



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

First Wednesday Coordinator – Laurie McCulley, 503-970-7462, laurie@simply-dogalicious.com

Forest Grove Farmers Market Manager – Kaely Summers, 503-992-0078 ex. 213, 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 21st Street).
2. **Vendor Parking:** Vendors may park in the parking lot behind Main Street Westside buildings with entrances on 21st 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 21st Avenue.

3. Load-in / Load-out Traffic Flow: All vehicles entering the market area must enter in one direction from the north (21st Avenue) and leave on the south end (Pacific Avenue) of the Market on Main Street, or the west end of 21st Avenue(Main) leaving east to College Way for market vendors on 21st 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.