



## Vendor Information & Guidelines

The Vintage on Third Street Market (VOTSM) will transform five blocks of historic downtown McMinnville, from Baker to Galloway, into a treasure hunter's paradise on **September 6, 2025**. Stroll along charming streets lined with booths brimming with vintage finds, antique treasures, and unique handcrafted goods. Discover everything from retro clothing and furniture to nostalgic collectibles and one-of-a-kind art, all while soaking up the vibrant atmosphere of McMinnville's historic core.

## Event Coordinators

"Event Coordinators" can include, but are not limited to, Vintage on Third, Inc., Vintage on Third Street Market, Visit McMinnville, McMinnville Downtown Association, and the City of McMinnville, as well as volunteers.

## Contact

Leading up to the event, communication will be handled through email at [VOT.Street.Market@gmail.com](mailto:VOT.Street.Market@gmail.com)

## Vendor Selection Criteria

- **Style:** Friendly, attentive sellers with an appealing product presentation.
- **Balance:** A diverse range of merchandise.
- **Unique:** No imports or direct sales of wholesale goods.
- **Handcrafted:** Crafts must be handmade by the vendor.
- **Vintage:** Items should be at least 25 years old, used but in good shape.
- **Safe:** All products must be safe, with no sharp edges.
- **Family Friendly:** No sexually explicit items.

## Market Hours & Setup

- **Vendor Setup:** 6:00 AM - 10:00 AM
- **Market Hours:** 11:00 AM - 7:00 PM
- **Vendor Takedown:** After 7:00 PM

Third Street will be closed to through traffic, but please be aware that customers may be active in the area during setup. Exercise caution when loading and unloading. Refer to the market map (provided with your acceptance email and invoice) for your designated block and access instructions. All vehicles must be removed from Third Street by 10:00 AM. Booths must be fully set up by 11:00 AM and remain open and operational for the entire event. No early takedown is permitted.

## Fees & Payment

Each 10' x 10' booth space has a rental fee of \$155. This is a juried event. If accepted, you will receive a Square Invoice from Vintage on Third via email. **Due to high demand, your spot will not be held without payment.** Invoices unpaid within 14 days of vendor acceptance will be subject to booth forfeiture.

## Vendor Requirements

- **Load-in/Load-out:** Event Coordinators are not available to assist with vendor load-in or load-out.
- **Booth Space:** Vendor setup, supplies, and storage must remain within your designated 10' x 10' space.
- **Weather:** Vendors are responsible for their own comfort and well-being, especially in warm weather. Bring items such as handheld fans, cooling towels, or other personal cooling devices.
- **Tents & Furniture:** Tents, canopies, tables, and chairs are not provided.
- **Clean Up:** Vendors are required to clean up their booth space at the end of the event. Dumpsters will be available. Vendors who do not clean up their space will not be allowed to participate in future events.

## Merchandise

- **Vintage Focus:** Booth content must consist of at least 85% authentic vintage merchandise (at least 25 years old, used but in good shape). The remaining 15% must be complementary, such as original designs from upcycled materials, handmade, and unique products.
- **Prohibited Items:** The sale of the following is prohibited:
  - Pornographic/inappropriate items
  - Alcohol, tobacco
  - Firearms and weapons of any kind
  - Items purchased from other VOTSM vendors
  - Merchandise bearing the Vintage on Third or VOTSM name or logo
- **Booth Monitoring:** Booths will be monitored to ensure compliance. Items that are not permitted must be removed. Repeat offenders will not be permitted to return.

## Compliance & Liability

- **Code of Conduct:** Professional and respectful conduct is expected at all times. Physical or verbal threats or abuse, obscene or disruptive behavior, profanity, and defiance of authority will not be tolerated and may result in immediate expulsion from the event.
- **Event Coordinator Authority:** Event Coordinators reserve the right to restrict or evict any vendor for non-compliance with these guidelines or for any conduct that detracts from the integrity of the event, without refund.
- **Liability Waiver:** Vendors waive any claim against Event Coordinators for property damage or personal injury occurring at the VOTSM. Vendors shall hold Event Coordinators harmless from any liability arising out of any claim of injury or damage to any person or property.
- **Photography/Filming:** Vendors may be photographed or filmed by Event Coordinators and media outlets. These images and videos may be used for promotional purposes.

## Cancellation

- Vendors who cancel their participation in the VOTSM must notify [VOT.Street.Market@gmail.com](mailto:VOT.Street.Market@gmail.com)
- Refunds, if applicable, will be processed according to the following schedule:
  - Cancellations received 60 days or more prior to the event: 75% refund of the booth fee.
  - Cancellations received 30-59 days prior to the event: 50% refund of the booth fee.
  - Cancellations received less than 30 days prior to the event: No refund will be issued.
- Vendors who fail to appear on the day of the event (no-shows) will forfeit their entire booth fee.
- In the event of cancellation due to unforeseen circumstances beyond the control of the Event Coordinators, including but not limited to natural disasters, government mandates, or other 'force majeure' events, the Event Coordinators will make every reasonable effort to provide a partial refund. Vendors acknowledge that in such extreme circumstances, a full refund may not be possible.

## Waitlist

If the event sells out, a waitlist will be generated. Reopened spaces will be offered to waitlisted vendors on a first-come, first-served basis. You will be notified via email and have 24 hours to claim a reopened space.

## Vendor Communications

Important information regarding load-in, load-out, space location, etc., will be emailed to you within one week of the event. To update your information, please email [VOT.Street.Market@gmail.com](mailto:VOT.Street.Market@gmail.com)