



2019 MOUNTAIN PARK HOLIDAY MARKETPLACE

Registration and Waiver

December 7, 2019 • 10:00am – 2:00pm

\$25.00 *per space* (you supply table)

\$35.00 *per space* (we provide table)

Return completed registration form and payment (check payable to MPHOA) by *November 22, 2019*
Mail to: Mountain Park HOA • 2 Mt Jefferson Terrace • Lake Oswego, OR • 97035

CONTACT INFORMATION

Name: _____
FIRST LAST

Mailing Address: _____
STREET CITY STATE ZIP CODE

E-Mail Address: _____ Phone Number: _____

BOOTH INFORMATION

Number of Spaces (1 Space = 8' x 5'): _____

Number of Chairs Needed (2 Maximum): _____

Do You Need Electricity? YES NO

Description of Items/Crafts:

Additional Information:

AGREEMENT & EXPECTATIONS

Please initial each bolded paragraph once read and understood:

<p>Application and Booth Deadline: The deadline for application and payment is no later than Friday, November 22, 2019. MPHOA has the right to move deadline due to space availability.</p>	<p>_____</p> <p>(Initial)</p>
<p>Set-up Rules and Procedures: Set-up will begin at 8:00am on December 7, 2019. Each space is 8'x5'. Please bring your own table(s), table cloths, and decorations. There is an added charge to use Mountain Park Tables and/or if your booth requires more than the allotted 8'x5' total space.</p> <p><i>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.</i></p>	<p>_____</p> <p>(Initial)</p>
<p>Parking: Vehicles will be allowed to park in the member parking and loading zone during set-up, but then must be moved no later than 10:00am to street parking on either Jefferson Parkway or Independence. As a vendor, your booth must be set up, staffed, and ready to operate by 10:00am. After the event, vehicles will be allowed to park back in the member parking lot and loading zone.</p>	<p>_____</p> <p>(Initial)</p>
<p>Responsibility: 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.</p>	<p>_____</p> <p>(Initial)</p>
<p>Safety: 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. All lights shall bear a UL tag or label indicating minimum standards of fire and electrical safety.</p>	<p>_____</p> <p>(Initial)</p>
<p>Product: All items for sale must be handmade in nature. No direct sales of antique/vintage resell items, et cetera.</p>	<p>_____</p> <p>(Initial)</p>
<p>Tear-Down Rules: Booths and vendors must immediately tear down their booths following the close of the event at 2:00pm. Please be sure you plan for a quick take down as the Holiday Marketplace venue will close by 3:00pm.</p>	<p>_____</p> <p>(Initial)</p>
<p>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.</p> <p><i>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.</i></p>	<p>_____</p> <p>(Initial)</p>

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

Signature: _____ **Date:** ____/____/____

Questions? Please contact our Events Manager at events@mtparkhoa.com or 503.635.3561