



Artisan Market Application

Heritage Lights Set up begins at 2 PM Event run time is 5 PM to 7 PM

Please check each date you would like to participate.

- | | |
|--|--|
| <input type="checkbox"/> Friday, December 2 | <input type="checkbox"/> Saturday, December 3 |
| <input type="checkbox"/> Friday, December 9 | <input type="checkbox"/> Saturday, December 10 |
| <input type="checkbox"/> Friday, December 16 | <input type="checkbox"/> Saturday, December 17 |

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*

Credit Cards and cash are also accepted

Do you require a table and chairs? YES NO

Vendor space size (approximate): Indoor 6 x 6 Approx.

Set up time begins 2-3 hours before event start time depending on your needs.

Terms & Conditions

1. Applications will be processed in the order they are received. No duplicate vendors will be accepted. Submitting an application does not guarantee you a space.
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.
13. UCHS reserves the right to limit the number of vendors at each event.

Please direct questions to Shannon Gruenhagen shannong@heritagestationmuseum.org