

Art Court Application 2017
Beaverton First United Methodist Church (BFUMC)
12555 SW 4th Street Beaverton, Oregon 97005,
503-646-7107 office@beavertonumc.org

Your Full Name _____

Your Business Name _____

Business Liability Insurance policy number and expiration date _____
(Please submit a copy of your insurance policy to the church office one week prior to your first Art Court Date. Beaverton First United Methodist Church must be listed as Additionally Insured. Proof of insurance is not needed until your application has been accepted.)

Your Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Phone #2 _____

Email _____

Web Site _____

Type of Art or Craft: _____

2017 Applications for returning vendors are due by March 1, 2017 in order to be considered for first priority space assignments. New vendor applications are accepted any time after March 1, 2017. Returning vendor applications will be processed first in order to assess space availability.

Pricing: All booths are \$35 a week. Spaces are 10 feet by 10 feet, with the exception of spots #12 and #13 which are slightly smaller, but on a corner. Summer Market season is May 6 – November 18, May-September Hours: 8:00 a.m. to 1:30 p.m.; October - November Hours: 9:00 a.m. to 1:30 p.m.

Application process

1. Completely fill out the application and sign indicating that you agree to all rules and policies.
2. Submit your application with your non-refundable ***\$15.00 application fee*** to the BFUMC office.
3. Submit samples of your work to the church office along with this completed application. For existing vendors you only need to submit samples if you have added any new items or changed your product.
 - a. Electronic photos or web sites are preferred. Actual photos and physical examples of work are also accepted but will increase the time frame for committee approval.
4. Once application is complete it is turned over to the committee for approval. This can take up to 2 weeks for completion.
5. A completed application, with all insurance documents is required one week prior to vendor sell dates.

Policies and Rules for display

Vendors must submit a complete list of products at the time they make application. All products must be approved by Art Court committee prior to the approval of your application. New products added to your line must obtain additional approval.

Prices

All vendor prices must be clearly marked or posted. Collusion and deceptive pricing practices are strictly forbidden. Vendors are not allowed to pressure, harass, or bully other vendors regarding the pricing of their product.

Product Exclusivity

Beaverton Art Court does not guarantee any vendor the exclusive right to sell any one product. The Art Court Committee has sole authority with regards to products sold at BFUMC's Art Court.

Rules of Conduct

1. Vendors shall be honest and conduct themselves at all times in a courteous and business-like manner. Rude, abusive, offensive or other disruptive conduct will not be permitted.
2. Vendors who wish to smoke must leave the Church grounds to do so.
3. Loud hawking, shouting, or barking as a sales technique is not allowed.
4. Vendors may not bring pets to the market.

Approval for Display - Only Hand crafted items are allowed.

- Your items must be completely handcrafted by YOU! Pre-purchased or embellished arts and crafts items are not permitted.
- No agricultural or food products are allowed.
- The person who made the items must submit the application.
- Sale of other artist's work is permitted by completing the form at the end of this document.

Once the Committee has reviewed your work you will be notified of the decision. If the work displayed at the market does not represent the sample that was submitted then BFUMC reserves the right to revoke display privileges. BFUMC is not responsible for your displays or your materials. Sharing of a booth by two or more vendors must be approved prior to selling. An application and fee from each vendor is required.

Canopies and umbrellas

BFUMC requires that adequate weight be attached to your canopy to keep it on the ground in all weather conditions. You are responsible for any damage if your canopy leaves the ground. If you need information about securing canopy weights please contact the BFUMC office. This also applies to umbrellas, signs, and displays.

Liability Insurance

You are required you to carry Business liability Insurance and list Beaverton First United Methodist Church as Additionally Insured. You are required to keep your insurance up to date with the Church Office. If your insurance expires during the market season you will not be eligible for display until proof of insurance is supplied to the Church Office.

You are responsible for damage that may occur to you or your product while on display at Art Court. Homeowners insurance will not cover your product or other effects while they are displayed at Art Court.

NO EXCEPTIONS TO THE INSURANCE RULES WILL BE MADE!

Initial Here

Set up of tables and your display space

Tables and canopies must be set up on the grass and not encroach onto the sidewalk. Your space is a square 10 feet by 10 feet (with the exception of spaces 12 and 13). You may only use your designated space. If there is empty space next to your display you cannot use the empty space. If there is room behind your display you may store your boxes, etc. there. No tables, chairs, water, access to bathrooms, electricity, Wi-Fi, etc. will be provided by BFUMC.

Assignment of space

The Art Court manger will assign your space. Consistency in space assignments will be taken into consideration. Each week an email will go out with space assignments. If you don't have email you are responsible for contacting the BFUMC office regarding your space assignment for the week.

Payment

Payment can be made to the church office (Monday-Thursday 9:30 am – 1:30 pm), mailed to the church, or placed in the mail drop box on the outside wall at the west entrance to the church.

Art Court space is limited. Payment for the coming Saturday must be received in the BFUMC office by noon the preceding Monday. Any payments received after noon on Monday will be credited to the following week. **THERE ARE NO EXCEPTIONS TO THIS RULE!** Advance payment for Art Court spaces may be made at any time. Space assignment is not guaranteed.

Only vendors who have paid for the week will be permitted at that week's Art Court. You will receive a list of paid vendors by email each week. Vendors attempting to participate in Art Court without payment will be given a warning. A second attempt to sell without paying will result in the loss of the privilege to participate.

Refunds for payments made will be given only with a minimum of one week's notice.

We accept cash, checks or credit cards for payment. Please make out checks payable to BFUMC.

Initial Here

Parking and Loading and Unloading

- Set up time starts at 6:30 am. No Earlier.
- You must arrive 30 min prior to market opening time and must be set up no later than 30 min after the market opens.
- Washington St., 3rd St. and 4th St. are closed to traffic during Market hours. (SEE ATTACHED MAP on last page. Please note map is not to scale!)
- 4th Street is to be used for unloading and loading only. You may not park your vehicle there. Washington St. and 3rd St. are not available for loading until after 3:00 PM or until those streets are opened to regular traffic. (SEE ATTACHED MAP)
- You have until 4:00 pm to remove your display.
- Please be safe and respectful of the rules of the Farmers Market. They are for your protection and the protection of those attending the Market. Market rules have first Priority.

Responsibility of your equipment and kindness to your neighbors

Please make sure your equipment and displays are in your designated area only. Be respectful of your neighboring vendors and their customers. Negative behavior, comments or actions towards other vendors or customers will not be tolerated.

The church office is open for Art Court on: Monday – Thursday 9:30 am – 1:30 pm

Sign here

By signing this document you agree to accept the rules and conditions pertaining to payment and display. Violation of ANY rule will result in a written warning. Violation of any rule after receiving a written warning will the result in your removal from Art Court.

Agreement for Secondary Sales of Product at Art Court

Before a secondary vendor is allowed to sell another artist's work that person **must**:

1. Apply and be accepted as an Art Court Vendor
2. Have signed this document along with the primary vendor

Primary Vendor:

I agree that _____ may sell my products at Art Court. I release Beaverton First UMC and its representatives from liability for any damage or theft that may occur while my product is displayed without my presence.

Secondary Vendor:

I agree to sell _____ products at Art Court. I release Beaverton First UMC and its representatives from liability for any damage or theft that may occur to the products or property of the primary vendor while I am selling that product.

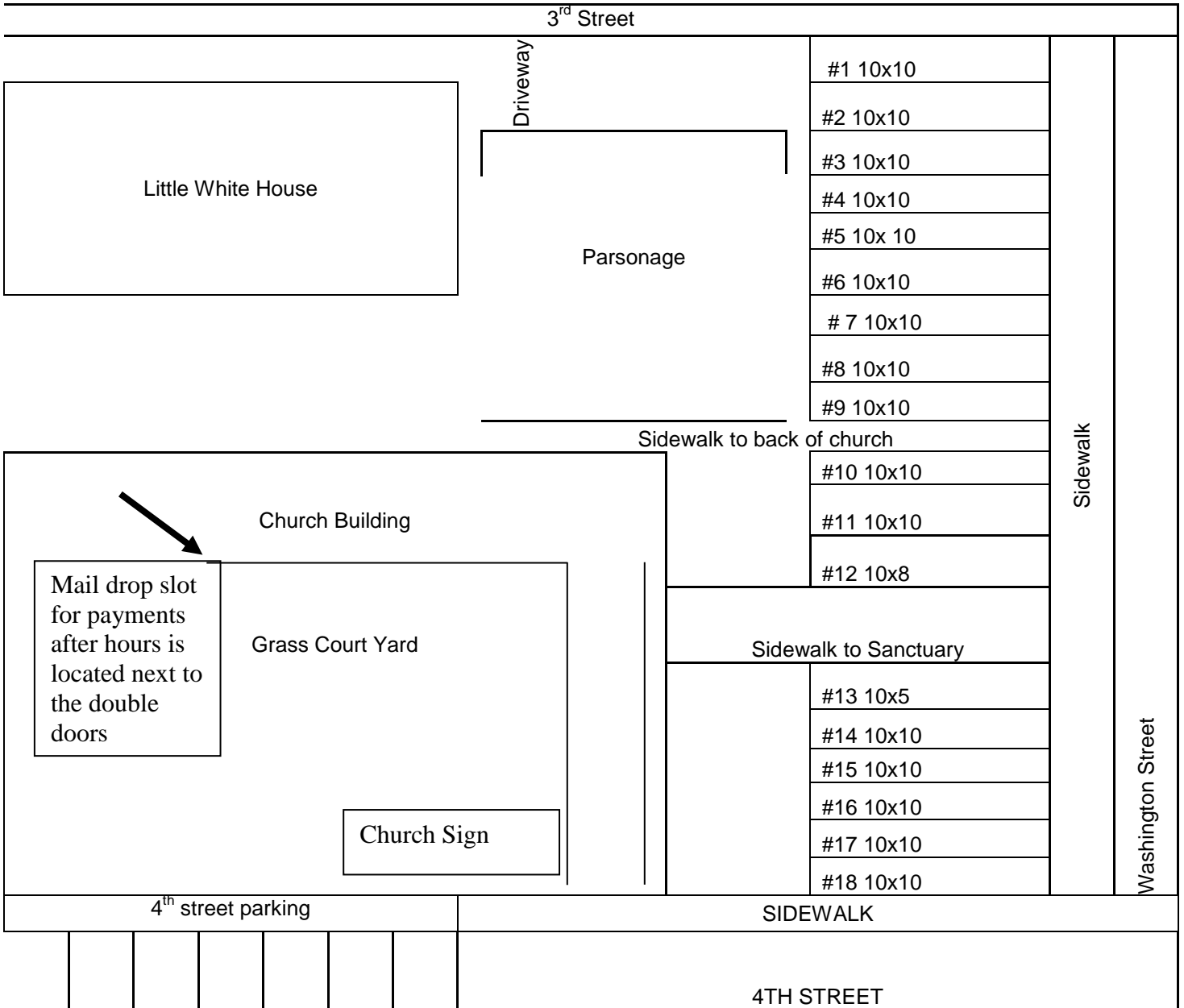
Primary Vendor Signature

Date

Secondary Vendor Signature

Date

No Parking or Driving on 3rd Street or Washington before 3:00 pm



**Parking on 4th only this side of church sign and only for 15 min to unload or Load.
No driving between 1:15 pm and 3 pm**