



Artisan & Vintage Fair 2023  
July 14, 12:00-6:00 and July 15, 10:00-6:00  
Port Orchard Waterfront

Port Orchard Bay Street Association (POBSA) welcomes applications for Artisans, Vintage Dealers, and Artists. Please include all necessary information. If you have special space needs, be sure to note your preferences below. Payment isn't required until you've been accepted. **Security will be provided on Friday 6:00pm to Saturday 9:00am.**

**VENDOR GUIDELINES**

1. Space will be allotted in the grassy pocket park along the waterfront by the marina in 10x10 segments. The Fair committee will designate your space based on the Fair needs and your request.
2. POBSA reserves the right to reject any applicant, or limit the number of applicants with similar items. All applications will be screened to ensure that your plans are appropriate for this event.
3. In consideration of the acceptance of this application applicant agrees to indemnify, hold harmless, and defend any action against Port Orchard Bay Street Association, the Port of Bremerton, the City of Port Orchard, and/or their employees and agents from and against all liabilities whatsoever arising out of Vendor's participation in this event.
4. POBSA will provide onsite security Friday 6:00pm to Saturday 9:00am to help prevent vandalism and theft. POBSA will not be responsible for loss or damage to any property. Accordingly, each vendor shall take all necessary precautions to protect property and secure valuables. We recommend that nothing of great value be left in booths overnight.
5. Vendors must attend both days of the event, Friday July 14-Saturday July 15. Set-up can begin on Friday at 9:00 am and must be completed before 12:00 pm. Set-up can begin on Saturday at 8:00 am and must be completed by 10:00 am. Take-down must not occur prior to closing each day. All vehicles must be moved to designated parking by the end of the set-up period. Vendors may leave their tents up overnight with security provided, see item #4.
6. Vendor parking will be available in designated areas. All vehicles must be moved by the end of each day's setup period. No departures before the end of each day's show are allowed.
7. All vendors must be licensed or otherwise authorized to conduct business in the State of Washington. Vendors are responsible for their own tax, permits, and license and insurance costs and liabilities.
8. Vendors are responsible for providing all tables, tents, and set up equipment. Tents must have walls to secure if anything is left in the tent overnight. Weights are necessary for tent/awnings. Stakes may be driven into the grass.
9. It is recommended that vendors bring their own hotspot or other connectivity option. Reliable Wifi is not available in the Fair area.
10. Vendors shall not solicit their product or services more than ten (10) feet from their assigned space.
11. No refunds will be given seven (7) days prior to the event.
12. POBSA will provide sanitizer and distancing signage, as well as crowd management as needed in accordance with the City's Covid requirements.

**VENDOR APPLICATION    DUE BY: June 30, 2023 (earlier is preferable)**

Describe your plans, including what will be available for sale or distribution. Note that changes or additions to this statement, after submission, must be approved by POBSA Artisan & Vintage Fair Committee. Art and hand-crafted items must be created by the applicant – not imported; please provide supplemental photos.

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Washington State Business UBI # (required) \_\_\_\_\_

Business Name:

Contact \_\_\_\_\_

Mailing Address

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Vendor:  Collectibles/Trader     Handmade Goods     Artist     Other, describe below

REQUESTED SPACE: Please indicate the number of 10x10 spaces you need

\_\_\_\_ 10x10' @ \$50 space      Total \$ \_\_\_\_\_

*\* Canopy must be weighted on 4 corners and include walls.*

Describe special needs (for example, access to an electrical outlet)

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**VENDOR STATEMENT**

I am aware of and will comply with all State, Kitsap County and City of Port Orchard regulations, including securing any required Health District permits for operation. I have read and agree to "Vendor Guidelines" for this event.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applications can be mailed to POBSA, PO Box 8581, Port Orchard WA 98366, or emailed as an attachment to pobsainfo@gmail.com

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For Office Use Only

Date Received \_\_\_\_\_ Accepted/Rejected \_\_\_\_\_

Payment Received via: Check \_\_\_\_\_ In-Person \_\_\_\_\_ Paypal \_\_\_\_\_