

Tenino Arts Spring Market on March 19-21, 2021

Vendor Information and Application

Thank you for your interest in our event.

We ask that you read through the following information prior to filling out and submitting your application. If you have questions that are not answered in this format, you will find contact information included.

This event is being co-sponsored by The Tenino Area Chamber of Commerce, The Tenino Creative District and Tenino Arts.

Our Objectives:

To provide local artisans with a venue to sell their creations and connect with other creative types.
To entice local residents and visitors to spend time exploring Tenino and appreciating the arts.
To help raise funds for local projects that have been adopted by the Tenino Area Chamber of Commerce.

Who we are looking for:

Local artisans with well-crafted & unique handmade creations with attractive booth displays.
All artwork/designs must be original to the artisan - no purchased patterns or copied designs permitted.
All applicants will go through a jury process to determine who will be the best fit for this event -
quality photos and descriptions of what makes your work unique will be required with the application.

How this works:

The Market will be open for business Friday, March 19th, Saturday, March 20th and Sunday, March 21st in The Kodiak Room in downtown Tenino - 225 Sussex Avenue West. We will accommodate all of the Covid 19 requirements including face masks, social distancing, sanitizing surfaces, temperature monitoring, the availability of hand sanitizer, occupancy limits and oneway foot traffic.

The Market will operate as a "store front" with all sales handled at a central Cashier Station by the Tenino Area Chamber of Commerce. In addition to the booth fee, a 10% fee based on the gross sales collected will go to the Chamber.

Checks and statements will be available to each vendor a week after closing.

Vendors will price their items to include the appropriate tax.

Those taxes are to be remitted to local and state authorities by each vendor.

Vendors will need to have enough stock on hand to prevent displays from appearing empty from Friday through Sunday morning.

Every item for sale must have a legible & removeable tag with 4 lines of information:
an assigned booth number, business/artist's name, name of the item and a price.

Prices must be in even dollar amounts so that coin change will not be required at the Cashier Station.

Each accepted vendor will be required to serve a 4hr shift during the course of the event -
assisting with hospitality, merchandise, bagging items sold, security and housekeeping.

To allow room for more guests, participating artisans will not be in attendance except to restock and for their assigned shifts.

There will be no partitions provided - each vendor will create their own store-front space within the measurements given.

Electricity is available for booths along the outer wall. Chandeliers hang over the center booths.

Each vendor will be required to use their social media and marketing connections to help promote the event.

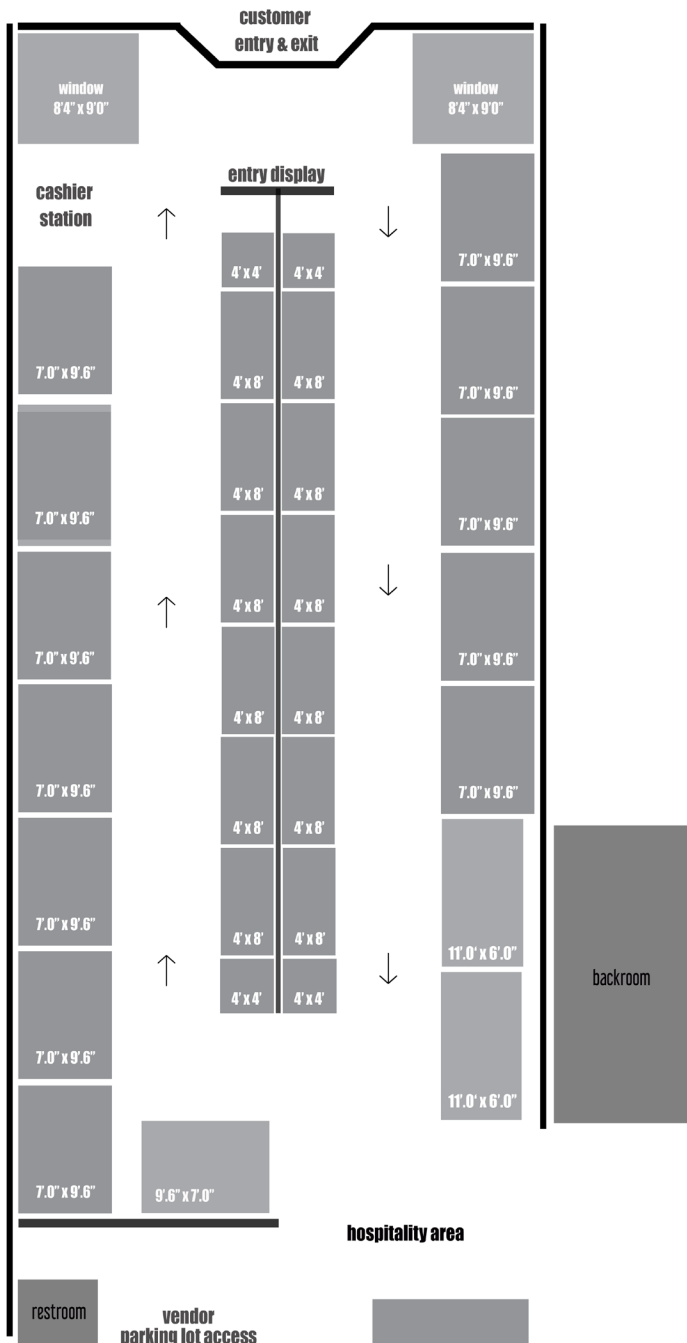
Tenino Arts Spring Market Contacts:

Donna Taylor Mayo - Tenino Arts
 OfWaterWindAndWoods@gmail.com
 808.346.1487

George Sharp - Tenino Creative District & Chamber of Commerce
 gsharp@thurstonedc.com
 360.878.3835

The following is the planned layout for the event.
 Entry/Exit and aiseways are 8 ft wide with one-way traffic.
 Artisans will be assigned booth space by the jury panel and notified of their location.

The Kodiak Room 225 Sussex Avenue West



The Schedule:

Application deadline	Feb 26th
Jury panel review	Feb 27-28th
Email Notifications	Mar 1st
Sign-up for shifts	Mar 3rd-8th
Booth fee deadline	Mar 8th
Load-In	Mar 18th
Market Starts	Mar 19th
Market Ends	Mar 21st
Load-Out	Mar 21st
Checks available	Mar 29th

Tenino Arts Spring Market

Vendor Application 2021 - deadline Sunday, February 21st

REGISTRATION & CONTACT INFORMATION - PLEASE PRINT CLEARLY

Your Name: _____

Business Name: _____

(This is the name that will be used for publicity)

Mailing Address: _____

Street Address: (if different than mailing) _____

City State Zip: _____

Phone Number: Cell _____ Home _____

E-mail address: _____

Indicate the best way to contact you: _____

Emergency Contact: (in the unlikely scenario we cannot communicate with you on the days of our events)

Name and Phone : _____

Website address: _____

Social Media info

Business pages list: _____

If none, what personal social media to you partipate in: _____

- I understand that part of the success of this event rests on the shoulders of the participant's publicity:
I will publicize the Spring Market through my media sources & personal connections prior to & during the event.
- I give permission to the Spring Market team to publically post & tag images of my booth, myself and my products.
- I agree that if accepted I will pay my booth fee on or before March 5th or forfeit my space.
- I agree that the Tenino Chamber of Commerce will make all sales transactions and keep 10% of gross sales.
- I understand that I am legally responsible to report and remit all taxes on the income to state and federal agencies.
- I understand I need to work within the specified time-frame and with event coordinators for set-up and tear-down.
- I agree to display and sell only items that I have designed and created - my original handiwork.
- I understand that a jury panel will determine who is accepted based on submitted applications and press sheets.

Signature: _____ Date: _____

Your Products and Photos

This page and your Photo Press Sheet will be submitted to the jury panel - consider this a silent interview.

What type of item(s) do you create: _____

Please describe your products and what makes them unique in two or three sentences.

If this is a food item, you will be required to include a copy of your Health Department Certificate with the application.

Briefly explain the process and location (city/town) where your products are created:

What role do you play in the process and who else participates:

What is the full price range of the items you plan to have in your booth?

\$ _____ to \$ _____

What are your most popular items and prices?

Anything else you would like us to know about you and/or your products:

Your Press Sheet for the Jury Process

WE REQUIRE A SINGLE PRINTED PAGE that has 4 photos of your products plus 1 photo of your booth display and your name.

This page will be especially important in your effort to impress the jury panel. No application will be processed without it.

We suggest that you put some of your artsy talent into this part of the application - at the very least make sure the photos are quality and the printing is too. This is your opportunity to make the jury panel desperate to have you as part of the event. You can think of it as a giant business card - it represents you and your skills.

REQUIRED: ONE SINGLE 8.5" x 11" color page with 5 photos and your name.
Submit it printed (that is the preferred method) or online as a single pdf or jpeg file.

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VENDOR BOOTH FEE OPTIONS

please indicate your 1st & 2nd choices

FOR MEMBERS OF THE TENINO CHAMBER OF COMMERCE:

Front window booth (2 available)	9' x 8.4"	\$50.
Standard wall booth (15 available)	9.6" x 7'	\$40.
Center booth (12 available)	8' x 4.'	\$25.
Corner spots (4 available)	4' x 4.'	\$15.

FOR RESIDENTS OF THURSTON COUNTY - NON TENINO CHAMBER MEMBERS:

Front window booth (2 available)	9'x8.4'	\$60.
Standard wall booth (15 available)	9.6'x7'	\$50.
Center booth (12 available)	8'x4'	\$35.
Corner spots (4 available)	4'x4'	\$25.

FOR VENDORS LIVING OUTSIDE OF THURSTON COUNTY - NON TENINO CHAMBER MEMBERS:

Front window booth (2 available)	9'x8.4'	\$70.
Standard wall booth (15 available)	9'x7'	\$60.
Center booth (12 available)	8'x4'	\$45.
Corner spots (4 available)	4'x4'	\$35.

Covid 19 - If the event is cancelled prior to opening, all booth fees will be returned.

If the event is cancelled after opening, there will be no refunds.

THE TENINO ARTS SPRING MARKET IS CO-SPONSORED BY TENINO ARTS, THE TENINO CREATIVE DISTRICT AND THE TENINO AREA CHAMBER OF COMMERCE.

THE FOLLOWING AGREEMENT MUST BE SIGNED AND DATED IN ORDER TO PARTICIPATE.

AGREEMENT:

By signing this agreement on behalf of your enterprise, you confirm you have read, understand, and agree to this agreement and to the TASM Application & Policies. You understand that the listed sponsors reserve the right to exclude or remove vendors who do not comply with all rules, policies, and regulations. You acknowledge that selling at the TASM is conditioned on the accuracy of information provided in this application, compliance with all State, County, City, Tenino Arts, the TCDistrict and the TCofC regulatory requirements,. You agree to indemnify and hold harmless the event sponsors and the property owners from and against any and all claims and demands, regardless of the nature, on or off the event premises, associated with any activity or product involving you and the Chamber agents; you further agree that you shall defend, at your own expense, and action brought against the event sponsors which involves you or your agents.

IT IS SO AGREED: Print name: _____ Date: _____

Signature: _____

Submit your completed application & photo press sheet on or before **February 26th** via...

US mail: Tenino Arts c/o Donna Taylor Mayo PO Box 846 Tenino WA 98589 (allow 5 days for delivery)

Drop it off in Tenino at: Of Water Wind and Woods at 599 Sussex Avenue (on the corner of McArthur Street)

Email to: OfWaterWindAndWoods@gmail.com

No booth fees will be accepted until artists are notified and booths assigned.

For information about becoming a Tenino Area Chamber of Commerce Member visit: **www.teninoacc.org**

Thank you.