

# ***Downtown Bremerton 4<sup>th</sup> Street Market Art, Antiques & More***

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## **2012 Vendor Application Packet**

Welcome to the 2012 Downtown Bremerton 4<sup>th</sup> Street Market, Art, Antiques & More. This is our 8<sup>th</sup> year and we are excited about our participation as a major event in the fun filled Memorial Day Weekend Kitsap Harbor Festival. Our success hinges on our great vendors and their one-of-a-kind merchandise. This application package contains the information you will need to become a 2012 4<sup>th</sup> Street Market vendor including procedures, dates, acceptance criteria, and registration instructions. Please read all of the information thoroughly to understand the process of becoming a 4<sup>th</sup> Street Market Vendor. We have tried to anticipate questions so that registration is simple and straightforward. We hope you will join us as we endeavor to gather merchants and artisans together for a fun day of selling and shopping.

### **About The 4<sup>th</sup> Street Market~**

The 4th Street Market is a European style, open-air flea market that provides a gathering place for merchants and artisans to sell their goods in a fun and unique way and an alternative for sellers and shoppers to engage in commerce. Shoppers are looking for interesting and distinctive merchandise at a venue that will bring them to the streets of Bremerton to hunt for bargains and barter for deals on a warm Saturday and Sunday. In turn, the 4<sup>th</sup> Street Market vendors offer art and an eclectic array of antique and vintage furnishings, primitives, collectables, art, retro items, garden accessories, hand-made one-of-a-kind and vintage jewelry, as well as clothing. Contributing to the character of the 4<sup>th</sup> Street Market is its location in Bremerton's Art District Neighborhood. This urban atmosphere adds to the Market's charm. As the Market will only occur this one weekend, shoppers can look forward to and mark their calendars for this event. The 4<sup>th</sup> Street Market gives you an unconventional avenue to sell your unique items.

### **Vendors of the 4<sup>th</sup> Street Market~**

Vendors of the 4<sup>th</sup> Street Market will sell unique and one-of-a-kind merchandise, goods that shoppers won't find in their normal everyday shopping environments. The majority of the 4<sup>th</sup> Street Market vendors will deal in antique and vintage items although many of our vendors will also sell their own handmade creations and the 4<sup>th</sup> Street Market is a perfect outlet for them to showcase their goods. Items newly produced in mass will not be found at the 4<sup>th</sup> Street Market; items such as Beanie Babies, tube socks, cell phones, sunglasses (unless they are vintage), or promotional items will not be sold there. Additionally, the 4<sup>th</sup> Street Market is neither a garage sale nor a place to dispose of your unwanted "junk". If you restore home furnishings, buy and sell antiques, or make your own jewelry or craft then the 4<sup>th</sup> Street Market is the place for you. We also will encourage vendors to appreciate the 4<sup>th</sup> Street Market as a place to have fun, be in contact with the other vendors, interact with shoppers as well as sell their goods. And as with any event, a modicum of order must be maintained, consequently vendors need to be willing to abide by our Participation Guidelines as well as show a level of respect to other participants.

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## **Promotion of the 4<sup>th</sup> Street Market~**

As operators of the 4<sup>th</sup> Street Market, we take on certain promotional responsibilities. A large percentage of all vendor fees will go to marketing. Ads will run in local newspapers and trade magazines, event dates will be listed on community magazines and web site calendars, posters will be printed and displayed throughout the city, postcards will also be printed to handout anywhere we can find to hand them out. Still, we continually are looking for new ways to attract shoppers. We welcome any ideas you may have to promote the 4<sup>th</sup> Street Market. So please let us know. Event quality and word of mouth will be the best ways to attract customers. We encourage you to get the word out any way you can. Each year we will print postcards and posters, enough for vendors to take and distribute. Please feel free to ask us for these items.

## **2012 Schedule, Location, and Times~**

This year the 4<sup>th</sup> Street Market will take place on Saturday May 26<sup>th</sup> and we will add Sunday, May 27<sup>th</sup> if enough vendors sign-up. Vendor booths will be set up on 4<sup>th</sup> Street in Downtown Bremerton. The Market will be open for shoppers from 9am to 4pm, but many shoppers will arrive early to start browsing for bargains and vendors are expected to be unloaded and setup by 8:45am and cannot start packing up to leave until the Market ends at 4pm. **The market will be held rain, snow, or shine: inclement weather will not cause cancellation.**

## **Vendor Spaces, Registration, Fees and Procedures~**

The success of the 4<sup>th</sup> Street Market depends on your cooperation and understanding of the markets procedures. Although some of these items may seem strongly stated, our goal is to make the Market a fun experience for both you and the shoppers. Here is what you need to know:

- ❖ There will be two size vendor spaces 10x10 (one parking space) and 10x20 (two parking spaces).
- ❖ The event fees are as follows, 10x20 is \$40.00 per day, and 10x10 is \$30.00 per day. See fee schedule on the application. Vendors who sign-up and pay by Wednesday, May 23rd for two days will receive a \$20.00 discount. (If the Sunday market is cancelled due to lack of participation the amount paid over the initial Saturday fee will be refunded to the vendor.
- ❖ Space assignments will be made approximately one week prior to the event. You will be notified of your space assignment the morning of the Market.

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### ***Art, Antiques & More***

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- ❖ At this time you can either mail us your completed application or drop it by the store Simply Renewed 301 Pacific Ave. Bremerton, WA 98337.
- ❖ All forms of payment will be accepted for payment of fees. Cash is obviously the most acceptable form of payment but only if you are paying in person and your application was accepted.
- ❖ The acceptance of every application requires our approval of the applicant's merchandise and no payment is processed until an application is accepted.
- ❖ Your cancelled check is your receipt and confirmation of your registration. You may e-mail or call to confirm your participation one week after you have mailed your application.
- ❖ Although there is no specific application deadline, a completed application, signed participation agreement, and payment must be received and approved prior vendor participation.
- ❖ Vendor space is limited; to guarantee your participation, we strongly recommend registering as early as possible. Once the event is sold out, we will make a waiting list of acceptable paid applications received on a first-come, first-served basis. These applications including fees are held and returned if we are unable to accommodate your reservation.
- ❖ We will not be taking on any food or beverage vendors for the market. We have already made arrangements for one exclusive food vendor and then the restaurants and coffee houses already downtown will also be open to provide that business to our customers.
- ❖ **TO REGISTER**, please follow the instructions on the next page.
- ❖ Once registered, read the Market Day Guidelines and Setup Instruction with the Space Diagram and the FAQ's so you'll know what to do and where to go on the day of the Market.
- ❖ If you are in the need of any "fixtures" (tables, chairs, tent, umbrella) bring them with you, unfortunately we don't provide any of these items.
- ❖ As a vendor, you are required by both the City of Bremerton and State of Washington to collect and pay sales tax on your retail sales. Please refer to the FAQ's for more thorough information regarding sales tax.
- ❖ As the Market is in Downtown Bremerton, where parking is never free and since our location is not large enough to accommodate vendor parking, you will need to locate and pay for the parking of your vehicle(s). There are several parking lots surrounding the Market for you to utilize.

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- ❖ If you have any questions or need assistance please read the FAQ's contained in this packet or give us a call or email us. We will be happy to answer all your questions as quickly as possible.
  - ❖ **TALK, TALK, TALK!!** Word of mouth is the best advertising! Tell your friends and neighbors, hand out postcards or put them in your place of business, hang a poster in your neighborhood coffee shop – anything to reach new shoppers! We will provide you with any materials needed to help spread the word! Just let us know what you need.
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## **To register~**

1. Read the Vendor Participation Agreement thoroughly as every applicant commits to uphold these guidelines upon participation. Sign your Vendor Participation Agreement agreeing to its terms.
  2. Fill out the Vendor Registration Application **completely and legibly**.
  3. Indicate the Markets you want to participate in by entering the number of spaces you need and the amount due for each date.
  4. Calculate the total amount due by adding together the fees for the event.
  5. Make a check or money order for the total amount due payable to: Simply Renewed.
  6. Make a copy of your application, including participation agreement, for your records.
  7. Mail or drop off your completed application, signed participation agreement, and payment to:  
Simply Renewed  
301 Pacific Ave.  
Bremerton, WA. 98337
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## **Directions~**

From Tacoma take WA-16 to WA-3. From WA-3 take the WA-304 E exit toward Bremerton. Stay straight to go onto Navy Yard HWY/WA-304. Continue to follow WA-304. Turn right onto Farragut St. Turn left onto S Callow Ave. Turn right onto Burwell St. Turn left onto Washington Ave. Turn left onto 4<sup>th</sup> Street.

From Seattle take the Seattle/ Bremerton Ferry. Come off the Bremerton Ferry thru the tunnel. Upon leaving the tunnel take a right onto Park Ave. At the next corner take another right onto 5<sup>th</sup> Street. Go down two blocks and take a right onto Washington Ave. Go one more block and take a right on to 4<sup>th</sup> Street.

There will be a loading and unloading area at the end of 4<sup>th</sup> Street set up for you to use. We will also have a loading area available for our customers to use throughout the day. Fourth Street is a one way street where we will be holding the Market. The loading area will be at the beginning of 4<sup>th</sup> Street off Washington Ave.

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## **Vendor Participation Agreement**

### **Vendor Participation Guidelines~**

1. The Fourth Street Market assumes no liability for vendors and/or their property.
2. Vendors are responsible for providing their own liability insurance and they indemnify the 4<sup>th</sup> Street Market and its related persons and entities for any cost, damages, attorneys' fees and expenses related to their operation.
3. The 4<sup>th</sup> Street Market reserves the right to determine vendor participation and space assignments for and at each event.
4. The 4<sup>th</sup> Street Market reserves the right to remove and/or ban any vendor from any event at any time.
5. No vendor may sell food and/or drinks of any kind at any event without prior approval from the 4<sup>th</sup> Street Market.
6. Registration Fees are due prior to vendor participation – no exceptions.
7. Vendors must be setup at least 15 minutes before the start of the event and are required to stay until the end of same unless otherwise approved by the 4<sup>th</sup> Street Market. The 4<sup>th</sup> Street Market reserves the right to cancel or deny future registration to vendors who arrive late or leave early without its consent.
8. No vendor may "sell", "sublet, or "give" their space to anyone without the prior consent and knowledge of the 4<sup>th</sup> Street Market; the 4<sup>th</sup> Street Market must approve and consent to the participation of any and all vendors of the 4<sup>th</sup> Street Market.
9. At the conclusion of the event participation vendors will remove from the 4<sup>th</sup> Street Market premises all trash they create and merchandise they bring prior to their departure.
10. All events occur; rain, shine or snow- there are no refunds for inclement weather.
11. As a vendor you will have retail sales and therefore you are legally responsible for the payment of the State of Washington sales tax. You must have a State of Washington UBI number to participate in any of our events.

I have read, understand, and agree to uphold these Vendor Participation Guidelines for the 2012 4<sup>th</sup> Street Market that I participate in.

\_\_\_\_\_

Print Name and Company Name if Applicable

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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## **2012 Vendor Registration Application ~**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Please register me by:     my name     my business name

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I sell (Be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Please designate which categories best describe the merchandise you plan to sell. If more than one applies, please indicate the percentage of your merchandise that is represented by that category:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Antique & Vintage Furnishings ____% | <input type="checkbox"/> New Jewelry ____%      | <input type="checkbox"/> New ____%        |
| <input type="checkbox"/> Hand-Made ____%                     | <input type="checkbox"/> Vintage Jewelry ____%  | <input type="checkbox"/> Primitives ____% |
| <input type="checkbox"/> Art ____%                           | <input type="checkbox"/> New Clothing ____%     | <input type="checkbox"/> Smalls ____%     |
| <input type="checkbox"/> Crafts ____%                        | <input type="checkbox"/> Vintage Clothing ____% | <input type="checkbox"/> Toys ____%       |
| <input type="checkbox"/> Collectables ____%                  | <input type="checkbox"/> Garden Details ____%   | <input type="checkbox"/> Books ____%      |
| <input type="checkbox"/> Beads ____%                         | <input type="checkbox"/> Imports ____%          | <input type="checkbox"/> Furniture ____%  |

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2. Please mark other types of markets/ events you have participated in:

- Blackberry Festival                       Star Lite Swap & Shop                       Sand Point Antique Market  
 Antique Shows                                       Farmers Markets                                       Art Shows/ Art Walks

3. Please enter the size of space needed, number of spaces you need and the amount due.  
Calculate the Total Due by adding the fees for each event.

<b>Date</b>	<b>Size of Space</b>	<b>Cost of Space</b>	<b># of Spaces</b>	<b>Amount Due</b>
May 26th				
May 27th				
Discount				
			<b>Total Due</b>	

<b>Fee Schedule</b>
10x20 space - \$40.00 per day 10x10 space - \$30.00 per day \$20.00 discount if payment for 2 days is received before Wednesday, May 23 <sup>rd</sup> .

For 4 <sup>th</sup> Street Market Use Only:	Date Received:	Amount Received:
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## **2012 Market Day Guidelines & Setup Instructions~**

- Unloading and Setup hours are 7:30 am to 8:45 am.
- You will receive your space assignment on the day of the event.
- If space allows, you may pull-up close to your space, but do not get blocked in by other vendors.
- Unload quickly- others will be waiting! Do not start setting up until all of your merchandise is unloaded. In other words please unload your goods into your space, park your car & then return to arrange & setup.
- Don't block the alleys, streets, parking lot entrances for an extended period of time.
- Follow the instructions of 4<sup>th</sup> Street Market Staff. Ask for help if you need it.
- You must be set-up and ready to sell by 8:45am.
- Bring sunscreen, hats, sunglasses, water, bags & anything else you & your customer may need.
- Be prepared to make your own change.
- Collecting Sales Tax is each Vendor's responsibility – see the Vendor FAQ.
- You are required to stay until 5pm.
- **Do not leave any trash of merchandise behind! Be considerate & have fun!**

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## **Vendor FAQ's~**

**How do I register as a vendor?** Read the information contained in this packet thoroughly. You must read, understand, and sign the Vendor Participation Agreement agreeing to uphold its guidelines. Fill out the Vendor Registration Application completely and legibly, and mail or bring it along with your signed Vendor Participation Agreement and payment to Simply Renewed 301 Pacific Ave. Bremerton, WA 98337. Once registered familiarize yourself with the Market Day Guidelines and Set-up Instructions so you will know what to do on the day of the Market. And read these FAQ's – they will answer a lot of your questions.

**Can I register by e-mail or phone?** Unfortunately no, the U.S. Mail or coming into Simply Renewed are the only ways to register.



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**How will I know if I'm registered as a vendor?** Your cancelled check is your receipt and confirmation. One week after you mail in your application, inquire via phone at 360-479-4101 if you want to verify this information.

**How & when I know which space I will have?** Approximately one week prior to the Market, we will have tentative space assignments. You can check with us concerning your assigned space(s) by email or telephone. Otherwise we will have that information ready for you the morning of the event.

**I think I need a bigger space than 10x20 – if I sign up for 2 or more spaces, will they be together?** If you sign up for 2 or more spaces at the same event, they will be adjacent to each other.

**Can I register the day of the Market?** Yes but, don't count on it – most likely, vendor space will be unavailable! We anticipate that available space will be taken weeks prior to each event. To guarantee your participation, we strongly recommend registering as early as possible. Effectively, you must be registered in advance to be in the Market.

**When can I set-up?** Set-up is 7:30am to 8:45am the Market Day. You must be unloaded and set-up by 8:45am. Official Market start time is 9 am, but some shoppers arrive early. To ensure that you have a fun and lucrative day, please allow enough time to unload, park, arrange your booth, and have a cup of coffee or whatever you like to gear up for a fantastic day at the Market!

**Do I have to stay for the whole event? Yes!** – Unless you have received our consent to leave early.

**Can I “sell”, “sublet”, or “give” my space to anyone else?** Not without prior knowledge and consent. We must approve the participation of any and all vendors.

**Can I share a space or spaces with another vendor?** Yes, as long as all participating vendors are listed on the application, and each vendor's merchandise is included in the descriptions of what is planned to be sold.

**Is every application accepted if spaces are available?** No, not necessarily. Applications are accepted based on the items you intend to sell as well as availability. Even if your items fall into a category that we normally accept, if we have enough of that type of vendor in a particular market, we won't accept your application.

**What about food and/or beverage vending?** We take on very few food and beverage vendors for the Market. For the 2012 we have already signed up the Food Vendors that we will be allowing to sell at the Market. We are in an area that also has many restaurants and coffee shops, so our intent is to promote those businesses also.

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**What Sales Tax?** You are required by both The State of Washington and The City of Bremerton to acquire a sales tax license (UBI#) and remit retail sales tax. We will not accept any application that does not have this license to do business in The State of Washington.

**I still have a question!!** Please feel free to call us at 360-479-4101 or email us at [antique@simplyrenewed.com](mailto:antique@simplyrenewed.com) with any questions you have or clarifications you need. We are happy to assist you.