

**MOSES LAKE FARMERS MARKET
HOLIDAY CRAFT MARKET**

December 2, 2017

9:00 am – 2:00 pm

Columbia Basin Tech Skills Center

900 East Yonezawa Blvd.

We invite you to participate in our Annual Holiday Craft Market facilitated by the Moses Lake Farmers Market.

The Holiday Market will feature market vendors and non-market craft vendors alike, with unique gift items for everyone. This market provides great community exposure, total sales profit and networking with other artisans.

The Moses Lake Farmers Market is proud to facilitate the Holiday Market at the Columbia Basin Skills Center again this year!! The Skills Center is a fantastic building with bright natural light, clean bathrooms, plenty of parking for customers and room for more vendors.

Wi-Fi is available at the Skills Center, so there should be no problem using your card reader.

Light refreshments are available for purchase. An area with tables for shoppers to sit down, relax and enjoy the day will be provided.

Live music will be provided to help create a festive atmosphere throughout the Holiday Market.

We are looking forward to another successful Holiday Market and look forward to hearing from you!

Guidelines:

Basics -

- Vendors must be 18 years of age or older to participate, unless accompanied by an adult.
- We accept handcrafted items, fine art and hand-made gourmet specialty foods, produce. Select items approved by the committee.
- We do not allow representatives – the artist/crafter who created the product must be the one attending the show.

Application and Fees -

- The entry fee must be accompanied by the application form. Your application will not be accepted until you have paid.
- All fees are nonrefundable. Application deadline is October 15, 2017. Spaces are limited. All fees are per stall.
- After October 15, 2017 fees per stall are \$45 for market members and \$60 for non-members. Signing up early helps guarantee you a stall, applications received after October 15, 2017 are placed as to availability or put on a waiting list.
- A confirmation e-mail will be sent with any information after November 2, 2017. Cashed checks are to be considered a definite confirmation - check your bank statement!
- If you are placed on the waiting list your application and fee will be held. If space does not become available is the only reason a refund will be granted. Refunds will be issued by December 15, 2017.

Booth, tables, chairs -

- Each booth is 8 x 8 with the exception of corner booths which may be a bit larger due to the layout.
- Vendors may rent two booths if needed, but that is not guaranteed.
- There are a limited number of tables available at the facility. If you need a table or two please let us know. When all of the tables have been spoken for you will be notified and will be expected to provide your own tables. Chairs are available for vendors to use.
- All displays should be contained within the assigned space.

Facility guidelines -

- Absolutely NO nails, pins, tacks or tape may be used on walls. If you need to hang up a sign please use poster putty.
- No canopy frames will be allowed. If you have items that need to be hung please don't wait until the last minute to figure it out.
- State law prohibits smoking of tobacco or other substances and the consumption of alcohol on school grounds. This is an absolute. If you choose not to adhere to this policy, you will be removed from the Holiday Market and no refund will be issued

Time schedule for market day -

- Doors will open at 6:00 a.m. Saturday morning for vendor set up. All booths must be completely set up by 8:30 a.m. Saturday morning.
- Vendors are expected to stay with your table/booth space intact until 2:00 p.m. and be packed up by no later than 3:30 pm.
- Please be courteous to other vendors while moving in and out. We are all trying to make money. Everyone is moving as fast as they can.

Mail application and payment to:
Moses Lake Farmers Market
PO Box 691
Moses Lake, WA 98837

Email: moseslakefarmersmarket@gmail.com

Any other questions please contact:
509-750-7831

Moses Lake Farmers Market
Holiday Market Application

Name: _____

Business Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____

E-Mail Address: _____

Website or Facebook page: _____

Description of Craft(s): _____

Number of booths needed: 1 _____ 2 _____

Market Member (per stall) \$35.00 _____

Non-Market Member (per stall) \$50.00 _____

After October 15:

(Per stall pricing) Market Member \$45.00 _____ Non-Market Member \$60.00 _____

Early Set up fee \$10.00 _____ This allows you to set up Friday evening between 5:30 and 7:30. This is convenient as to avoid the morning rush of vendors.

Make Checks Payable to: *Moses Lake Farmers Market*

Total Fee enclosed: \$ _____ All fees are non-refundable

Special Requests:

I, the undersigned, have read, understood and agree to the conditions of the holiday market and its sponsor, the Moses Lake Farmers Market. I understand that the Moses Lake School District, The Columbia Basin Technical Skills Center nor the Moses Lake Farmers Market and its committee members are responsible for any theft, damage to goods or my personal property, before, during or after the Holiday Market. By signing this agreement I also agree to pay the Moses Lake School District for any repairs for damage to school property that is caused by me within my assigned space.

Signature: _____ Date: _____

Deadline for Vendor Participation in the Moses Lake Farmers Market Holiday Market: October 15, 2017.

Applications received after October 15, 2017 will as accepted on an "as needed" basis, all others will be placed on a waiting list.

We would appreciate if all vendors could donate an item from their booth for raffles to be held throughout the day. We would appreciate an actual item donated (not a discount certificate).

2018 Holiday Market will be held on December 1, 2018.