Redmond Senior Center

City of Redmond Parks and Recreation Department
8703 160th Avenue NE, Redmond, WA
(425) 556-2314

Holiday Craft Market

Information & Guidelines

WHEN: Saturday, December 7; open to the public from 12 noon - 6 p.m. prior to Redmond Lights.
Open for vendor set-up at 10:30 a.m.

WHERE: Redmond Senior Center; 8703 160th Avenue NE, Redmond, WA; (425) 556-2314

WHO: Persons age 50 + and better may register starting Oct 7. Fee is $20
Redmond residents who are under 50 may register starting Oct 14. Fee is $24
All others may register starting Oct 21. Fee is $24.
No refunds for canceled tables.
No commercial vendors – hand crafted items only.

HOW: Registration may be done by mail or in person. Complete the attached registration form and submit with the above-stated table rental fee. Registration forms are processed in the order received and according to the age and residence criteria stated above. Incomplete forms cannot be processed.

To help with flow and to create interest for shoppers, we will assign table space. We will try to accommodate your location choice, if stated on registration form.

The following guidelines apply to the conduct of this Craft Market:

1. **Only handcrafted items may be offered for sale**. You are not allowed to sell: baked goods, food items or large pieces of furniture; no second hand items or commercially produced products.

2. **On the day of the Market the building will open at 10:30 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 Redmond Senior Center (RSC). After unloading, vendors are encouraged to park in 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 must set their own prices, provide change, and package or bag items as appropriate for their product. Where applicable, vendors must 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.

7. Vendors are required to sign the liability waiver that is part of the registration form. The Redmond Senior Center and the City of Redmond are released from all responsibility for loss of merchandise due to fire, theft or other causes.

8. The Parks and Recreation Department reserves the right to deny admission to specific items and/or vendors that do not comply with the previously stated guidelines. The Program Coordinator’s decision on inappropriate items and/or vendors is final

9. Display racks and/or stands are allowed on, or behind, each table. Limited stands and/or racks may be used beside or in front of the table; however, they must not obstruct the walkway or infringe on another vendor's space. 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.

10. Vendors are expected to assist in publicizing the event. Flyers are available for vendor distribution. Please be sure to pick up flyers when you register.

11. In addition, the Center will publicize the Holiday Craft Market in the Senior Center Newsletter and the Parks and Recreation Department’s Fall Recreation Guide; Redmond Reporter and Seattle Times publications; as well as flyers at various locations in the city. You will also see ads on RCTV and on The City of Redmond’s website, www.redmond.gov.

12. Vendors are invited to donate an item for door prize drawings during the Market. Drawings will be held periodically during the hours the market is open, depending on the number of items received. To create shopper interest the vendor and the item donated will be announced over the loudspeaker at the time of the drawing.

If you have any questions, please contact Karen Phillips at (425) 556-2388.

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HOLIDAY CRAFT MARKET

Saturday, December 7, 2013

Last:_____ First: _____Phone: _____

Address: _____

City: _____ State & Zip _____

E-mail address: _____

If you are sharing a table with someone, please list their name and phone number:

Last:_____ First: _____Phone: _____

Qty.	Program Number	Program Name	Fee	Total
____	**42758**	**Holiday Craft Market**	_____	_____

How many tables_____Location Preference_____ ___ Cash ___Check ___ Credit

___Visa ___Mastercard Number _____Exp. Date_____

Card Holder's Name _____ Signature_____

Please describe the items you will offer for sale:

_____

_____

Will you donate an item for the door prize drawings? _____yes _____no

Waiver of Liability: All participants are requested to sign the following release.

- I/We assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless City of Redmond Parks and Recreation Department, park supervisors, instructors and persons transporting myself for any claim arising out of any injury to myself.
- I certify that all merchandise is new and has been personally made by me, the seller, whose signature appears below.
- I certify that I am registering on the correct date according to my age and resident status.
- I agree to abide by the Market guidelines which were presented to me as part of this registration package.
- I understand that neither the Redmond Senior Center nor the City of Redmond is responsible for damage to, theft or other loss of merchandise nor personal articles brought to the Senior Center for and during the Bazaar.

Signature: _____Date: _____

Please note: After the craft market we often receive calls from shoppers who would like to purchase additional items from vendors. Do we have your permission to give out your phone number to such callers? Yes __ No __

There are no refunds for canceled tables. Payment is due at time of registration.