



VENDOR GUIDELINES & RULES

Artisan's Holiday Market @ The Phoenix Clubhouse 2018

1) BOOTH TYPES & FEES:

– General Vendor Booth: \$50.00 Approximately 8'x6' area

Note: Packaged Food & Drink Items that are not intended to be consumed on-site fall into the general vendor category.

– Food Vendor/Truck: \$50.00 (outside area, power & parking included)

Note: A very limited number of food/alcohol vendors will be approved for this event and the products sold at these booths are intended to be consumed on-site.

– Alcohol Vendor: \$50.00 Approximately 8'x6' area (must have license from OLCC)

Note: A very limited number of food/alcohol vendors will be approved for this event and the products sold at these booths are intended to be consumed on-site.

2) HOURS:

a) The market will be open to customers from 10:00am to 5:00pm on Saturday, December 8th and Sunday, December 9th, 2018.

b) Vendors may arrive for set up at 8:00am on Saturday, December 8th, 2018 and at 9:00am on Sunday, December 9th, 2018. Your booth must be completely set up and ready to sell by 9:45am on both days. Booths will NOT need to be broken down at the end of the day on Saturday and vendors can leave their products on-site if they wish.

c) The venue will close at 6:00pm each day and vendors will need to finish any sales and clean up their space before that time.

3) BOOTH CONDITIONS AND CLEAN UP:

a) It is the responsibility of individual vendors to maintain a clean and healthful condition within their assigned booth and to leave that area clean and free of debris at the end of each day.

4) LICENSE TO SELL:

a) All vendors should secure necessary licenses when required for their type of goods or food products, and have licenses in their booth at all times.

5) ELECTRICITY

a) If possible, each booth space will be provided with reasonable power. Outlets are limited and vendors will be responsible for providing their own extension cords, power strips, etc. Power hook-ups and connections must meet County codes and regulations. All extension cords must be protected from physical damage and be of the three-wire, grounded 14, hard usage type. The Phoenix Clubhouse cannot guarantee the availability and may refuse power at any time.

6) WI-FI:

a) Vendors will be responsible for providing their own internet service if needed for the operation of their booth. Wi-Fi is NOT provided.



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7) PARKING:

- a) On Street + Public Parking Available.

8) DISPLAYS:

- a) Vendors are responsible for providing their own tables, displays and booth set ups. Tables are NOT provided and are NOT to exceed 6ft in length.

9) LIABILITY:

- a) The Phoenix Clubhouse will not be responsible for the safety of exhibits against theft, fire, robbery, accident, or any other cause, or for any injury that may arise to the employees or public in the leased area, or to the exhibitors or their employees while on The Phoenix Clubhouse property.
- b) The exhibitor further agrees to identify and save harmless The Phoenix Clubhouse and it's employees/volunteers from any loss, damage, cause of action, claims or suits for damages to the exhibitor, including but not limited to, loss of property, goods, wares, or merchandise, if such a claim is in any way caused by or connected with the exercise by the exhibitor of the privileges granted therein.
- c) I/we, the undersigned, further understand that The Phoenix Clubhouse, or anyone connected with the management of this event, is not responsible for any injury or loss of property through theft, fire, or any other unforeseen circumstance and agree to indemnify and hold harmless The Phoenix Clubhouse or anyone connected with the management of this event, from all claims, liabilities, cost or expense which might arise with respect to my participation at this event. Any exhibitor desiring insurance for their exhibit must do so at their own expense. I/we specifically waive such rights, if any, to any such claim or demand.

By submitting an application either online or in person, you acknowledge that you choose to be a part of the Artisan's Holiday Market at The Phoenix Clubhouse and are agreeing to the terms and conditions set forth in this enforceable contract.