



2022 Vendor Info and Application

November 25th - 27th Thanksgiving Weekend

Thank you for your interest in our 3rd annual fine arts and crafts event.

We suggest that you read through the following information prior to filling out and submitting your application.

What we are looking for: Our shoppers will be there 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. We have 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 25, Saturday, November 26th and Sunday, November 27th in The Kodiak Room in downtown Tenino. The venue is a beautiful indoor event center located at 225 Sussex Avenue West in a charming historic bldg.

The Market will operate as a "store front" with all sales handled at a central Cashier Station by the Tenino Area Chamber of Commerce & Tenino Arts. This means that the artisans do not need to spend the entire holiday weekend in their booth.

In addition to the booth fee, a 10% fee based on the gross sales collected will go to the Chamber and TA to be used for event expenses & community projects. After the accounting, 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.

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 one or two 3 hr shifts 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.

Limited electricity is provided for each booth and artisans are expected to create a festive & inviting ambiance in their space.

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

We have found posting and then "sharing" each other's posts to be quite effective in bringing in customers from many other counties. We need all our vendors prepared to participate with quality photos.

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

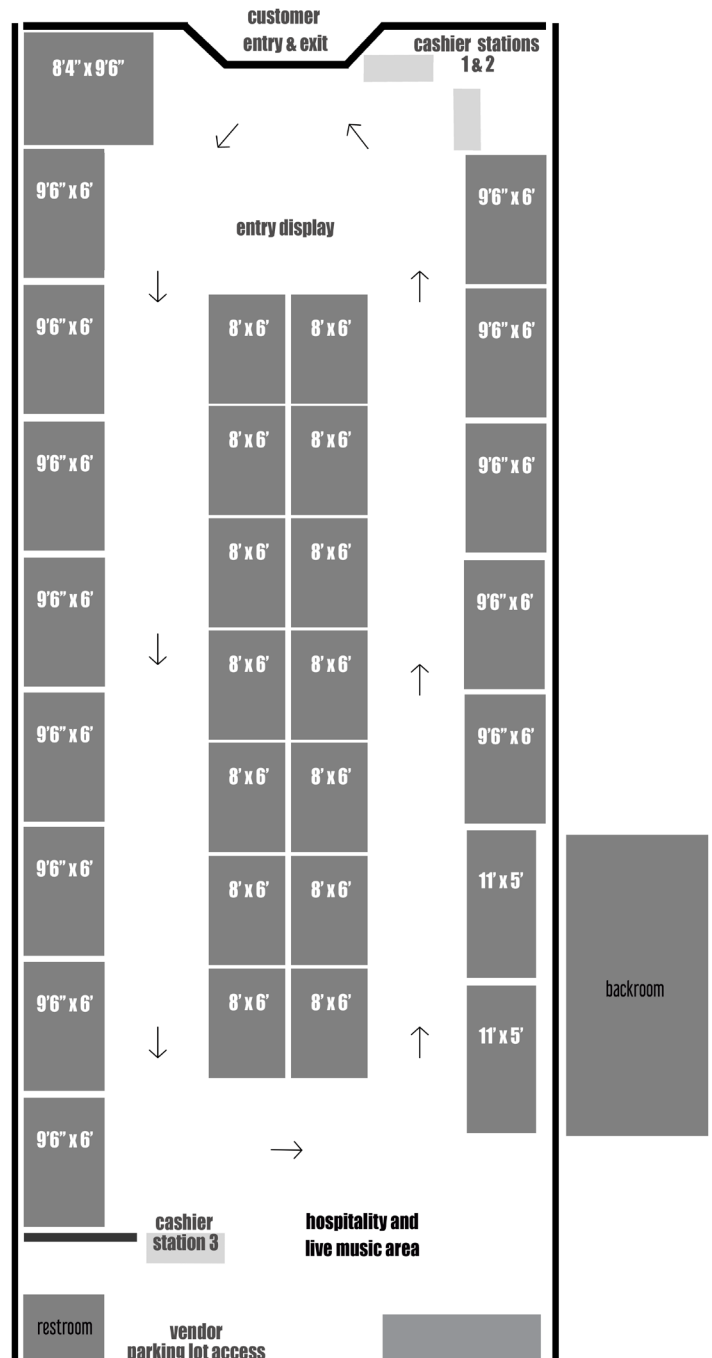
The following is the planned layout for the event.
 Entry/Exit and aisles are 6+ ft wide.
 Artisans will be assigned booth space by the jury panel.
 The majority of wall booths are 9'6" x 6'
 and all center booths are 8' x 6'.
 Limited electricity is available in all booth locations.

The Kodiak Room 225 Sussex Avenue West

The Schedule:

| | |
|-------------------------|------------------------|
| Application deadline | Oct 8th |
| Jury panel review | Oct 10-12th |
| eMail Notifications | Oct 14th |
| Shift signups begin | Oct 17th after payment |
| Booth fee deadline | Oct 22nd |
| Market Load-In 1 to 9pm | Wednesday, Nov 23rd |
| Market Starts 10am | Friday, Nov 25th |
| Market Ends 5pm | Sunday, Nov 27th |
| Load-Out after closing | Sunday, Nov 27th |
| Venue Clean-up 9am | Monday, Nov 28th |

Please keep the first 2 pages for your information.
 Submit the following pages to participate
 in the application process.



Tenino Holiday Market Vendor Application 2022

deadline Saturday, October 8th

REGISTRATION & CONTACT INFORMATION - PLEASE PRINT CLEARLY

Your Name: _____

Business Name: _____

(This is the name that will be used for accounting purposes & publicity - it is required)

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 (where I post my business publicity : _____

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

initial if agreed to:

- 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 publicly 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 22nd or forfeit my space.
- I agree that the Tenino Chamber of Commerce/Tenino Arts will make all sales transactions and retain 10% of gross sales.
- I understand that per standard business practices all accounting and checks will be made to my business name.
- 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 work at least one volunteer shift during the 2022 Holiday Market.
- 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 and booth placement based on submitted applications and press sheets.

Signature: _____ Date: _____

Your Jury Interview Page

This page and your Photo Sheet will be submitted to the jury panel which consists of 5 local residents and business people. They will give each artisan a numeric score which will be used to determine acceptance & placement - there are only 30 spots available. Please take your time and put thought into your responses - consider this a silent interview - your chance to impress them.

What is your primary medium or materials you created from: _____

List the types of artistic items you plan to have in your booth: _____

Please describe your art style and/or what makes your creations unique in one or two 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 your process - raw materials to finished item: _____

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

What city is your studio/workspace in: _____

How long have you been creating this type of art/product: _____

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?

What other shows, markets or events have you participated in:

Your Photo Sheet for the Jury Process

WE REQUIRE A SINGLE 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.

REQUIRED: ONE SINGLE color page which includes 5 photos and your name on it - 8.5" x 11" only.

How to submit your photo page: Include a high quality printed copy with your printed application

OR online with your application as an additional SINGLE pdf or jpeg file (no multiple photo files).

The Tenino Holiday Market Agreement 2022

VENDOR BOOTH OPTIONS

| | | Tenino Chamber Members | Thurston Co Residents Non-Chamber Members | Outside Thurston Co Non-Chamber Members |
|------------------------------------|-------------|------------------------|---|---|
| Standard wall booth (13 available) | 9'6" x 6' | \$ 85. | \$ 95. | \$ 105. |
| Center booth (14 available) | 8' x 6' | \$ 65. | \$ 75. | \$ 85. |
| Front window booth (1 available) | 9'6" x 8'4" | \$ 95. | \$ 105. | \$ 115. |
| Shallow wall booth (2 available) | 11' x 5' | \$ 85. | \$ 95. | \$ 105. |

1. Please INDICATE your application status:

CIRCLE ONE

| Tenino Chamber Member | Thurston Co Residents Non-Chamber Member | Outside Thurston Co Non-Chamber Member |
|-----------------------|--|--|
|-----------------------|--|--|

2. Please INDICATE your booth choices:

1st booth choice: (UNDERLINE ONE)

standard wall center window shallow wall

2nd booth choice: (UNDERLINE ONE)

standard wall center window shallow wall

We will contact you with a 3rd choice should the other options fill first

THE TENINO HOLIDAY MARKET IS CO-SPONSORED BY TENINO ARTS AND THE TENINO AREA CHAMBER OF COMMERCE.

3. 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 TAHM 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 TAHM 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: _____

4. Submit your completed application & photo sheet on or before October 8th via...

Email: info@teninoarts.org

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: Of Water Wind and Woods at 599 Sussex Avenue & McArthur Street (black mailbox on bldg)

DO NOT submit booth fees with your application... we will contact you regarding your acceptance on October 14th.

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

Thank you.