



# 2023 Winter Artisan Market Application

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Friday, Dec. 1   | <input type="checkbox"/> Friday, Dec. 8   | <input type="checkbox"/> Friday, Dec. 15   |
| <input type="checkbox"/> Saturday, Dec. 2 | <input type="checkbox"/> Saturday, Dec. 9 | <input type="checkbox"/> Saturday, Dec. 16 |

Set up begins 3pm    Event run time is 5pm– 7pm

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

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

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

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

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

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

Description of Products:

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

Vendor Fee \$25 per date or \$125 for all 6 nights (cash, card, or check)

Make Checks payable to *Umatilla County Historical Society*,

**You may pay online at [www.heritagemuseum.org/store](http://www.heritagemuseum.org/store)**

**Would you like us to send you a receipt: Y N**

### Things to know:

1. The First weekend is often quieter than the second and third due to other events around Pendleton.
2. You are not confirmed until UCHS staff has sent you a confirmation, we work hard to ensure that we don't duplicate the types of items vendors are selling.
3. Vendor space size (approximate): Indoor 6 x 6

Payment Received date \_\_\_\_\_ Cash    Check    CC

Notes:



## 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 required to confirm your space. Payment may be made via cash, credit card or check (Payable to *Umatilla County Historical Society*). You may also pay online at [www.heritagemuseum.org](http://www.heritagemuseum.org)
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 6x6, Indoor is 6x6
5. Set-up begins approx. 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@heritagemuseum.org](mailto:shannong@heritagemuseum.org)**

**PO BOX 253, Pendleton, OR 97801**