



May 13 – October 14, 2012

[www.AstoriaSundayMarket.com](http://www.AstoriaSundayMarket.com)

## 2012 VENDOR PACKET

Greetings! Astoria Sunday Market takes pride in the quality of vendors that participate in our Market. We strive to find balance of products and work hard to create the best selling environment for our vendors. **To our regulars**, thank you for making this the best market for our shoppers! **To new vendors**, we look forward to having you join our market family.

- 1) **Vendor Luncheon & Workshop:** Sunday, April 15, from 10 am to 1:30 pm. Astoria Event Center  
We encourage all vendors to attend as this is our annual touchstone before the start of the season. If you have a specific topic you want us to address at the meeting or tips for making the workshop more productive or fun please don't hesitate to contact me. This is **your** workshop so your input is always welcome. The luncheon and workshop takes place at the **Astoria Event Center** – located adjacent to the Shipyard Bar & Grill at 894 Commercial Street (Event Center entrance is on 9<sup>th</sup> Street between Commercial and Marine Drive).
- 2) **Cruise Ships:** The season is short and sweet this year. Two ships are scheduled for Sunday during the season: Sept 23 & 30. As a reminder, we don't set vendors up at the Port when ships arrive on Sunday. Instead, passengers partake in the full Market downtown. The cruise schedule is included in the packet with details regarding passenger count and cruise lines. We are anticipating additions to the current schedule and will keep you informed as new information becomes available.
- 3) **Art Studio Spring Cleaning Sales Event!** Sat/Sun March 24 & 25 10 – 4 101 – 15<sup>th</sup> St. dock  
This is an opportunity to get ready for the 2012 vending season and clean out your studio!
  - Old supplies (art, fabric, product scraps, paint, etc.)
  - Clearance items of products (old or current)
  - Equipment (tents, weights, sidewalls, etc.)
  - Displays

There will be a “boneyard” of tent parts to rebuild broken equipment – if you have broken tents to donate for parts please bring them. Registration form and fee info for this event is available online at [www.AstoriaSundayMarket.com](http://www.AstoriaSundayMarket.com) or email me at [Cyndi@astoriasundaymarket.com](mailto:Cyndi@astoriasundaymarket.com)

- 4) **Advertising in the Market Guide**  
This year ad sizes are a bit bigger than in the past and Market vendors are getting a discounted rate not available to non-vendors. 30,000 guides are printed each year and distributed in Portland and to North Coast communities.
- 5) **Non-Profits:** If you are a non-profit please contact me. We have a separate form and new guidelines for non-profits this year.

If you have any questions feel free to contact me. I am looking forward to hearing from each of you!

**Cyndi Mudge, Director**

**503-325-1010**

**[AstoriaSundayMarket@charter.net](mailto:AstoriaSundayMarket@charter.net)**

# ASTORIA SUNDAY MARKET 2012 REGULATIONS

Please retain this page for your reference.

Dates: Sundays, May 13 – October 14, 2012

Sunday Hours: 10:00 AM - 3:00 PM

Deadline: Applications taken all season but for priority placement and for inclusion in The **Market Guide** return by **March 9. The Guide listing is available only to full season vendors.** Not available to occasional vendors or those vending only at Cruise Ships or Winter Market.

Market Fees: Annual application fee: \$35 Returning vendors; \$45 New Vendors. Non-refundable.

Vendor Fees: Sunday Markets are 10% of gross sales each Market Sunday with a \$25 minimum per each 10' x 10' space; Cruise ship Markets are \$35 flat rate for each 10' x 10' space; Astoria Winter Market rates are TBD dependent on location. Vendor is required to provide financial statements substantiating gross sales upon request.

Applications: to be assigned a space, all new and **returning vendors** must complete and return an application, with a non-refundable fee. This application and fee is good for the Astoria Sunday Market, Cruise Ship Markets, Winter Market, and any other ASM produced event for the 2012 season.

Space Assignments: The Market Director assigns all vendor spaces. The vendor map is posted by 7:00 AM each Market Sunday on the mobile office parked at the corner of 12<sup>th</sup> and Duane. You may miss any Sunday with 48-hr. advance notice without paying the \$25 penalty. Priority assignments will be given to those who commit to all 23 Sunday Market dates. Vendors may use a sales agent for up to four Market days during the season as a substitute for their participation. Booth space **may not** be sublet to another vendor without prior consent and approval of the Market Director.

Cancellations/ Terminations: **All cancellations for a specific market require a 48-hour notice to avoid \$25 penalty.** Cancellations made day-of Market can accrue up to a \$50 penalty if occurring more than once during the Market season. Either Vendor or the Astoria Sunday Market may terminate vendor's participation in all markets, on 48 hours written notice, at any time, without cause.

NO EARLY TEAR-DOWN: Vendors must remain in place from 10 am until 3 pm. Vendors who **begin packing product or removing their site** prior to 3 pm may be suspended from vending at the Market for the remainder of the season.

Canopy Weights: Weights are required on all canopies.

Market Setup/Takedown: Set-up may begin by 7 AM and must be finished by 9:30 AM. No vehicles allowed on street or in vending area after 9:30 am. Your space will be held until 9:00 AM. After 9:00 AM the Market Director may assign the space to another vendor. You may park in front of your space to load and unload only. Please move your vehicle before beginning setup. Take-down begins at 3:00 PM. **No vendor vehicles are allowed on the Market Street until 3:20 PM.**

Vendor Parking: These lots are the **only** parking available for vendor use:

1. The City lot between 9<sup>th</sup> and 10<sup>th</sup> on Exchange
2. Library lot – 10<sup>th</sup> and Exchange
3. US Bank lot – 9<sup>th</sup> and Duane
4. Health Department – 800 Exchange
5. Bank of Astoria lot – 11<sup>th</sup> and Exchange
6. Sterling Savings lot – 11<sup>th</sup> and Commercial
7. Bus Station lot – 9<sup>th</sup> and Marine
8. Exchange and 13<sup>th</sup> (down ramp to lower level)
9. County lot – 8<sup>th</sup> and Duane
10. Duane and 10<sup>th</sup> (down ramp to lower level)

**NO ON-STREET VENDOR PARKING ALLOWED BY CITY-- \$50 FINE – this includes Street Parking on 10<sup>th</sup> and any street parking in front of an existing business.**

Cleanup: You are responsible for keeping your space clean & the removal of all trash at the end of the day.

Products to be sold: You must grow, gather or create finished products. **You cannot add new products for sale without prior consent from the Market Manager. Sell only products listed on your contract.**

No Smoking at Astoria Sunday Market

Food Vendors & Growers:

You are responsible for meeting applicable health department codes.

You must take all of your trash with you at the end of the day.

You are responsible for meeting all regulations in the State of Oregon that pertain to your business

# Vendor Application, 2012

**Astoria Sunday Market (ASM)  
Cruise Ship Markets (Cruise)**

## **APPLICATION & FEES DUE BY MARCH 9 For inclusion in ASM Market Guide**

**First vending date for ASM:** \_\_\_\_\_ (Be sure to fill in date!)

**First vending date for CRUISE:** (check one or more)  May 3  May 11  May 16  
 May 18  Sept 1  Sept 24  Oct 1 (NOTE: Cruise ship schedule subject to change)

**Name** \_\_\_\_\_  
Last First

**Company Name** \_\_\_\_\_  
(if applicable – list as you want it to appear in print)

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** (\_\_\_\_\_) \_\_\_\_\_ **Cell phone** (\_\_\_\_\_) \_\_\_\_\_

**Phone number you wish to have published:** (\_\_\_\_\_) \_\_\_\_\_  
(if different from above)

**Email** \_\_\_\_\_

**Web URL:** \_\_\_\_\_

**Vehicle Model/Color & plate #** \_\_\_\_\_

**Type of product sold** \_\_\_\_\_  
(jewelry, ceramics, prepared food, pets, clothes, toys, hats, etc.) It is important to list ALL products you intend to sell. Approval of products is made by the Market Director.

**Number of vending spaces requested:** \_\_\_\_\_ (please note that the Market is limiting the number of vendors allowed to reserve more than one 10' x 10' space).

Our goal is to make sure every vendor is satisfied with their location. However, spaces are assigned at the sole discretion of the Market Director and are not guaranteed. From time to time vendors will be asked to relocate as needs of the market shift throughout the season.

**Please complete next page of application**

Product Description (Maximum of 45 words for Market Guide): Due by **March 12, 2012** for inclusion in Market Guide:

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**VENDOR FEES**

\$ \_\_\_\_\_ \$35 ASM Returning Vendor Application fee enclosed

\$ \_\_\_\_\_ \$45 ASM New Vendor Application fee enclosed

\$ \_\_\_\_\_ \$35 first CRUISE fee enclosed (if you checked dates to be a Cruise Ship Market vendor)

\$ \_\_\_\_\_ I plan on attending the annual Market Vendor Workshop on Sunday, April 15. Vendors receive one free lunch. There is a \$12 lunch fee for each additional guest.

\$ \_\_\_\_\_ Number of guests for Market Vendor Workshop \_\_\_\_\_ x \$12

\$ \_\_\_\_\_ Advertising Fee for Market Guide

Ad size:     1/4 Page (\$245)     1/8 Page (\$70)     1/16 Page (\$35)

**NOTE:** These rates are for Market Vendors only.

\$ \_\_\_\_\_ **Total amount enclosed**

**We strongly encourage all vendors  
to attend the Market Vendor Luncheon & Workshop  
SUNDAY, APRIL 15 (10 to 1:30)  
ASTORIA EVENT CENTER  
(9<sup>TH</sup> and Commercial)**

**(Please read, complete & sign vendor contract on page 5)**

# Vendor Contract

By signing below, I certify that I have read, understand and agree to abide by the regulations of Astoria Sunday Market (ASM) specifically the regulations for this market year, as well as all laws, codes, and regulations that apply to doing business at ASM. I agree to hold harmless ASM, the City of Astoria, the Port of Astoria, and all of their officers, employees, representatives, directors or agents from and against all liability claims, suits, damages, levies, cost, losses and fees including attorney fees arising out of or related to my activities with ASM.

I understand that my assigned vending location is at the discretion of ASM and may vary. I understand that this contract may be terminated by either me or ASM at any time, without cause, on 48 hours written notice. In that event I will not be entitled to a refund of my application fee. I acknowledge that ASM may review my financial records to determine gross sales made at the Sunday Market, and I agree to cooperate with that review.

**Print Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_, **2012**

Mail completed Application and application fee to:

Astoria Sunday Market

P.O. Box 973

Astoria, OR 97103

Phone: (503) 325-1010

E-Mail: [cyndi@AstoriaSundayMarket.com](mailto:cyndi@AstoriaSundayMarket.com)

(We recommend making a copy of this contract for your files before mailing to the Market.)