



Open Hearts. Open Minds. Open doors.

**First United Methodist Church of Beaverton**

**Art Market Application 2025**  
**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 Market 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 \_\_\_\_\_

Website \_\_\_\_\_

Type of Art or Craft \_\_\_\_\_

\_\_\_\_\_

**The 2025 Applications for all vendors will be accepted beginning March 31, 2025.**

Pricing: All booths are \$35 a week. Summer Market season is May 3 – September 30.

**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 \$20.00 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 7-10 business days 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 Market 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 Market does not guarantee any vendor the exclusive right to sell any one product. The Art Market Committee has sole authority with regards to products sold at BFUMC's Art Market.

### **Rules of Conduct**

1. Vendors shall be honest and always conduct themselves 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 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 Market. Homeowners insurance will not cover your product or other effects while they are displayed at Art Market.

### **NO EXCEPTIONS TO THE INSURANCE RULES WILL BE MADE!**

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### **Set up of tables and your display space**

At this time, BFUMC will have at least 8 available spaces at the 2025 Art Market. Tables and canopies must be set up on the grass and not encroach onto the sidewalk. If there is empty space next to your assigned space, please do not use the 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.

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### **Assignment of space**

There will be at least 10 available spaces at the 2025 Art Market. The spaces are at least 10 feet by 10 feet. The diagram on page 6 is not drawn to scale. Additional vendors may be permitted at the Art Market. If this does occur, the spacing between the assigned spaces will change.

The Art Market manager 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 do not have email, you are responsible for contacting the BFUMC office regarding your space assignment for the week.

### **Payment**

Cash, checks, or credit cards are accepted for payment. Please make out checks (personal or via Bill Pay) payable to BFUMC and mailed to 12555 SW 4<sup>th</sup> Street, Beaverton, OR 97005. Your

payment may also be placed in the mail drop box on the outside wall at the west entrance to the church. Secured on-line payment is available on our website: <http://beavertonumc.org/>. Please click Donate and use Other and indicate \*Art Market 2025.

Payment for the coming Saturday must be received in the BFUMC office by noon the preceding Tuesday. **Any payments received after noon on Tuesday may be credited for assignment of a space on the following week.** Advance payment for Art Market 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 Market. You will receive a weekly email confirming your space assignment. Vendors attempting to participate in Art Market without payment will be given a warning. A second attempt to sell without paying will result in the loss of the privilege to participate.

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#### 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 Farmers Market hours. (SEE ATTACHED MAP on last page. Please note map is not to scale!)
- There is a limited amount of parking on 4<sup>th</sup> Street for BFUMC. Please use 4th Street for unloading and loading only. You may not park your vehicle there. (SEE ATTACHED MAP.) The red zones remain no parking/no loading.
- 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 Farmers Market and the Art Market. Farmers' Market rules have First Priority.

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**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.

For Art Market assistance or to schedule an appointment, please contact the church office at 503-646-7107 or [office@beavertonumc.org](mailto:office@beavertonumc.org).

\_\_\_\_\_  
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 result in your removal from Art Market.

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### Agreement for Secondary Sales of Product at Art Market

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

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

Primary Vendor:

I agree that \_\_\_\_\_ may sell my products at Art Market. 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 Market. 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

