



Vendor Information and Application

November 26th - 28th 2021

Last year's Tenino Holiday Market was a major success... and we hope to repeat the experience this year. Please read through the following information prior to filling out and submitting your application. Thank you!

What We Are Looking For:

Our shoppers will be hoping to purchase distinctive items that are ready to be given away as gifts, decor to grace their homes or for tasty snacks to be gobbled up. Last year, we created a reputation for locally-created, well-crafted & unique handmade presents, decor and treats. If you create such things, we hope you will apply. Our objective is to have a range of price points so that children as well as discerning adults can do their shopping with us.

Who We Are Looking For:

Local Artisans who are skilled at their craft AND innovative in their approach with attractive booth displays. We hope to fill the venue with high quality handiwork that will be hard to find elsewhere... unique artistry that intrigues and connects with our customers. All artwork/designs must be original to the artisan - no purchased patterns or copied designs permitted. If you approach your craft with the courage to experiment, create new designs, patterns, processes or recipes and have crafted items that are uniquely you, the Tenino Holiday Market might be the perfect placement for your creations. All applicants will go through a jury process to determine who will be the best fit for this event - photos and descriptions of your work will be required.

How This All Works:

The Market will be open for business Friday, November 26, Saturday, November 27th and Sunday, November 28th in The Kodiak Room in downtown Tenino - 225 Sussex Avenue West. We will accommodate the current Covid 19 requirements which may include face masks, social distancing, sanitizing surfaces, etc.

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 and Tenino Arts. 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.

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

Every item for sale must have a legible & easy to remove price ticket/tag for accounting purposes including a vendor code.

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

Each accepted vendor will be required to serve a 2-3 hr 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 Holiday Market Contacts:

Donna Taylor Mayo - Tenino Arts
 info@teninoarts.org
 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.

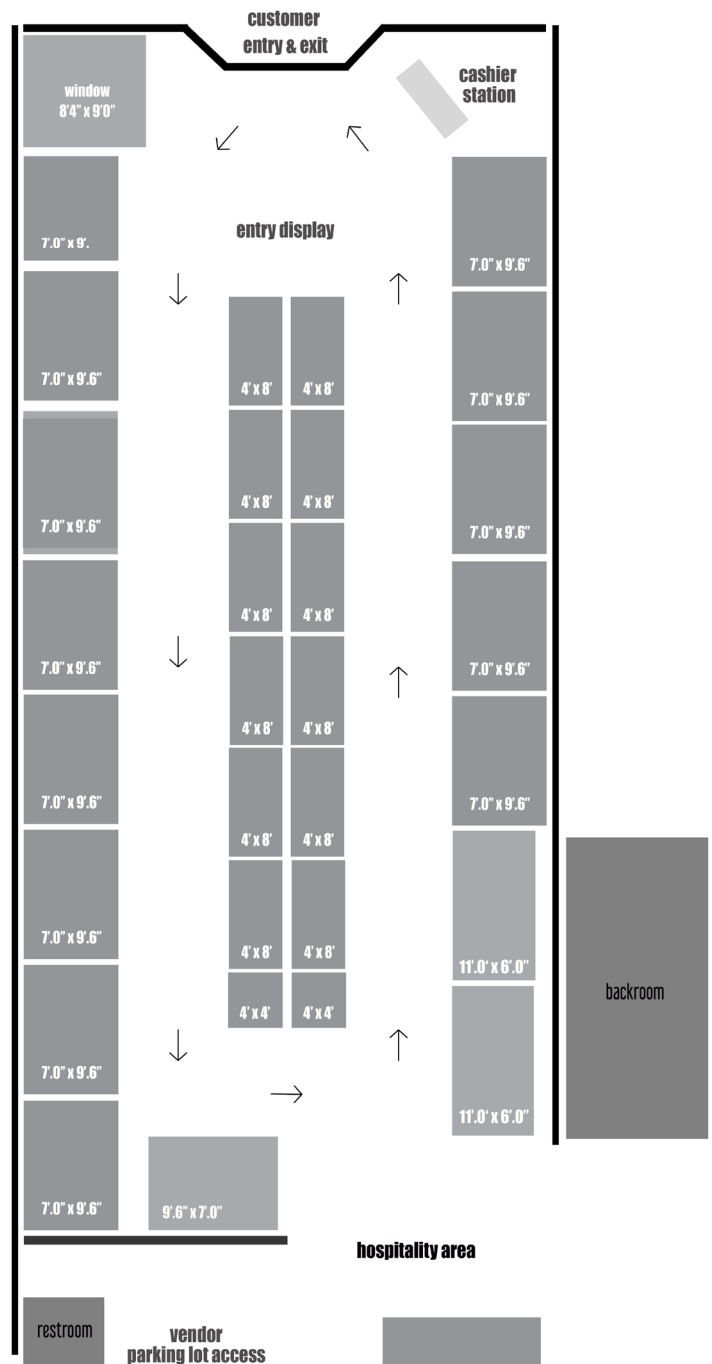
Entry/Exit and aisles are 8 ft wide with one-way traffic.

Artisans will be assigned booth space by the jury panel and notified of their location.

The Schedule:

Application deadline	Oct 17th
Jury panel review	Oct 18-19
eMail Notifications	Oct 20th
Sign-up for shifts	Oct 22nd
Booth fee deadline	Oct 29th
Market Load-In 1 to 9pm	Wednesday, Nov 24th
Market Starts 10am	Friday, Nov 26th
Market Ends 4pm	Sunday, Nov 28th
Load-Out after closing	Sunday, Nov 28th
Venue Clean-up 9am	Monday, Nov 29th

The Kodiak Room 225 Sussex Avenue West



TENINO HOLIDAY MARKET

Vendor Application 2021 - deadline Sunday, October 17th

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: _____

E-mail address: _____

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 Holiday Market through my media sources & personal connections prior to & during the event.
- I give permission to the Holiday 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 Oct 29th or forfeit my space.
- I agree that the Tenino Chamber of Commerce will make all sales transactions and retain 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... your opportunity to impress the decision makers

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

Describe your products: (in two sentences).

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

What makes your product unique in the marketplace:

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?

Where else do you sell your products?

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 (4 products & 1 booth) and your name.

Submit it printed with your completed application. The printed press sheet will go before the jury for consideration - quality counts.

The Tenino Holiday Market 2021

VENDOR BOOTH FEE OPTIONS

	Tenino Chamber Members	Thurston Co Residents Non-Chamber Members	Outside Thurston Co Non-Chamber Members
Front window booth (1 available) 9' x 8'4"	\$105.	\$115.	\$125.
Standard wall booth (15 available) 9'6" x 7'	\$ 85.	\$ 95.	\$105.
Smaller wall booth (1 available) 8'6" x 7'	\$ 80.	\$ 90.	\$100.
Center booth (12 available) 8' x 4.'	\$ 55.	\$ 65.	\$ 75.
Corner spots (2 available) 4' x 4.'	\$ 40.	\$ 50.	\$ 60.

Please indicate your application status: (circle one)

Tenino Chamber Member	Thurston Co Residents Non-Chamber Member	Outside Thurston Co Non-Chamber Member
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Please indicate your booth choices:

1st booth choice: (circle one)	window	wall	center	corner
2nd booth choice:(circle one)	window	wall	center	corner

*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 HOLIDAY 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 THM 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 THM 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 Sunday, October 17th 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)

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.