



ASTORIA SUNDAY MARKET NON-PROFIT POLICIES

Adopted by ASM Board

July 7, 2011

Astoria Sunday Market Mission

Astoria Sunday Market's (ASM) mission is to revitalize historic downtown Astoria and to improve the economic viability and vitality of farmers, artists, artisans and other small business operators in the Pacific Northwest. The market is dedicated to creating a vibrant educational marketplace for the benefit of the community.

Policy Overview

Astoria Sunday Market may provide a limited number of booth spaces to non-profits that provide information that supports its mission and complements the goals and objectives as defined by the Market Board and management.

Astoria Sunday Market is not a forum for political, religious or social causes.

Spaces for non-profits will emphasize:

- Items that complement and support the efforts of Market vendors
- Support of the economic vitality of downtown Astoria
- Encouragement of youth to be engaged in commerce, arts, agriculture, horticulture or craft disciplines
- Support of the historic integrity and heritage of downtown Astoria

Non-Profit Application Procedures

All non-profits must submit a non-profit vendor application for review

All non-profits must submit documentation that shows their mission supports the goals of ASM. Non-profits must provide documents supporting their 501(c) 3 status. Non-profits that are approved for a presence at the Market will be provided a booth assignment as space is available. Assignments are on a week-to-week basis dependent on the availability of spaces not booked by regular market vendors.

Non-Profit Fees

The annual registration fee will not apply to non-profits.

Non-profits will be provided space for the provision of information only. Sales of products or commodities by non-profits is not allowed, therefore day-rate booth fees do not apply.

Non-profits must provide their own tents, weights and equipment.

Contact

For more information and a non-profit application form contact ASM Director Cyndi Mudge:

503-325-1010

AstoriaSundayMarket@charter.net



Non-Profit Application for 2012

First anticipated vending date for ASM: _____ (Be sure to fill in date!)

Your completed application must be reviewed and approved by Astoria Sunday Market

We recommend submitting your application no less than two weeks prior to your requested vending date.

Organization Name _____
(if applicable – list as you want it to appear in print)

Contact Name _____
Last First

Mailing Address _____

City _____ **State** _____ **Zip** _____

Phone (____) _____ **Cell phone** (____) _____

Email _____

Website _____

Coordinator name & cell phone number if different from application contact name:

Name: _____ (____) _____

Please submit the following with this application:

- Copy of IRS letter confirming 501 (c) 3 status
- Your organization's Mission Statement & how it supports the goals of ASM. Please give examples.

Please review the Non-Profit Policies included with this packet on last page. Non-Profits are also bound by our vending policies also included with this packet.

Please complete pages 1 & 2; Review and retain pages 3 & 4

Non-Profit Vendor Contract

By signing below, I certify that if approved by Astoria Sunday Market, that I have read, understand and agree to abide by the regulations of Astoria Sunday Market (ASM) 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.

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

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

ASTORIA SUNDAY MARKET 2012 VENDING REGULATIONS

Please retain this page for your reference.

Dates: Sundays, May 13 – October 14, 2012

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

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 12th and Duane. Non-Profits are given booth assignments on a space available basis which is typically provided the day-of vending. Please note that from time-to-time space is not available. Priority is given to for-profit Market Vendors.

Cancellations/ Terminations: 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: Non-Profits must check in with Market Director no later than 9:00 am to receive a space assignment. Set-up must be finished by 9:30 AM. No vehicles allowed on street or in vending area after 9:30 am. 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 9th and 10th on Exchange
2. Library lot – 10th and Exchange
3. US Bank lot – 9th and Duane
4. Health Department – 800 Exchange
5. Bank of Astoria lot – 11th and Exchange
6. Sterling Savings lot – 11th and Commercial
7. Bus Station lot – 9th and Marine
8. Exchange and 13th (down ramp to lower level)
9. County lot – 8th and Duane
10. Duane and 10th (down ramp to lower level)

NO ON-STREET VENDOR PARKING ALLOWED BY CITY-- \$50 FINE – this includes Street Parking on 10th 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: Non-Profits may not sell. Non-Profits are allowed to provide information only.

No Smoking at Astoria Sunday Market.