

Apply to be an Event Vendor



Throughout the year, Troutdale hosts large public events that showcase local artists, artisans, farmers, and food makers. This page provides all the details you need to apply to become a vendor at one of these events. Once you are ready, you can begin the application process on our [registration site](#) to apply!

See below to learn more about each event, how the registration process works, and to view our vendor guidelines. When you apply, if you have not already done so, you must create an account in our registration system. After that, simply click "add to waitlist" individually for each date you wish to attend. Please note that the wait list does not mean that the event is full! Everyone is added to the waitlist so we can review the applications before charging fees.

After you select your dates, be sure to click the orange checkout button to complete your application. Creating an account is not the same as placing yourself on the waitlist for the event. If you do not receive an email from Community Pass saying you've been added to the waitlist, we have not received your application.

Events

First Friday

Troutdale's First Friday Art Walk & Summer Street Fair is fun for the whole family and showcases the West Gorge's vibrant art scene. The summer street fair expands the event in

Historic Columbia River Highway, with over 60 vendors, sidewalk dining, local beers, live music at Mayors Square, a Kid Zone, and much more!

In 2024, First Friday Art Walks will take place on June 7, July 5, August 2, and September 6. Each event runs from 5:00 p.m. - 8:00 p.m., with an hour before and after the events dedicated to set up and tear down. Once we receive your application, we will send you more information about the event – including logistical assistance, promotional materials, and more.

Music at the Market

Music at the Market is a small farmer's market on Tuesdays in July and August from 4:30 pm – 8:00 p.m. that also features live music at Mayors Square in Downtown Troutdale. Priority is given to farms and producers from Multnomah County and all vendors must sell locally grown or locally made produce or food products.

Windy Wonderland

Our annual holiday market takes place inside The Troutdale House at 411 E Historic Columbia River Hwy. This market will feature dozens of local vendors selling handcrafted gifts, an activity area for the kids, as well as holiday music and seasonal treats and beverages. And don't forget about our Tree Lighting Ceremony at Mayors Square on the final night of the event!

How to Apply for a Vendor Booth

To apply, [log in to your Community Pass account](#) (or create an account) and select “Click Here to Register” which will then prompt you to select a catalog. You will want to select the Tourism & Economic Development catalog. It will then ask you to verify your account information. If all is correct, select continue. At this point, you will see the catalog and you're able to select “First Friday Art Walk” and learn more about the event. At the bottom are each of the event dates. Please click “Add to Waitlist” for each date you'd like to sign up for. It will ask you to select the person that you're signing up for the event. If you have multiple people listed in your family, please only select yourself unless you're trying to apply for multiple booths. For every person you select we receive another application.

Everyone is automatically waitlisted in order to review the applications before charging fees.

Once you've selected all the dates, scroll to the top of the page and select the orange "Checkout" button. This will bring you to a registration form, which you will need to fill out so that we know more about what you're hoping to sell at the event. If you do not have a website or social media account, you will need to email photos of your products to [cityevents \[at\] troutdaleoregon.gov](mailto:cityevents@troutdaleoregon.gov). After selecting continue, you will be taken to a policies and agreements page which you must review and sign. The policies contained are a liability release, photo release, and cancellation policy acknowledgement. Once you select continue on this page you will be taken to a review and complete transaction page. **Fees are not assessed until you are released from the waitlist, at which point it is \$25 per event.** By selecting "Complete Transaction" you will have completed your application to the event(s).

Applications will be reviewed on a first come, first served basis. We will contact you by May 3 if you have been selected to be a vendor for the event(s). If applying past May 3, we will contact you within 2 weeks of submitting your application. If you are released from the waitlist, you will receive an email from Community Pass to complete your registration and pay the fee. Booth locations will also be assigned in a first come, first served basis, filling from west to east.

As a reminder, vendors must sell locally made goods, including but not limited to arts, crafts, and artisanal foods. Franchises, consultants, or employees for large companies or corporations will only be allowed a booth if they are a sponsor of the event. There are limited spots available for sponsors, please contact [cityevents \[at\] troutdaleoregon.gov](mailto:cityevents@troutdaleoregon.gov) if you would like to be a sponsor.

Please reach out if you have any questions or need assistance applying!

Vendor Guidelines

- Vendors must sell locally-made goods, including but not limited to arts, crafts, and artisanal foods. Franchises, consultants, or employees for companies will only be allowed a booth if they are a sponsor of the event. There are limited spots available for sponsors, please contact [cityevents \[at\] troutdaleoregon.gov](mailto:cityevents@troutdaleoregon.gov) if you would like to be a sponsor.
- Applications will be reviewed on a first come first serve basis. Booth locations will also be assigned in a first come first serve basis, with spaces being filled from west to east.
- When adding yourself to the waitlist please complete the form and include links to view your products. If you do not have links to view your products, please email photos of your products to [cityevents \[at\] troutdaleoregon.gov](mailto:cityevents@troutdaleoregon.gov).
- For first Friday, booths cost \$25 per event. If approved, you will receive an email to finish and pay for your registration.

- For Music at the Market, booths cost \$10 per event and priority is given to farms and producers from Multnomah County. If approved, you will receive an email to finish and pay for your registration.
- The event are family friendly and everything sold must be appropriate for all ages. Please refrain from art or products that contain profanity, obscenity, or nudity. In the event that an item is deemed inappropriate by staff, you may be asked to remove it from your display or cover it from view.
- For First Friday, booth spaces are outdoors and can accommodate canopy sizes of 10' x 10'. Each vendor is responsible for bringing the items needed for their booth space, such as canopies, tables, chairs, etc. Canopies should be fire resistant with either a tag or evidence of the can of fire retardant. Weights are required for canopy legs. If a double booth is necessary to accommodate your sales, please apply twice. Additional fees will apply.
- For Music at the Market, booth spaces are outdoors and can accommodate 1-2 6 foot tables. Due to space being limited we ask that vendors do not bring canopies unless absolutely necessary. Each vendor is responsible for bringing the items needed for their booth space, such as tables, weights, chairs, etc. Canopies should be fire resistant with either a tag or evidence of the can of fire retardant. Weights are required for canopy legs.
- Each vendor is responsible for their sale transactions. Vendors retain 100% of their sales - no commission. Wifi is not available to connect to and there is no ATM located in Downtown Troutdale.
- Each vendor is expected to be present in their space for the entirety of the event. If you wish to or need to take a break, make sure that your booth is attended. A public restroom is located in the Visitor Center at 475 E Historic Columbia River Hwy and port-a-potties are located in the Mayors Square parking lot.
- Setup will begin no earlier than 3:30 p.m. and must be completed by 4:45 p.m. Set up instructions will be provided via email if you have been selected as a vendor. Teardown will begin no earlier than 8:00 p.m. and must be completed by 9:00 p.m.
- Please note that filing out the form does not guarantee you a spot as a vendor at the event(s). We will contact you by May 3 if you have been selected to be a vendor for the event(s). If applying past May 3, we will contact you within 2 weeks of submitting your application.