

— D O W N T O W N —
TRUCKEE THURSDAYS
Think local. Be local. Buy local. Give local.

ARTISAN VENDOR PACKET
INSTRUCTIONS & CHECKLIST

Make sure you have included the following items:

- _____ Vendor Application - (3) pages
- _____ Photos of Artisan Product to be sold
- _____ Signed Hold Harmless Agreement
- _____ Copy of CA Sellers Permit

Return completed forms and payment by:

MAIL:

TDMA | PO Box 1356 | Truckee, CA 96160

FAX: (530) 903-5778

EMAIL: info@truckeethursdays.com

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**2017 APPLICATION FOR VENDOR SPACE
ARTISAN VENDOR**

VENDOR INFO:

Name of Business _____ Date: _____

Contact Person/Name of Artist: _____ Cell Phone: _____

Mailing Address: _____

Email Address: _____ Fax: _____

Website: _____ Facebook: _____

CA Sellers Permit # (mandatory): _____ Copy of Certificate Must be Attached

All vendors must have a California Sellers Permit and it must be in plain view at all times during the event.

Artisan type: Jewelry _____ Arts & Crafts _____ Paint/Photography _____
Ceramics _____ Accessories _____ Children's Items _____
Furniture _____ Woodwork/Metal _____ Other _____

Description of merchandise to be sold – (Include 5 photos of items you plan to sell)

Do you currently sell this or any product to a business located in Historic Downtown Truckee? _____

If yes, what product and to what business: _____

- **Products must be handmade by the applicant vendor and vendor MUST be active in the selling of the goods at booth location during the event.**
- All work must be original and created by the Artisan.
- You MUST list ALL items that you plan to sell on this application.
- Vendors are subject to a jury process and vendor selection.
- Vendors selling consumable items need to fill out a Risk Assessment form with Nevada County Environmental Health (mynevadacounty.com). There is an additional \$25 (one-time) charge for these vendors.
- Artisans may not sublet or apportion space to anyone else without prior permission from Committee.
- Event Staff reserves the right to deny participation in; remove from event; or change booth space locations without notice.

To be completed by Event Manager:

Date Application Received: _____

Complete Signed Application & Payment

Photos of Product

Copy of CA Sellers Permit

Hold Harmless Agreement

Premium Space Requested

Risk Assessment (if applicable)

BOOTH SPACE & PAYMENT INFORMATION:

Vendor rate: \$70 /week /10’x10’ space

(10% **PRE-PAY** discount by 5/15 – AVAILABLE ONLY IF PARTICIPATING FOR ALL 11 WEEKS ONLY)

Circle Participating Dates: **6/8 6/15 6/22 6/29 7/06 7/13 7/20 7/27 8/03 8/10 8/17**

Total Number of Weeks Requested: _____ **X \$70 / week =** _____

If attending all eleven (11) weeks:

Premium Vendor Space Available

- There are a limited number of Premium Booth Spaces available for an upgrade fee.
- Priority will be given to Historic Downtown Truckee Business Vendors.
- Additional upgrade fees will be billed to Vendor upon Selection and paid prior to start of Event.

Three (3) Sided End Cap (Located at end of Zone with three exposed sides)	Additional \$275/season
Two (2) Sided Booth Space (Booth space with two exposed sides)	Additional \$165/season

Payment can be made as follows:

**Check made Payable to the Truckee Downtown Merchants Association OR
Credit Card – fill out information below.**

_____	_____	_____	_____
Visa/Master Card Number	Expiration Date	CVV Code	Amount Paid

_____	_____
Name on Credit Card	Billing Address

- Payment must be submitted with application and will be processed when application is accepted (or returned if not accepted.)
- Space is allocated and charged per 10’x10’ section; any space used beyond the first 10’x10’ area will be charged for a second space. (2 booth maximum)
- Request for vendor space must be made a minimum of one-week prior to participation.
- Vendor booth fees must be paid a minimum of one week prior to scheduled date.
- Cancellations and Refunds: If a Vendor cannot attend an event they have already paid for, the Vendor must notify Event Staff via email ONE WEEK (on or before the Thursday) prior to event date in order to receive a credit for the Thursday missed. Failure to notify in this time frame will result in a forfeiture of booth fees.
- No refunds for the 10% PRE-PAY discounted vendor fees.
- Vendors who do not give notice of cancellation will be considered “no-show” for the event. Zero tolerance for no-shows; may result in being banned from future participation.
- Rain/Weather Policy: If Event is delayed, postponed, or cancelled on the day of the event NO refunds or credits will be given.
- Select vendors may be asked to provide proof of insurance and name the Truckee Downtown Merchants Association and the Town of Truckee as Additionally Insured as deemed necessary by our insurance carrier.
- All vendors shall indemnify and hold harmless the TDMA and its agents from and against any damages, claims and expenses related to the actions of the Vendor or other Vendors participating in the event.

Artisan Event Guidelines:

Artisan Vendors will be provided detailed instructions outlining logistics of the Event from the Event Manager prior to the first event with weekly updates throughout the summer. The following guidelines are included in or in addition to those procedures:

- Vendors that produce trash of any kind must provide garbage and/or recycling containers for their own use and must be taken with you after event is over. Street receptacles are for public use – not for vendor refuse.
- Booth area must be cleaned at the end of the evening including all trash and spills. A cleaning fee may be imposed if booth area is not thoroughly cleaned.
- All Artisans are responsible for keeping their area clean during event hours.
- All booth space and displays should be neat and clean and should not contain reference to any drug paraphernalia, symbols, pornography or nudity.
- Drugs and Alcohol are not allowed in booth space. The only licensed area for alcohol is in the beer garden. Violation of this rule can result in permanent expulsion from the event.
- During load-in, vendors must unload their vehicle and immediately move their vehicle from event area. Park your vehicle parallel to the curb while unloading. Do not leave vehicle parked in event area while you are setting up. In order to execute the set-up of the entire event in a fifty-minute time frame, vehicle must not block the flow of traffic or the designated fire lane.
- Vehicles will NOT be allowed to enter the event area after 4:30pm.
- Do not unload your goods on the sidewalk or other areas prior to load-in. Do NOT occupy downtown parking spots located in event area prior to street closure. Vehicles are not allowed back on street and load out does not begin until end of event and is determined safe to return with vehicles.
- Vendors must stay open throughout the entire event and cannot load out early even if sold out of product. Booth space shall not be left unattended.

ACKNOWLEDGEMENT AND CONSENT

By signing this document: (1)I authorize Truckee Thursdays to run my credit card or process payment for vendor booth space; (2) I acknowledge that I have read pages 1, 2, and 3 of the application and that I understand and agree to all of the Artisan guidelines outlined in this application, and (3) I agree that I have read the Truckee Thursdays **RULES & REGULATIONS** contained in separate document (available on website or upon request) and agree to all of the terms contained therein.

Name of Vendor Applicant

Signature of Vendor Applicant

Date



HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I, _____, shall save, keep and hold harmless Truckee Downtown Merchants Association, The Town of Truckee, it's officers, agents, employees, and volunteers from all damages, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury, or weather, received by any reason or in the course of the Truckee Thursdays Event which may be occasioned by any willful or negligent act of my business, employees, agents or assigns.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

I, _____, warrant that I have the authority to bind the below listed organization or business to this Special Event Hold Harmless and Indemnification Agreement and by my signature hereon do so bind this organization or business.

Printed Name of Authorized Representative

Signature

Address for Authorized Rep: _____

Phone Number: _____