



## Lake Oswego Farmers' Market – 2010 Non-Profit Booth Application

Thank you for your interest in participating at the Lake Oswego Farmers' Market. It is your support and enthusiasm that is vital to its success! Our Market will run from May 15<sup>th</sup> through October 9<sup>th</sup>. The hours of the Market are 8:30 am – 1:30pm. Eligible local non-profits will have an opportunity to participate at the Market in designated spaces, subject to availability. Because the interest has been so high and we generally can only count on three spaces available per week, we may not be able to accommodate all requests.

We will be evaluating applications based on how well the non-profit agency supports the environmental and agricultural focus of the Market. Alternatively, eligibility may be based on how well the group encourages area recreation, tourism, and community development.

Please complete the following information and indicate which Saturday(s) you would like to participate.

Non-Profit Group \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Please indicate mission/purpose of group, and provide copy of material and information for distribution and/or if you intend to sell or solicit funds.

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By my signature I agree that I have read the Rules & Information for Non-Profits and agree to abide by the conditions outlined within.

Signature\_\_\_\_\_

Date\_\_\_\_\_ Nonprofit Name\_\_\_\_\_

Market Dates and Approval				
Please circle dates requested to sell at the market and indicate what, if anything, you will be selling. Market Manager will initial dates indicating approval of date & product. A copy of this page will be returned indicating approval for each date(s). Approval of dates assumes adherence to product solicitation request. No changes may be made without written approval from Market Manager.				
May 15 Selling_____ Appvd:_____	May 22 Selling_____ Appvd:_____	May 29 Selling_____ Appvd:_____	June 5 Selling_____ Appvd:_____	June 12 Selling_____ Appvd:_____
June 19 Selling_____ Appvd:_____	June 26 Selling_____ Appvd:_____	July 3 Selling_____ Appvd:_____	July 10 Selling_____ Appvd:_____	July 17 Selling_____ Appvd:_____
July 24 Selling_____ Appvd:_____	July 31 Selling_____ Appvd:_____	August 7 Selling_____ Appvd:_____	August 14 Selling_____ Appvd:_____	August 21 Selling_____ Appvd:_____
August 28 Selling_____ Appvd:_____	September 4 Selling_____ Appvd:_____	September 11 Selling_____ Appvd:_____	September 18 Selling_____ Appvd:_____	September 25 Selling_____ Appvd:_____
October 2 Selling_____ Appvd:_____	October 9 Selling_____ Appvd:_____			

\*\*A copy of this page will be returned indicating approval for each date(s).

Please return application to:  
Maddie Ovenell, City of Lake Oswego  
PO Box 369  
Lake Oswego, OR 97034

Questions? Maddie can be reached at: 503.697.6590 or by e-mail at [movenell@ci.oswego.or.us](mailto:movenell@ci.oswego.or.us)



## Rules & Information for Non-profit Participation

Please retain for your reference.

- a. You will be provided a booth space, measuring approximately 10 x 10. Booth set up is not permitted before 6:30 am on Market day and participants must be ready for operation at 8:30 am.
- b. Booths must be staffed between 8:30 am and 1:30 pm. Participants are not allowed to sell or distribute products before opening time or after closing.
- c. **Participants are not allowed to disassemble booths before 1:30 unless permission is first obtained directly from the Market Manager.** In the event a vendor runs out of product, he must keep his booth intact until the close of the Market. Early departures will not be permitted.
- d. Participants are not allowed to drive their vehicles into the plaza after 8:00 am. Late arriving participants must park their vehicles outside the Market area and carry their supplies and product to their booth space.
- e. We encourage all participants and their employees to park in the lot at City Hall (380 A Ave., two blocks west of the Plaza). Do not park in the parking structure at Lake View Village or within a one-block radius of the market. Wizer's parking lots are for his patrons only, please be a good neighbor and respect his property. We want to allow our shoppers easy and efficient access to the Market, so please consider these restrictions when parking.
- f. Reserved booth spaces not occupied by 8:00 am shall be deemed forfeited and may be reassigned to another vendor unless prior approval has been given by the Market Manager.
- g. **Participants shall provide their own booths/tables/chairs and sun/rain covers.** Because the venue for the market is on Lakewood Bay, wind can come up unexpectedly, so please have weights available for immediate access if needed.
- h. Participants are responsible for keeping their space attractive during Market hours and for cleaning up their space after the Market closes, including removal of garbage and sweeping up any debris.
- i. Participants will not permit any waste or strip of the property by action of the Vendor, its agents or employees. No shrubs, trees or other vegetation may be damaged, moved or other wise disturbed as a result of this Agreement. Vendor shall repair, replace or restore the licensed area so that it is free from evidence of Vendor's use.
- j. Participants are not allowed to smoke in the Market area.