



2023 Vendor Info and Application

November 24th - 26th

Thanksgiving Weekend

**Thank you for your interest
in our 4th annual fine arts and crafts event.**

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

WHY we do this: Creating community and opportunity.

In partnership with the Tenino Area Chamber of Commerce and the Tenino Creative District, Tenino Arts has created a collection of local markets for local artisans. We have seen that our combined passions, skills and efforts are having a positive influence... not only for the creative vendors, but also for our Tenino neighbors and businesses. Our expectation of all applicants is to see themselves as part of an exciting art community and not as business rivals. We are stronger together.

WHAT we are looking for: Unique handmade treasures

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 in order that children as well as discerning adults can do their shopping with us.

WHO we hope to find: Artisans who are not satisfied with ordinary

We are excited by locals who are skilled at their craft AND innovative in their approach with attractive booth displays. We hope to once again 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, molds or copied designs permitted. If you approach your craft with the courage to experiment, create new designs, elements, patterns, processes or recipes and have crafted items that are uniquely you, the Tenino Holiday Market might be the perfect placement for your creations. We are looking for items that cannot be replicated by someone else who might purchase the same materials.

All applicants will go through a jury process to determine who will be the best fit for this event. In order to provide customers with a diverse selection, we do limit the number of booths in each category. Each artisan will be given a score by the jury based on submitted information and photographs. Those scores will determine acceptance and placement in the venue. Quality photos of your creations & your display/booth setup plus detailed descriptions of your work will be essential to participate.

HOW all this works: A 3 day Co-Op

The Market will be open for business **Friday, November 24, Saturday, November 25th and Sunday, November 26th** in The Kodiak Room in downtown Tenino from 10am to 5pm each day. We will be advertising the event, time & location.

The venue is a beautiful indoor event center located at 225 Sussex Avenue West in a charming historic bldg.

Due to the size of the building and comfort of our customers, we are limited to 30-32 vendor booths - each one a valuable asset to our event's success.

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

Each accepted vendor will be required to serve at least 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, for their assigned shifts. and of course, to do some shopping of their own. When present, artisans are welcome to assist and answer questions regarding their booth items, but not allowed to station themselves there.

Venue Load-In is the Wednesday prior to the event: November 22nd from 1 to 7pm. The venue is closed on Thanksgiving. Load-Out is after closing on Sunday evening: November 26th after 5pm.

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. Several downtown projects have been contributed to and completed with the help of our past Markets.

After the accounting, checks and statements will be available to each vendor 7-10 days after closing.

Checks and inventory tags will be picked up in Tenino.

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 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.

Tag specifications will be provided to participating artisans.

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

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

Artisans need to design their booth space with neighbors in mind - keeping the sides and backs neat and attractive.

Limited electricity is provided for each booth and artisans are expected to create a festive & inviting ambiance in their space. To brighten the room and draw customers into each booth, the addition of led or battery sourced lighting is required of each participant.

Each vendor will be required to submit 5 product photos and 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. Photos must be submitted by October 18th.

A list of FB/IG addresses will be provided for posting/sharing purposes among the artisans.

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'.
 We have 1 booth space in the front window plus
 2 larger booth spaces in the Bridal Room
 off of the kitchen hallway.

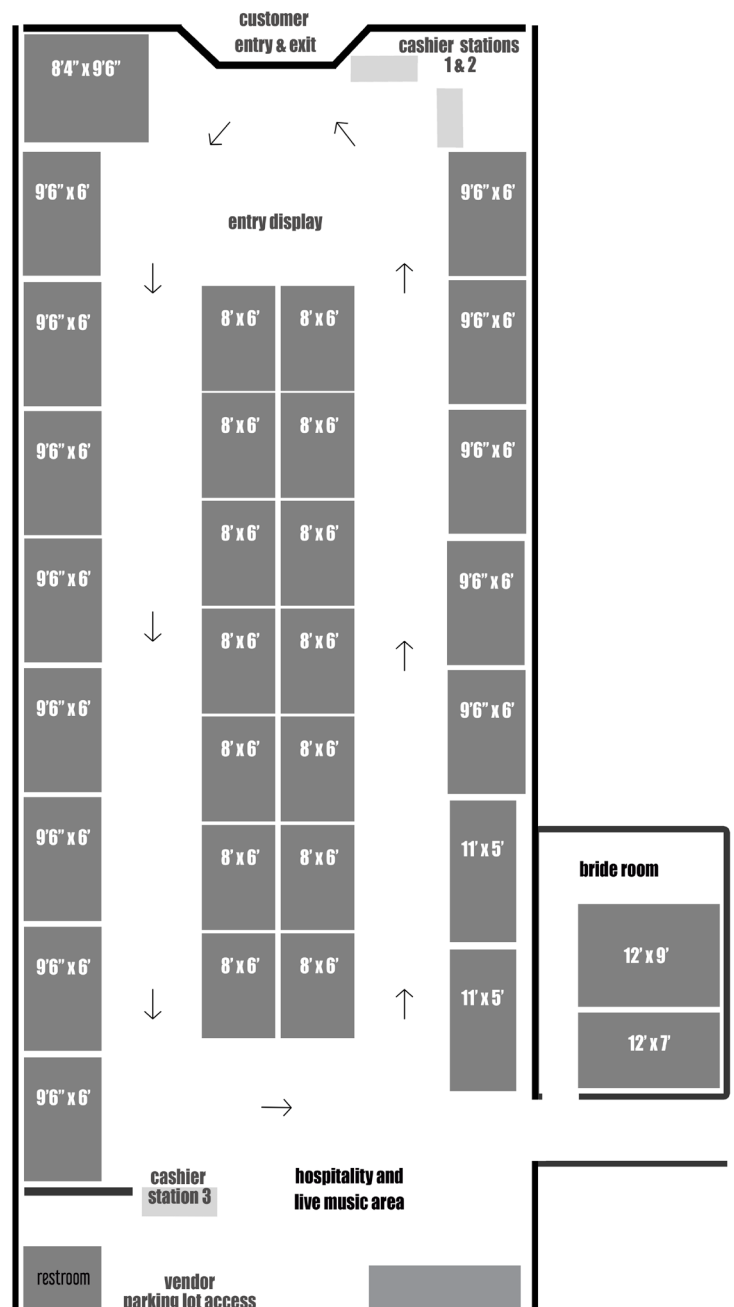
Limited electricity is available in all booth locations.

The Schedule:

Application deadline	Sept 30th
Jury panel review	Oct 3-4th
eMail Notifications	Oct 9th
Shift sign-ups begin	Oct 11th
after payment & photos are submitted	
Booth fee deadline	Oct 18th
Market Load-In 1 to 9pm	Wednesday, Nov 22nd
Market Starts 10am	Friday, Nov 24th
Market Ends 5pm	Sunday, Nov 26th
Load-Out after closing	Sunday, Nov 26th
Venue Clean-up 9am	Monday, Nov 27th

Please keep the first 3 pages for your information.
 Submit the following 3 pages to participate
 in the application process.

The Kodiak Room 225 Sussex Avenue West



Tenino Holiday Market Vendor Application 2023

deadline Saturday, September 30th

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 page FACEBOOK name: _____

Business page INSTAGRAM username @ _____

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 18th 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 two volunteer shift during the 2023 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.
- I agree to submit 5 high quality product jpg images of products I will have in my booth on or before Oct. 18th.

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 limited spaces 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 create from: _____

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

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

Please clearly state what makes your creations unique from others working with the same materials.

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 ONE SINGLE printed color page which includes photos and your company name - 8.5" x 11" only.

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

THE PHOTO SHEET MUST INCLUDE 4 photos of your products PLUS 1 photo of your booth display and your name.

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 2023

VENDOR BOOTH MENU

		Tenino Chamber Members	Thurston Co Residents Non-Chamber Members	Outside Thurston Co Non-Chamber Members
Standard wall booth (13 available)	9'6" x 6'	\$ 90.	\$105.	\$115.
Center booth (14 available)	8' x 6'	\$ 65.	\$ 75.	\$ 85.
Front window booth (1 available)	9'6 x 8'4"	\$105.	\$115.	\$125.
Shallow wall booth (2 available)	11' x 5'	\$ 90.	\$105.	\$115.
Bride Room large zone (1 available)	12' x 9'	\$115.	\$125.	\$135.
Bride Room med zone (1 available)	12' x 7'	\$110.	\$120.	\$130

1. 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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2. Please INDICATE your booth choices:

1st booth choice: (UNDERLINE ONE) **standard wall center window shallow wall br lrg br med**
2nd booth choice: (UNDERLINE ONE) **standard wall center**
We will contact you with a 3rd choice should the other options fill first

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

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 September 30th 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 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 9th.

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