

# 20th Annual



## North Plains Elephant Garlic Festival

### ARTS & CRAFTS APPLICATION

Friday, Saturday & Sunday, August 11th, 12th & 13th

Incomplete applications will be returned

**Deadline April 1, 2017**

Mail to Sherrie Simmons 30796 NW Brooking Ct. North Plains, OR 97133

**Checks Payable to: North Plains Elephant Garlic Festival**

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

Artist Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Business (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**NO COMMERCIAL OR IMPORTED ITEMS ARE ALLOWED AT THE NORTH PLAINS ELEPHANT GARLIC FESTIVAL. I UNDERSTAND THESE TERMS AND I WILL MAKE ALL PRODUCTS I WILL SELL AT THE FESTIVAL. (INITIAL) \_\_\_\_\_**

Select the category that best represents your work. Your festival booth inventory must represent the categories chosen and be consistent in content, form and quality with the submissions shown in your photos reviewed by the arts committee.

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Bath, Body & Candles      | <input type="checkbox"/> Gift Food     | <input type="checkbox"/> Leather          | <input type="checkbox"/> Photography      |
| <input type="checkbox"/> Ceramics/Pottery          | <input type="checkbox"/> Glass         | <input type="checkbox"/> Metal            | <input type="checkbox"/> Wearable's-Adult |
| <input type="checkbox"/> Children's items/clothing | <input type="checkbox"/> Home & Garden | <input type="checkbox"/> Repurposed items | <input type="checkbox"/> Wood             |
| <input type="checkbox"/> Fiber Art                 | <input type="checkbox"/> Jewelry       | <input type="checkbox"/> Painting/Drawing | <input type="checkbox"/> Other (describe) |

Describe your work (medium, materials, size, character, genre, etc.):

\_\_\_\_\_  
\_\_\_\_\_

My work ranges in price from \$ \_\_\_\_\_ to \$ \_\_\_\_\_. The majority of my items are priced at \$ \_\_\_\_\_.

Enclose 2 current color photos plus a booth photo which represent the products you intend to offer at the NPEGF. Number your prints to correspond to the list below. (slides will not be accepted). **If you are a returning Art Vendor from 2016, please send photos only of any new items you will be offering.**

Photo 1 \_\_\_\_\_

Photo 2 \_\_\_\_\_

Were you an Art Vendor in 2016? \_\_\_\_\_ NO \_\_\_\_\_ YES

How many 10x10 booth spaces would you like to have \_\_\_\_\_ each 10x10 spot is \$125. Double space is \$250.00.

Electricity required \_\_\_\_\_ yes \_\_\_\_\_ no. **Please see electricity regulations on page 4.** What will electricity be used for? \_\_\_\_\_

**Handicapped Parking needed** yes \_\_\_\_\_ no \_\_\_\_\_. Number of parking spaces required for the duration of the event \_\_\_\_\_.

Describe Vehicle(s) to be parked in Vendor Parking is: \_\_\_\_\_

Dimensions of space needed for vehicle: \_\_\_\_\_ (do not leave blank)

**Please note: The North Plains Elephant Garlic Festival has very limited vendor parking. If you have a motor-home or trailer, you will be provided with just enough space for a pop-out if that is what you have. You will not be provided room for a canopy. We are not a regular campground and are short on space to be able to provide parking space let alone camping space. If you feel you need to have more room then you are welcome to contact Loch Lolly Christmas Forest which is up the road about 4 miles. They are willing to allow more space for camping and Motor-home/trailer parking there. Phone: Patti Burns at 503-647-2619.**

**CHECKLIST FOR A COMPLETE APPLICATION PACKAGE:**

- Complete and sign the application and Return with your Checks.
- Enclose your booth fee of \$125 for each 10x10 space requested plus a separate check for \$25.00 which is your refundable cleaning deposit. **Please do not combine the cleaning fee with the booth fee onto one check. MAKE CHECKS PAYABLE TO: North Plains Elephant Garlic Festival and mail to Sherrie Simmons 30796 NW Brooking Ct. North Plains, Oregon 97133 .**
- Enclose 2 recent product photos which represent the products you intend to offer at the North Plains Elephant Garlic Festival. (NOTE: Applicant photos are retained by the Arts Committee for all artists participating in the North Plains Elephant Garlic Festival. If you want your photos returned after the event, enclose a self-addressed stamped envelope with correct amount of postage).
- Enclose a color photo of your booth as it will be stocked for The North Plains Elephant Garlic Festival, or explain booth in writing if you do not have a picture.
- Mandatory that you include information of how many vehicles you will need to park, including the dimensions of bigger vehicles such as RV's, trailers, and vans.

*The APPLICANT shall indemnify and hold North Plains Events Association, it's Board Members and The City of North Plains and its agents, employees and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, loss, damages, or costs, of whatsoever kind or nature, brought against the North Plains Events Association, its Board Members and The City of North Plains arising out of, or in connection with, or incident to, the execution of this Agreement and/or applicant's performance or failure to perform any aspect of this Agreement; provided however, that If such claims are caused by or result from the concurrent negligence of the North Plains Events Association, its Board Members and The City of North Plains, its agents, employees, and/or officers, these indemnity provisions shall be valid and enforceable only to the extent of the negligence of the Applicant; and provided further, that nothing herein shall require the Applicant to hold harmless or defend the North Plains Events Association, its Board Members and The City of North Plains, its agents, employees, and/or officers for damages or loss caused by the North Plains Events Association, its Board Members and The City of North Plains sole negligence. The Applicant expressly agrees that the indemnification provided herein constitutes the contractor's waiver of immunity, for the purposes of this Agreement. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.*

Applicant has read and understands the Application and Rules & Regulations on pages 4 and 5 and will abide by them throughout their association with the North Plains Elephant Garlic Festival. It is understood that Patti Burns the Event Coordinator or Sherrie Simmons the Arts Coordinator reserves the right to close, without refund, any participant (vendor booth) who is not complying with these regulations.

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

Print Name \_\_\_\_\_ Title \_\_\_\_\_

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

\_\_\_\_\_

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

**DEADLINE FOR COMPLETE APPLICATION PACKAGE TO BE  
POSTMARKED by April 1st, 2017.**

Payment for the booth space can be made with a check or money order. Your separate cleaning deposit check will be returned to you at the end of the festival provided your space is clean.

## Arts & Crafts Rules and Regulations

### Application Deadline

All applicants must submit a Complete Application Package with their booth fee, and a separate \$25 refundable cleaning deposit by April 1st, 2017. Your checks will be returned if you are not accepted into the event.

Full payment is due with application. The Arts & Crafts Booth Space Fee is \$125 for a 10x10, and \$250 for a 10x20 space. A separate check of \$25 is required as a cleaning deposit. (This will be returned at the end of the event if booth space is clean after tear down).

### Electricity

Electricity is available only on the outside parameter of the Arts & Crafts grounds and only for artists in action, or with a need for a cash register. Proof of need will be required.

### Hours of Operation (Note new closing time on Sunday)

You may not close your booth prior to 5 pm on Sunday. **Absolutely no vehicles allowed on the field prior to 5 pm on Sunday.** If it is slow, you may begin to pack up within your space the last hour but you are not allowed to remove anything until 5 pm Sunday. If you leave prior to the end of the event, you will not be allowed to return as a vendor to the event the following year and you will forfeit your cleaning deposit.

### Artist Selection

- Each year, all applications are reviewed on quality and originality within each category. Past participation does not guarantee acceptance.
- North Plains Elephant Garlic Festival reserves the right to refuse any application.
- **Notification letters regarding acceptance will be mailed to applicants by May 1st, 2017.** If you are not chosen to participate in the festival, your checks will be returned.
- A wait-list is established.

### Merchandise

- Applications are only accepted from Artists who personally handcraft/ repurpose or embellish the items they sell and who can be present in their booth during the events operational hours.
- All merchandise must be consistent with the photos submitted with the application and reviewed by the jury. North Plains Elephant Garlic Festival does not accept product samples.
- Artist applications for imported, mass-produced or commercially manufactured items are not accepted.
- The event reserves the right to close any booth not adhering to these regulations.
- **NOTE: It is not your job to go around and police the other booths.**

### Security

Booth structure and contents, including inventory, are the sole responsibility of the Artist. North Plains Elephant Garlic Festival, NPEA and the City of North Plains do not assume any responsibility for injury to persons, loss or damage to any property of the Artists, including theft, accidents or acts of God. There will be security walking / patrolling the grounds 24 hours a day during the event beginning on Thursday August 10<sup>th</sup>.

## Restrictions

- Artists are not allowed to “rove” with their merchandise at any time nor hand out samples of anything outside of their booth.
- No smoking or alcoholic beverages are allowed within or in the vicinity of your booth. Smoking is allowed across the street from the park or at the smoking area outside from the beer garden only.
- The North Plains Elephant Garlic festival name, Stinkee logo and theme are trademarked. Any use must be pre-approved by the event Director.
- Absolutely No animals allowed in the event unless the animal is a medical assistance animal.

## Set Up & Take Down

- Load in time will be between 9:30 am and 8 pm Thursday August 10th. Vehicles must be removed from the event field by 8:00 pm. Late arrivals must walk in their supplies after 8 pm.
- **WITHOUT EXCPTION: If you do not set up on Thursday August 10th, you will not be allowed to sell at the current year festival and will forfeit your space and booth fee.**
- Load out begins at 5 pm on Sunday August 13th. All booths, vehicles and vendor debris must be removed from the Event grounds by 9 pm Sunday August 13th.
- If booth area is not left clean at the end of the event, vendor will forfeit Cleaning Deposit.

**Put this set-up date on your calendar so you do not forget it!**

**We are looking forward to a great festival! It is our 20th Annual.**