

## Redmond Senior Center

City of Redmond Parks and Recreation  
8703 160<sup>th</sup> Avenue NE, Redmond, WA  
(425) 556-2314



# Redmond Lights Holiday Market Vendor Application Information & Guidelines

- WHEN:** Saturday, December 1; open to the public from - 12 - 6 pm  
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/seniors - applications accepted - Oct 2. Fee is \$30  
Non-residents – applications accepted - Oct 9. Fee is \$36  
No applications accepted after end of business day – November 21, 2018.  
**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 location.

The following guidelines apply to this Holiday Market:

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 10:00 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 set their own prices, provide change, and package or bag items as appropriate for their product. Where applicable, vendors 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. There is no food available onsite for vendors but refrigeration is available and several nearby restaurants will deliver.
13. 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.

If you have any questions, please contact Karen Phillips at 425-556-2388 or [kphillips@redmond.gov](mailto:kphillips@redmond.gov).

*Note to vendors: Typically Holiday Market shoppers are looking for reasonably priced gift items. Consider offering items in a wide range of prices. Remember as the seller it is your job to say hello and engage the shopper.*