



**2018 Mountain Park Holiday Marketplace
Registration and Waiver**

December 1, 2018 10:00am – 2:00pm

Cost: \$20.00 *per space*, you supply table

\$30.00 *per space*, we provide table

Return completed registration form and payment by November 9, 2018 to

Toni at: 2 Mt Jefferson Terrace • Lake Oswego, OR • 97035

Name:		Phone Number:	
Email:		Web (if applicable):	
Mailing address:			
Do you need chairs? How many?	Do you need electricity?	Number of Spaces: (1 space = 8'x 5')	
Type of Craft:			
Any additional information:			

Please review the following: It is agreed and understood by all participants that they are responsible for their own spaces at all times before, during and after the fair. It is also understood that Mountain Park Home Owners Association will assume no responsibility of liability for fire, theft, personal injury, or property damage. Vendor agrees to be ready for the public by 10am and will remain set up until the close of the show at 2pm. All lights shall bear a UL tag or label indicating minimum standards of fire and electrical safety.

(please see back)

Please initial each bolded paragraph once read and understood:

_____ **Application and Booth Deadline** | The deadline for application and payment is no later than Friday, November 9, 2018. MPHOA has the right to move deadline due to space availability.

_____ **Set-up Rules and Procedures** | Set-up will begin at 8am on December 1, 2018. Vehicles will be allowed to park in the member parking and loading zone during set-up, but then must be moved no later than 10am to street parking on either Jefferson Parkway or Independence. As a vendor, your booth must be set up, staffed, and ready to operate by 10am.

_____ **Tear-Down Rules** | Booths and vendors must immediately tear down their booths following the close of the event at 2pm. Vehicles will be allowed to park back in the member parking lot and loading zone following 2pm.

_____ **Code of Conduct** | Vendors are expected to be courteous. Please interact respectfully and thoughtfully with all attendees and other exhibitors. Vendors who violate the code of conduct may be asked to leave. In addition, your vending privileges will be null and void and you will be excluded from vending at future events.

Tampering with Mountain Park Home Owners Association property and vandalism are prohibited. Damages caused by the vendor or their staff will be repaired at the rate of \$50/hour plus materials, or as-billed to repair.

_____ **Display Guidelines** | Mountain Park Home Owners Association, at its sole discretion, may deem any merchandise, signage, slogans, or images to be inappropriate. Vendors may only hang signs, banners, and other displays within their allotted booth space with non-penetrating or marking items. You will be asked to remove banners and signs placed outside your booth. The area immediately in front of and around booths must also be kept clear. Displays **MUST** fit within your 8'x5' booth space or you will be charged an additional space fee of \$20.00.

Please be safety-conscious. Cords, ropes, wires, and other objects people might trip on should be kept covered or safely out of traffic. Low hanging objects should be clearly visible and carefully placed to avoid injury. Sharp corners and rough edges should be covered and protected. We reserve the right to remove items that we believe are not safe or detract from the event.

I have read and understand the above and agree to abide by the terms contained therein.

Signature

Date

Mountain Park Annual Holiday Marketplace 2018 Important Information

*Each space is 8'x5'. **Please bring your own table(s), table cloths, and decorations. There is an added charge to use Mt Park Tables and/or if your booth requires more than the allotted 8'x5' total space.** Chairs are provided. Set-up time starts at 8am the day of the show.*

All items for sale must be handmade in nature (no direct sales, antique/vintage resell items, et cetera) Registration forms may be dropped off at the Mountain Park Home Owners Association office or mailed to:

Mt Park HOA • 2 Mt. Jefferson Terrace • Lake Oswego, OR • 97035 • attn: Toni

Note: If you wish to have people walk around your display area, you need to make this accommodation within your assigned space size. We do not create aisles between the booths when we layout the fair. Each exhibitor will need to take this into consideration when determining booth rental amounts and when setting up your individual booth. Please be sure you plan for a quick take down as the Holiday Bazaar space will close by 3pm.

Questions? Please contact Toni at toni@mtparkhoa.com or 503.635.3561