



# Artisan Alley Application

**Pioneer Day**– August 7

12pm– 3pm

**Heritage Lights**- (choose a date(s) below) Hours: 4pm-7pm

December 3

December 4

December 10

December 11

December 17

December 18

Vendor Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

Description of Products:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you require power? YES NO

Vendor Fee \$25 per date

Make Checks payable to *Umatilla County Historical Society*

Do you require a table and chairs? YES NO

Preferred space location: OUTDOOR Market Stall INDOOR Classroom

Vendor space size (approximate): Outdoor 11 x 9 Indoor 6 x 6

Set up time begins 2 hours before event start time

**Applications due by July 1st for Pioneer Day**  
**November 1st for Heritage Lights**

## Terms & Conditions

1. Applications will be processed in the order they are received. No duplicate vendors will be accepted.
2. Cost is \$25 per date and is due no later than 2 weeks before the event. Payment may be made via cash, credit card or check (Payable to *Umatilla County Historical Society*).
3. Returned checks will be charged our bank fee.
4. Vendor spots will be located indoors and out depending on event and vendor type. UCHS will work to accommodate location requests but reserves the right to determine final booth location. Booth size (approximate): Outdoor is 11x9 Indoor is 6x6
5. Set– up begins 2 hours before the event.
6. Vendor will provide all equipment necessary to run the booth. 1 table and 2 chairs will be provided by UCHS for those who request it in advance.
7. Vendor takes responsibility for any damages or incidents that occur at his/her booth.
8. Vendor will only sell items that are legally allowed under city, state, and federal law.
9. Vendor will be responsible for any required permits, licenses, or taxes required by the city, county or state.
10. UCHS often takes photographs of our events (including vendors and attendees) for day of and future promotional purposes which includes our social media accounts. If you would not like to be included please indicate this when submitting your application.
11. No Dogs will be allowed on site with the exception of service animals as defined by the ADA.gov website, emotional support animals do not qualify under the ADA as a Title II or Title III trained service animal.
12. Violators of the conditions & terms of this agreement will be asked to cease operating their booth & will forfeit their fee payment. They may also not be allowed to participate in any future UCHS events.

**Please direct questions to Shannon Gruenhagen [shannong@heritagestationmuseum.org](mailto:shannong@heritagestationmuseum.org)**