



Gladstone Holiday Market VENDOR APPLICATION

*Our Holiday Market will take place indoors at 455 Portland Avenue | Gladstone 97027
The Market will be open on Saturdays and Sundays from 10am-2pm starting
November 1st through December 21st.*

VENDOR GUIDELINES:

- *Vendors will set up inside the shop at 455 Portland Avenue (old space of Bound to Happen).
- *Vendors are responsible for setting up and taking down their own booth, and are responsible for providing supplies such as tables, shelves, etc.. Booths will stay set-up during the duration of the market (8 weeks) and can be restocked weekly as needed. Vendors will be able to re-stock on Tuesdays (10-3), Wednesdays (10-5) and Saturdays at 9:30am prior to Market opening. Each vendor space is approximately 8'x8'.
- *We will have an employee running the Market so vendors do not need to be on site (but are welcome to if they wish!). We are asking the vendors to volunteer for one 2-hour shift during the duration of the market.
- *All vendors will have an account set-up through our point-of-sale terminal. Cookie Pot employees will enter items/prices into the vendor account and print barcoded labels for each item. Vendors will be responsible for labeling items prior to market days. All (cash, card, venmo) will run through the Cookie Pot POS terminal.
- *Upon acceptance of your application, a fee of \$200 is due to hold your spot. This cost will cover the labor cost for an employee to work the Market each weekend, insurance cost, plus the cost of needed supplies to run the Market. 10% of vendor sales totals will be kept by Cookie Pot and the remaining balance will be sent via Venmo on each Monday during the duration of the Market.

****All items must be handmade and/or created by the person completing the application.***

Applicant Name:

Phone #:

Email:

Business Name:

Please provide a short description of your business or items that you plan to sell:

I have read the vendor guidelines listed above and agree to follow them.

Signature: _____ Date: _____

Email questions and applications to cookiepotkids@gmail.com or drop off
at The Brew or Cookie Pot (465/485 Portland Avenue).