



North Plains Elephant Garlic Festival

ARTS & CRAFTS APPLICATION

Friday, Saturday & Sunday, August 12th, 13th & 14th

Incomplete applications will be returned

Application Postmark Deadline: April 1, 2016

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

Make Checks Payable to NPEA

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 (unless you have embellished/repurposed them). I UNDERSTAND THESE TERMS AND I WILL MAKE ALL PRODUCTS I WILL SELL AT THE EVENT. (INITIAL) _____

Select the category that best represents your work. Your Event booth inventory must represent this single category and be consistent in content, form and quality with the submissions shown in your photos reviewed by the coordinator.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Bath, Body & Candles | <input type="checkbox"/> Gift Food | <input type="checkbox"/> Leather | <input type="checkbox"/> Refurbished items |
| <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"/> Painting/Drawing | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Fiber Art | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Photography | <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 \$_____.

North Plains Elephant Garlic Festival / www.funstinks.com

503.449.5447 sherrie.funstinks@gmail.com

Enclosed are 2 current color photos plus a booth photo which represent the products you intend to offer at The North Plains Elephant Garlic Festival. (slides will not be accepted). **If you are a returning Art vendor from 2015, please send photos only of any new items you will be offering.**

Photo 1 _____

Photo 2 _____

Were you an Arts Vendor in 2015? ____ NO ____ YES

Would you like to have your same space as last year? _____

How many 10x10 booth spaces would you like to have _____. (10x10 is \$125, 10x20 is \$240.00)

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 _____.

Vehicle(s) to be parked in Vendor Parking are: _____

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

Please note: 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 Motorhome/trailer parking there. Phone: 503-647-2619.

CHECKLIST FOR A COMPLETE APPLICATION PACKAGE:

- Complete, sign and return the application, pages 1 thru 3 with your checks.
- Retain Rules & Regulations, pages 4 and 5 for your records (please bring with you to the event).
- Enclose your booth fee of \$125 for 10x10 or \$240 for 10x20 space and a separate check for \$25.00 which is your refundable cleaning deposit. **Please DO NOT combine the cleaning fee with the booth fee.**
- **MAKE CHECKS PAYABLE TO NPEA 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, its 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, this 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. 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, Page 4 and 5, and will abide by them throughout their association with North Plains Elephant Garlic Festival. It is understood that North Plains Elephant Garlic Festival 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, 2016.**

Payment for the booth space can be made with by checks or money orders.

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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, 2016. Your checks will be returned if you are not accepted into the event. This will not occur until the end of May 2016.

Booth Fee

Full payment is due with application. The Arts & Crafts Booth Space Fee is \$125 for a 10x10, and \$240 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). **DO NOT** pay booth fee and cleaning fee on one check. Note: 2 separate checks are required.

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 or lighting for their product. All vendors want these spaces but they are very limited. Preference is given to food vendors and the elderly.

Hours of Operation

Event hours are from 12 noon - 8 pm Friday, 10 am – 8 pm Saturday, and 10 am - 6 pm Sunday.

You may not close your booth prior to 6 pm on Sunday. **Absolutely no vehicles allowed on the field prior to 6 pm on Sunday.** If it is slow, you may begin to pack up within your space around 5pm but you are not allowed to remove anything until 6 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.

Jury Selection

- Each year, all applications are looked at for 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 15th, 2016.** It is Mandatory that you get your applications in early. Call if you have payment issues but your application must be received by April 1, 2016. If you are not chosen to participate in the event your checks will be returned.
- A wait-list will be established in case of cancellations. Applications after the deadline are not eligible for the waitlist.

Merchandise

- Applications are only accepted from Artists who personally handcraft or embellish the items they sell and who can be present in their booth during the event operation hours.
- All merchandise must be consistent with the photos submitted with the application and reviewed by the Board.
- 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 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 night security walking /patrolling the grounds beginning on Thursday August 11th.

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. Smoking is banned from the park.
- The North Plains Elephant Garlic Festival name, logo and theme are trademarked. Any use must be pre-approved by the event Director Patti Burns (503-647-2619).
- Absolutely No animals allowed in the event unless the animal is a medical assistance dog.

Set Up & Take Down

- Load in time will be between 9 am and 7 pm Thursday August 11th. Vehicles must be removed from the event field by sundown. Late arrivals must walk in their supplies. If you set up on Friday morning, 1) you may not drive onto the field, and 2) you must be ready to sell by Noon that day. No vehicles allowed on the event field after Thursday set up through Sunday 6:00 pm.
- Load out begins at 6 pm on Sunday August 14th. All booths, vehicles and vendor debris must be removed from the Event grounds by 9 pm Sunday August 14th.
- If booth area is not left clean at the end of the event, vendor will forfeit Cleaning Deposit.
- Art vendors responsible for their own insurance to cover their product.