



Redmond Lights Holiday Market

Vendor Application Information & Guidelines

WHEN: **Saturday, December 3;** open to the public from 12 noon - 6 p.m.
This annual event, Redmond Lights, draws 10,000-15,000 to Redmond City Hall Campus. The Redmond Senior Center (RSC) is the perfect location for artists to showcase and sell their work prior to the evening festivities.

WHERE: RSC; 8703 160th Avenue NE, Redmond, WA 98052; 425-556-2314

WHO: Redmond residents- applications accepted - Oct 4. Fee is \$30
Non-residents – applications accepted - Oct 11. Fee is \$36
No refunds for canceled tables.
No commercial vendors – hand crafted items only.

HOW: Applications may be submitted online, by mail or in person.
Complete the attached application form, submit with table rental fee and photos of your art/craft. Application forms are processed in the order received and according to the residence criteria stated above.
Incomplete forms will not be processed.
To create interest for shoppers and help traffic flow, the staff will assign table space.

The following guidelines apply to this HolidayMarket:

1. **Only handcrafted items may be offered for sale.** Restricted products are food items and baked goods, large pieces of furniture; second hand items and commercially produced products.
2. **On the day of the Market the building will open at 10:30 a.m. for vendor set-up.** The doors open to the public at 12 noon. Vendors are responsible for transporting their own merchandise into and out of the building; and to and from the RSC. After unloading, vendors are encouraged to move their vehicle to the parking garage.
3. The Market will close at 6 p.m. **No early departures** - all vendors must stay open for business for the entire event. Vendors and all items must clear the building by 7 p.m. No accommodations are available to store items before or after the sale.
4. Each vendor is responsible for his or her own sales. Vendors must set their own prices, provide change, and package or bag items as appropriate for their product. Where applicable, vendors must maintain the proper records and collect sales tax. The RSC requires no commission. The RSC cannot make change for vendors.
5. Vendors are responsible for conducting the sale of their merchandise. Vendors may designate additional people to assist as salespeople.
6. A table (72" x 30") and two chairs will be provided for each vendor space. Limit two tables per vendor.

7. Display racks and/or stands are allowed only on, or behind, each table. Stands or racks must be safe, secured against falling, and positioned in such a way that, should they be knocked over, will not fall on shoppers or other vendors.
8. Vendors are required to sign the liability waiver that is part of the registration form. The RSC and the City of Redmond are released from all responsibility for loss of merchandise due to fire, theft or other causes.
9. The City of Redmond staff reserves the right to deny admission to specific items and/or vendors that do not comply with the previously stated guidelines. Also in an attempt to provide a variety of arts/crafts in the market, staff will regulate the number of vendors in each category.
10. No open flame candles permitted – battery operated candles are permitted.
11. Vendors are expected to assist in publicizing the event. Flyers are available for vendor distribution. An electronic version of the flyer will be available also.
12. The Redmond Lights Holiday Market will be publicized on the Redmond Lights website, <http://redmondlights.com/> in addition to the RSC Facebook page, the online RSC newsletter, the City of Redmond's website, <http://www.redmond.gov/> and the Parks and Recreation Department's online recreation guide. The Market will be added to area event calendars as well such as the Redmond Reporter and Seattle Times.
13. Vendors are invited to provide marketing materials such as a coupon, brochure, or small item to be placed in shopping bags that will be distributed to the first 200 shoppers. In order to participate in this promotion the marketing item needs to be delivered to the RSC by Monday, November 28. No food items please.

If you have any questions, please contact Karen Phillips at 425-556-2388 or kphillips@redmond.gov .



REDMOND LIGHTS HOLIDAY MARKET

Saturday, December 3, 2016

Program Number:
57096

Last: _____ First: _____ Phone: _____

Address: _____

City: _____ State _____ Zip _____

E-mail Address: _____ Include in directory Yes No

Web address: _____ Include in directory Yes No

If you are sharing a table with someone, please list their name and phone number:

Last: _____ First: _____ Phone: _____

How many tables: one two Fee per table: \$30 (res) \$36 (non-res) Total Due: \$ _____

Type of payment: Cash Check Credit-Visa or MasterCard

Number _____ Exp. Date _____

Card Holder's Name _____ Signature _____

Please check up to two categories that best describe the products you will offer for sale:

- | | | |
|---------------------------------------------------|--------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Fiber Arts/Needle Crafts | <input type="checkbox"/> Holiday Crafts | <input type="checkbox"/> Woodwork |
| <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Glass Arts/Ceramics | <input type="checkbox"/> Papercrafts/Photography | _____ |

Price range: _____

Attach photos or send electronically to kphillips@redmond.gov.

Will you provide a promotional item for the shopping bags handed out to the first 200 shoppers? Yes No
(see guideline #13)

Waiver of Liability: All participants are required to sign the following release.

- I/We assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless City of Redmond Parks and Recreation Department, park supervisors, instructors and persons transporting myself for any claim arising out of any injury to myself.
- I certify that all merchandise is new and has been personally made by me, the seller, whose signature appears below.
- I agree to abide by the Market guidelines which were presented to me as part of this registration package.
- I understand that neither the Redmond Senior Center nor the City of Redmond is responsible for damage to, theft or other loss of merchandise or personal articles brought to the Senior Center for and during the Market.

Signature: _____ Date: _____