



SUMMER MAKERS MARKET SERIES

JUNE 21ST, 2024

JULY 19TH, 2024

AUGUST 16TH, 2024



All events are from 3pm to 8pm

Exhibitor Guidelines:

1. Applications and payments due date **5/01/24**. The fee is \$50 each day, or all 3 days for \$120.
3. The exhibitor must provide all equipment and supplies, including but not limited to tents, tables, chairs, decorations, extension cords, canopies, weights, and other operating equipment.
4. All Vendors are responsible on their own to get any kind of permit, license or anything that they are required to have for there space.
5. The exhibitor is responsible for set-up and removal of all items brought in by the vacate time, and is responsible for removing all trash, decorations, leaving the assigned space in the same or better condition. The exhibitor must be set up at least 15 minutes before the event.
6. Handouts (including literature, souvenir items and promotional material) may be distributed only from your assigned display/presentation space.
7. Banners and signs may be used within your assigned space, and you must comply with all federal, state, local, and event rules and policies.
8. Exhibitors may Move in between 2:00 (set up complete by 3:00 pm. If you require extended time for move-in and set-up, please submit your request with application for approval.
9. Exhibitors are to refrain from breaking down prior to the event end time: failure to maintain the set hours may result in your application being terminated.
10. Vendors will be limited to business that would enhance the mission and goals set by the Downtown Auburn Cooperative.

11. The Downtown Auburn Cooperative and vendors will follow all Department of Health and Washington State Covid 19 protocol.
12. **By signing this agreement, you and your representatives agree to release and hold harmless, Downtown Auburn Cooperative and its representatives the venue (City of Auburn) and their representatives from all claims, demands, actions or suits resulting in any way relating from any event you sign up for. This includes situations and circumstances both on and off the venue property.**
13. Breaking any rules or having to be reminded more than once is grounds for vendor termination. At the point of termination all prepaid fees are forfeited.
14. All vendors are juried. Vendors must be selling handcrafted items only. Anything you put together with your hands.
15. All space fees are non-refundable and nontransferable. We do not offer refunds.
16. Leave your space as clean as you found it, pick up garbage, zip ties, etc. Do not use nails or anything that will damage or mark the floor or walls. No free-range glitter or confetti. No lit flames. No markings on the ground where your tent is. This includes paint, chalk.
17. You understand it is your responsibility to collect and pay any taxes for any sales you make.
18. Types of items that are prohibited from being sold at this event are drugs, drug paraphernalia, alcohol, nudity, pornography, food items in open containers.
19. Vendors must remain located in their designated area and may not utilize public areas for ingress/egress such as sidewalks, walkways, stairs and/or streets.

Your signature on the next page of this document is proof that you have read the Downtown Auburn Cooperative agreement in whole and agree to the contents therein.

Exhibitor Information:

Business or Individual Name:		UBI:
Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Alternate Phone:	Email:
→ Check if you are a nonprofit		Website:
Facebook:	Twitter:	Instagram:
Describe your business or service: Example: food Truck, DJ, Business Service, Organization PERFORMANCE GROUPS-use this section to define type of act, estimated performance time, (15-minute limit, special requests Considered).		

Indicate licenses and permits required to operate your business and provide a copy of each with this application. → Food Handler's Permit → Temporary Event Permit (Health Department) → Other _____ → Driver's license or other picture identification.		
Day of Contract:	Phone:	Email:
Check all that apply:	Description: size, Type, Requirements, etc.	
→ Booth Size	10 x 10	
→ Tent	10 x10	
→ Generator/Power Source	No power source for this event	
→ Signs		
→ Tables & Chairs		
→ Alcohol	No Alcohol at this event	
→ Food		

Payment:

→ Application Fee	No application fee this event	
→ Sponsorship - Booth		
→ Sponsorship - Entertainer		
→ Sponsorship - Activity		
→ Donation to Downtown Auburn Cooperative		
		Total Amount Due:

Payment Method

We offer cash app at \$DAC262 or print and mail the information below at

Downtown Auburn Cooperative

262 E Main ST

Auburn, WA 98002

Method of Payment (check one)

- Check enclosed: Make payable to Downtown Auburn Cooperative → Credit Card:
- Visa
- Mastercard

Card Holder Name _____ Billing Zip Code _____

Card Number: _____ Expiration Date: _____ 3 –digit code:

Card Holder Signature: _____ Date _____

Insurance: Downtown Auburn Cooperative (DAC) does not maintain insurance that will respond to claims against the applicant arising out of the use of the booth by applicant, its members, or those attending the Event. Depending on the type of booth and products being sold, you may be required to maintain insurance and name the DAC as an additional insured on the policy. After reviewing this policy, The DAC will determine whether you must obtain liability insurance.

Hold Harmless: The applicant shall defend, indemnify, and hold the Downtown Auburn Cooperative , City of Auburn, its officers, officials, employees and volunteers harmless from any and all claims, demands, losses, actions and liabilities, including injury to persons or damage to property, including but not limited to those caused by any service, or food provider/and their products except for such claims, demands, losses, actions or liabilities that arise out of negligent acts, errors or omissions of the City.

Applicant Signature: _____ Date _____

Please photocopy your records and return the completed application via email to

info@downtownauburncooperative.org

[Any questions call \(253\) 368-6838](tel:2533686838)

Thank You for your interest!