



OFFICE USE ONLY		PRC #1	PRC #2	PRC #3	PRC #4	Opt. #5	Opt. #6
Member #	Date						
	Space						
	PRC Initials						
PRC jury results:						PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>

CRAFT VENDOR APPLICATION

1. APPLICATION CHECKLIST [See the Prospective Vendor Manual for more info on these **required** items.]

- \$25 application fee (cash, checks, and cards accepted)
- 3 Product samples for each product line (3 product lines max)
- Printed color step-by-step process photos of artist(s) creating the products
- Printed color photos of the finished products
- Partnership documentation (if applicable)

2. PERSONAL/CONTACT INFORMATION:

Applicant's Name: _____ Date: _____

Business Name: _____ Website/Social Media: _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

3. MEMBERSHIP PREFERENCE: Fill-in Member Sunday Only Fill-in Member Guest Vendor

4. Have you sold at Portland Saturday Market in the past? Yes No

If so, what was your business name? _____

Previous dates sold: From _____ To _____

5. CHECK 1 CATEGORY THAT BEST DESCRIBES YOUR CRAFT. [Circle secondary categories]

- | | | | | |
|---|---|--|--|--------------------------------------|
| <input type="checkbox"/> Baby products | <input type="checkbox"/> Garden | <input type="checkbox"/> Metal Sculpture | <input type="checkbox"/> Photography | <input type="checkbox"/> Toys/games |
| <input type="checkbox"/> Body products | <input type="checkbox"/> Glass | <input type="checkbox"/> Music/Musical | <input type="checkbox"/> Plants/flowers | <input type="checkbox"/> Visual arts |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Home furnishings | <input type="checkbox"/> Paper arts & journals | <input type="checkbox"/> Portrait artist | <input type="checkbox"/> Woodworks |
| <input type="checkbox"/> Clothing/accessories | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Pet products | <input type="checkbox"/> Pottery | |

6. LIST ALL PERSONS, INCLUDING YOURSELF, WHO ARE INVOLVED IN ANY ASPECT OF YOUR BUSINESS.

Name	Summary of responsibilities	Role in business (spouse/child/business partner/ employee/contractor)	Years involved in craft medium	Years producing this product

7. HOW IS YOUR BUSINESS ORGANIZED? Sole Proprietor Partnership* Business w/employees

[*According to PSM, a partnership is a business with a maximum of four individuals, each of whom is involved in the design and production of the products, sells an equal amount of time at PSM each month, and shares in the profits and losses of the business. All partnerships are required to provide documentation as described in the Prospective Vendor Manual.]

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8. PRODUCT INFORMATION: In as much detail as possible, describe (1) the processes involved in making your items; (2) who completes which part of the process, and (3) which portions, if any, are contracted out.

A Product Line consists of products which are similar in materials, means of construction, form, and function.

New product line applications are accepted after probationary period is complete.

PRODUCT LINE #1 Name of product: _____ # of samples submitted: _____

Describe your work process:

List the raw materials altered by you: _____

List other people involved in production & what they do: _____

List the unaltered commercial components in this product: _____

Which, if any, portion of this process is contracted out? _____

PRODUCT LINE #2 Name of product: _____ # of samples submitted: _____

Describe your work process:

List the raw materials altered by you: _____

List other people involved in production & what they do: _____

List the unaltered commercial components in this product: _____

Which, if any, portion of this process is contracted out? _____

PRODUCT LINE #3 Name of product: _____ # of samples submitted: _____

Describe your work process:

List the raw materials altered by you: _____

List other people involved in production & what they do: _____

List the unaltered commercial components in this product: _____

Which, if any, portion of this process is contracted out? _____

I request permission to sell as a Probationary Fill-in Vendor, Guest Vendor or Returning Fill-in Member at the Portland Saturday Market (PSM). I have read and agree to abide by all PSM's rules and policies as well as all federal, state and local laws, codes and regulations, to cooperate with PSM management and to pay the required PSM fees. I agree to indemnify and hold harmless PSM and the City of Portland and their officers, directors, employees, representatives and agents, from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to my activities at PSM. Indemnification shall include, and PSM shall be entitled to recover all reasonable attorneys' fees and costs at trial and on appeal.

I understand that this application relates only to the products listed herein and that any further products and/or services will require another application for approval by a designated PSM Committee prior to selling said products and/or services. I certify that the products above are produced in accordance with all county, state and federal laws and grown or produced by myself and partners listed on this application. I understand that I am required to file all business entity changes, including changes in partners listed on business, with PSM immediately.

Signature _____ Date _____