \$1,000,000 per occurrence.

Vendors must follow the flow of traffic and timeline for cars on the street guidelines as well as park in dedicated vendor parking specified in the Event Rules. All Vendors are required to clean their own space upon break down and to provide their own tools to do so. Failure to do any of the above can result in a revoking of vendor privileges at a First Wednesday or City Club of FG sponsored event.

#### **STATEMENT OF ACKNOWLEDGEMENT**

I request permission to sell at the City Club of Forest Grove First Wednesday events. I have read and agree to abide by the Event Rules, as well as, all laws, codes, and regulations, to cooperate with event management and to pay the required event fees. I agree to indemnify and hold harmless the Forest Grove First Wednesday Event, Event committee, City Club of Forest Grove, and their respective directors, employees, and representatives from and against all liability, claims, demands, losses, damages, levies, and causes of action or suits of any nature whatsoever, arising out of or related to my activities at Forest Grove First Wednesday Events.

I understand that this application relates only to the products listed herein and that any further products will require another application. I certify that the products above are produced in accordance with all county, state, and federal laws and grown or produced by myself unless otherwise noted. By signing below, I certify that I have read this document in its entirety as well as the Rules of the Forest Grove First Wednesday and agree to abide by the First Wednesday Event regulations as stated and decided by the First Wednesday Committee.

**Artist/Vendor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Additional Questions? Please email [\*\*artisansfg@gmail.com\*\*](mailto:artisansfg@gmail.com)

**Return completed form and all fees by mail to:**

**City Club of Forest Grove  
Attn: Artisans in the Grove  
P. O. Box 482  
Forest Grove, OR 97116**

**Make checks payable to *City Club of Forest Grove***

***Please make a copy of this application for your records.***





## **First Wednesday Vendor Rules**

First Wednesday is an artisan focused event that happens in collaboration with the Forest Grove Farmers Market from May through October. Local artisan vendors share the street(s) with Farmers Market vendors to sell hand-made goods and products.

The Forest Grove Farmers Market is a program of the non-profit Adelante Mujeres and market staff works closely in partnership with the First Wednesday Coordinators to oversee market operations during the joint event.

The success of the summer First Wednesday (FW) and Farmers Market (FM) requires vigilance to make sure that things are running smoothly. We want vendors and customers to have a good event experience. In order to accomplish this we expect that vendors abide by the guidelines that are created and annually reviewed by the City Club of Forest Grove (CCFG), Adelante Mujeres, and the City of Forest Grove.

### **CONTACT INFORMATION:**

First Wednesday Coordinator – Chris Riley, 503-804-8633, [artisansfg@gmail.com](mailto:artisansfg@gmail.com)

First Wednesday Coordinator – Laurie McCulley, 503-970-7462, [laurie@simply-dogalicious.com](mailto:laurie@simply-dogalicious.com)

Forest Grove Farmers Market Manager – Silvia Cuesta, 503-992-0078 ex. 307, [farmersmarket@adelantemujeres.org](mailto:farmersmarket@adelantemujeres.org)

### **APPLICATION & FEES:**

1. An application must be on file with City Club of Forest Grove in order to have a space during the event. For insurance purposes, vendors must submit a new application for each calendar year.
2. All vendors must provide a current certificate of insurance, naming City Club of Forest Grove as an additional insured with limits of at least

\$1,000,000 per occurrence. Certificates are required to be on file in order to have a space at the events.

3. First Wednesday vendor booth space is available for artisans, and City Club members.
4. Applications for Food /Beverage vendor booths will be provided by Forest Grove Farmers Market. <http://www.adelantemujeres.org/forest-grove-farmers-market> Select the dates within this application you wish to participate.
5. Applications for Community (Nonprofit Organizations) booths will be provided by Forest Grove Farmers Market. The application can be found at: <https://farmspread.com/market/12800/2019-forest-grove-farmers-market/> Select the dates within this application you wish to participate.
6. All booth fees must be paid and applications received two weeks prior to a FW event in order for vendors to be considered for space assignments.
7. A vendor placement map will be emailed to all vendors before the day of First Wednesday.
8. Placement will be on a 'first paid, first served' basis. Consideration will be given to requests but the First Wednesday coordinators are solely responsible for vendor placements.

All First Wednesday artisans vendors shall abide by the Forest Grove Farmers Market Vendor rules, published by Adelante Mujeres, regarding set-up and operations of their booth in order to maintain consistency, operational efficiency, and public safety. Key common rules are below. *(Note: this is not an extensive list of all rules. Please refer to the Adelante Mujeres site for more information [FGFMRules](#))*

1. **Ready for Business:** First Wednesday artisans and vendors **should be ready for operation by 4 p.m.** Vendor vehicles must be removed from the market area by no later than 3:45 p.m. unless the vendor has a pre-arranged agreement to display his/her products in his/her truck. If a First Wednesday vendor wants to set up after 3:45PM but before 4 PM, they will have to do so without bringing a vehicle onto the Market area (Main Street and 21<sup>st</sup> Street).
2. **Vendor Parking:** Vendors may park in the parking lot behind Main Street Westside buildings with entrances on 21<sup>st</sup> and Main, on College Way near Pacific University, 1 block east of the Market, in public lots south of Pacific

Ave., or in the public lot on the north east corner of A Street and 21<sup>st</sup> Avenue.

3. Load-in / Load-out Traffic Flow: All vehicles entering the market area must enter in one direction from the north (21<sup>st</sup> Avenue) and leave on the south end (Pacific Avenue) of the Market on Main Street, or the west end of 21<sup>st</sup> Avenue(Main) leaving east to College Way for market vendors on 21<sup>st</sup> Avenue. In order to keep the market area safe and make set-up and tear-down most efficient **all vendors must adhere to driving in one direction through the Market.**
4. Load-in Process: Vendors are **required to unload their vehicles and immediately move vehicles from the Market area** then return to set-up. Vendors are asked to pull over to one side of the street for set-up and tear-down leaving space for other vendors to safely pass.
5. Load-out Timing: Vendors are **not allowed to enter the market area with vehicles before 8:15 p.m.** One hour will be given for tear down. Vendors are required to completely pack their booth and then return with vehicles to load. NO EXCEPTIONS. However, on rainy days vendors are allowed to pack everything up but leave tents up until they load products in an effort to protect products and stay dry.
6. Tents and Tables: Tents and tables shall be provided by the vendor and must not hazard the public or other vendors. **Tents must be weighted down.**
7. Space Appearance: Vendors are responsible for keeping their space attractive during market hours and prominently displaying a sign clearly marking the name of the business. Vendors are also expected to leave their stall space cleaner than it was found after the market closes, including street sweeping if necessary.

## Artisans in the Grove First Wednesday Market



### PRODUCT POLICES AND GUIDELINES

#### Crafters and Artisans

First Wednesday will include local artisans and vendors of handcrafted items. Each item must be made by the vendor. The market does not allow re-sale of crafts bought from distributors. A “vendor check” may be required prior to your acceptance into the market. All crafters/artists are accepted on a “first-come, first-served” basis with consideration given to prior attendance record, seniority, product quality, and uniqueness of product.

#### Non profits/Community Benefit Organizations/Small Business

First Wednesday, on a case-by-case basis, will allow nonprofit/community benefit organizations and small business to attend the markets. Please contact the Forest Grove Farmer’s Market Manager for space availability, fees and information on the products that can be sold and/or displayed by nonprofit/community benefit vendors. <http://www.adelantemujeres.org/forest-grove-farmers-market> Placement of these vendors will be assigned by Forest Grove Farmer’s Market in collaboration with the First Wednesday Market Coordinator.

#### Political or Religious Activities

First Wednesday is not a forum for political or religious activities. Persons or organizations wishing to campaign or proselytize will not be given booth space. No solicitation is allowed.

### MARKET FEES

Market fees of \$25 per event per 10’ x 10’ space are required to be paid prior to each event. Discounts are available for full season advance payment. If you have questions regarding the fees or applicable discounts, please contact the First Wednesday Market Coordinators.

There is no guarantee of space without a reservation, which is constituted by advance reservation and payment of booth fee. Market fees are due 2 weeks prior to attending any one event. The First Wednesday Market Coordinator has the final decision on space assignments but space consideration will be given to returning vendors. All fees are non-refundable.

### INSURANCE

All Vendors must provide a current certificate of insurance naming the City Club of Forest Grove as an additional insured with limits of at least \$1,000,000 per occurrence. This certificate needs to be on file prior to the assignment of space for the Market event.

## SPACE ASSIGNMENTS

Vendor locations and other considerations are at the discretion of the First Wednesday Market Coordinator. The coordinator considers the vendor's customer relationships, the product mix, customer flow, special promotions and seniority. Priority is also be given to returning vendors.

There are two categories of vendors:

- Those who pay for the season of market days in advance
- Those who pay event by event

The former (category 1) will be given higher priority in terms of space assignment than those in the latter (category 2).

Applications must be completed and turned in to the market coordinator prior to selling at the market. All vendors must pay in advance of attending the market. First Wednesday reserves the right to refuse to do business with any vendor, and to prohibit any product from sale.

Reservation of space establishes no right to, nor guarantee of, space rental in subsequent years.

**VENDORS MUST NOTIFY THE MARKET COORDINATOR WHEN UNABLE TO ATTEND.** There are no refunds/credits for bad weather days or cancellations.

Notice of absence **MUST** be given by the **Monday noon preceding the First Wednesday market**. Vendors are required to notify the Market Coordinator of cancellation by e-mail so that an accurate accounting can be retained. In the 'subject line' of the e-mail please type "market cancellation". If you do not have e-mail or access to a computer you may call and leave a detailed message including: the date you called, your full booth name, your name, a phone number and the day(s) and date(s) you are canceling. If a cancellation e-mail or phone message is not received by the Monday before at noon and you do not attend the market, your reservation & fee will be forfeited.

If a vendor has a reserved space has not arrived for set up by 3:30 on market day, the assigned space may be reassigned and you will be assigned another available space elsewhere.

If an emergency on the day of the market prohibits your attendance call or text Laurie, the market coordinator at 503.970.7462

THERE SHALL BE NO TRANSFER OF SPACE RIGHTS.

## HOURS

The First Wednesday market runs six weeks from the 1<sup>st</sup> Wednesday of May until the 1<sup>st</sup> Wednesday of October from 4:00 p.m. until 8:00 p.m. In October, the closing hour will be 7:00 p.m. Vendors are not allowed to leave the market before the end of the market day. If the vendor must leave due to an emergency, they **MUST** notify the market coordinator so safety precautions can be taken.

## VENDOR SET-UP

Admittance to and setup for the market begins at 2:00 p.m. **DO NOT SET UP EARLIER THAN 2:00 PM.** The Market Coordinator will direct each vendor to their respective space. The Market area must be fully assembled by 3:45 pm. **NO VEHICLES** will be allowed to enter the Market after 3:45 p.m.

Main Street is completely closed to through traffic between 21st Ave and Pacific Avenues at 2:00 p.m.

### Entering the Market

All Vendors will enter for set-up at 21<sup>st</sup> Avenue and Main Street. One lane of traffic must remain open at all times while loading and unloading. This permits other vendors to enter and exit the market without waiting for blockage to clear, and allows emergency vehicles complete access at all times. Please follow the one-way traffic instructions.

### Parking

Market vendors are required to park away from the market from 3:45 p.m. until 8:15 p.m. Set-up can begin no earlier than 2:00 p.m. on the day of the event at which time the streets are blocked to through traffic and one way traffic flow is enforced. This is for your safety and the safety of your workers and the general public.

**PULL IN, UNLOAD, PARK, SET-UP.** All vendors are asked to proceed to their booth, unload their vehicles and remove their vehicle from the premises as quickly as possible. **Do not set up your booth with your vehicle in the market.** Parking is allowed in all Forest Grove building public parking lots. Vendors may park in the parking lot behind Main Street Westside buildings with entrances on 21st and Main or on the College Way near Pacific University, 1 block east of the Market or in public lots south of Pacific Ave. and in the public lot on the north east corner of A Street and 21st Avenue.

### Vendor Tear down

Tear down of booth space may not begin until the official closing time of the market. In case of dispute the closing time will be determined by the Farmers Market Manager's watch. "Tear



Down” is defined as breaking down of tables, displays, canopies, equipment, etc. All equipment must remain “up” until the official end of the market day.

Vendor vehicles will not be allowed into the market area for loading of equipment until approval has been given by the Farmers Market Manager. Gates to the market will be opened for vendor admittance approximately 15 minutes after the official end of day or at the Farmers Market Manager’s discretion, depending on when customers have sufficiently cleared the streets.

Vendors are not allowed to bring their vehicles into the market area for loading until their booth has been sufficiently torn down. In other words, once it is clear to begin tearing down vendors must break down their booth space as completely as possible prior to bringing in their vehicle.

### Clean-Up

Each vendor is responsible for cleaning up his or her own stall before leaving for the day. Vendors shall be responsible for removing their own trash or debris.

## YOUR BOOTH AND PERSONNEL

Vendors are expected to behave courteously at all times and not publicly disparage other vendors or products. Behavior such as shouting, fighting, selling products in an aggressive way, or “hawking” detracts from the atmosphere of the market and will not be tolerated. Hawking can be defined as: yelling, barking, or screaming to promote your product; any manner of irritating the customers; or any manner of calling to the customers to attract them to your booth from within your booth space. Any activity considered to be damaging to the market can result in requiring that person or persons to leave the market.

All vendors are required to provide a clean, sanitary, and visually appealing environment. This includes clean dress and appearance of vendors and related personnel. All spaces must be kept neat and clean.

### Canopies

**SET UP YOUR CANOPIES AND HANG WEIGHTS FIRST!** All vendors are required to have canopy weights, and have them secured at all times with enough weight (20# per leg) to keep canopies anchored to the ground no matter the weather.

### Electricity

First Wednesday Market does not provide electricity to vendors.

## Displays and Signs

Vendor name and location are required to be prominently posted each market week. Signs should be professional looking or professionally made. For safety reasons, no signs, displays or tent poles may obstruct the sidewalk. All prices should be clearly and legibly marked or posted.

## Supplies

All equipment and supplies are the responsibility of the vendor.

## PRICING TECHNIQUES

Prices are to be set at the sole discretion of individual vendors. Collusion or any pressure among sellers to alter prices is strictly forbidden. All prices should be clearly and legibly posted.

## ENFORCEMENT AND DISPUTES

All rules of the market are enforced by the Forest Grove Farmers Market Manager and First Wednesday Market Coordinators who have ultimate on-site authority. If a vendor does not abide by the rules set forth in this handbook, these individuals may take any action deemed appropriate, including barring the vendor from the market that day, and any future market days. Vendors who do not comply with market rules will first be given a verbal notice regarding the rule infraction. It is possible that you didn't know about the rule, even though it is written in the handbook. If, after a verbal warning the vendor still ignores the rule, a written warning and a fine equal to double their booth fee will be given. A third offense may result in expulsion from the market.

## MARKET COORDINATORS

The First Wednesday Market Coordinators are volunteers who have assumed responsibility for market day and office operations, to assist the various vendors and consumers, and to make recommendations to and receive guidance from the boards. The Board, the Market Coordinators and designated agents will enforce all rules and regulations in a fair and equitable manner.

The Market Coordinator's role on the market site is to coordinate all of the activities of the day-to-day functioning of the market, to uphold market bylaws and enforce market policies. This includes overseeing market set-up and clean-up, organizing equipment and peripherals, assigning stalls, collecting fees, assuring vendor compliance with clean-up and display, and answering questions.

The Market Coordinator also acts as a conduit for communication between vendors and customers and the City Club Board of Directors.

## MISCELLANEOUS

First Wednesday market reserves the right to prohibit anyone from selling, or prohibit any product from being sold. The board of directors reserves the right to make exceptions to these rules at their discretion.

The First Wednesday Market and Forest Grove City Club are not responsible for loss or damages incurred or created by vendors.

There shall be no discrimination regarding race, color, creed, sex, religion, age or national origin.

Vendors are responsible for making sure all persons working at their booth are familiar with these rules. This is for your own protection.

All vendors shall agree that they have read a copy of these Policies and Procedures.

