



# VENDOR RULES & GUIDELINES

## 2019/2020 Artisan's Market @ The Phoenix Clubhouse

### 1) BOOTH TYPES & FEES:

– **Vendor Booth:** Approximately 8'x6' indoor area (**\$35/wk or \$100/month**)

Art, crafts, gifts, packaged food & drink items that are not intended to be consumed on-site.

– **Food Vendor/Truck:** Outside parking area/private lot by venue (**\$35/wk or \$100/month**)

Power is not included for food trucks but can be added if necessary for an additional \$15/event.

### 2) HOURS:

- Market will be open to customers from 10:00am to 2:00pm on Tuesdays starting on December 3rd, 2019 and ending on February 25th, 2020 (No market on December 24th, 2019).

- Venue will open to vendors for set up starting at 9:00am on market days. Limited street parking is available in front of the venue and should be used for unloading/loading only. Your booth must be completely set up by 10:00am.

- Booth must remain set up and attended at all times during market hours (10:00am-2:00pm).

- Venue will close to vendors at 3:00pm on market days. Your booth space must be completely clean and free of all tables, merchandise, etc by 3:00pm.

### 3) BOOTH CONDITIONS AND CLEAN UP:

- 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.

- Notify the venue staff immediately about any spills that happen in your booth space or that you notice elsewhere so that it can be cleaned up right away.

### 4) LICENSE TO SELL:

- All vendors must secure any and all necessary licenses that are required for their goods, services or food products. If your products or services require a license of any type, you must provide a copy with your application and keep a copy in your booth at all times.

### 5) ELECTRICITY

- 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.



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### **6) WI-FI:**

- The Phoenix Clubhouse does not provide Wi-Fi. Vendors will be responsible for providing their own internet service if needed for the operation of their booth.

### **7) PARKING:**

- Public parking lot located right behind The Phoenix Clubhouse. Turn left on 3rd Street, immediately after you pass the venue and pull around to the back to find a spot.

- Limited street parking is available in front of the venue and should be used for unloading/loading only.

- Do NOT park in the chinese restaurant's lot across the street or in the private lot located by the Cheese Cave.

### **8) DISPLAYS:**

- 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/vendor further agrees to indemnify and hold 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, the vendor further understand that The Phoenix Clubhouse, and/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 and/or anyone connected with the management of this event, from all claims, liabilities, costs or expenses 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 Market at The Phoenix Clubhouse and are agreeing to the terms and conditions set forth in this enforceable contract.**