



# North Plains Elephant Garlic Festival

## ARTS & CRAFTS APPLICATION

Always the 2<sup>nd</sup> Weekend in August

Incomplete applications will be returned

Same Day Registration Not Allowed

**Deadline April 1**

Mail to: Sherrie Simmons 30796 NW Brooking Ct.

North Plains, OR 97133

**Checks Payable to: North Plains Elephant Garlic Festival (NPEGF)**

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 MAKE ALL THE PRODUCTS THAT 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. No Campaign or political tents allowed on the Festival grounds.

____ Bath, Body & Candles	____ Gift Food	____ Leather	____ Photography
____ Ceramics/Pottery	____ Glass	____ Metal	____ Wearable's-Adult
____ Children's items/clothing	____ Home & Garden	____ Repurposed items	____ Wood
____ Fiber Art	____ Jewelry	____ Painting/Drawing	____ Other (describe)

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

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

Enclose 2 current color photos plus a booth layout photo which represent the products you intend to offer at the NPEGF. Number your prints to correspond to the list below.

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

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

Were you an Art Vendor last year? \_\_\_\_ NO \_\_\_\_ YES

Mark the booth size you want. 10x10 \_\_\_\_ 10 x 20 \_\_\_\_ . 10x10 space is \$165.00, 10x20 space is \$330.00. Electricity is only available on outside perimeter. These spaces are \$20.00 more per space. Single would be \$185. And double would be \$370.00. If you normally have an outside space, you are required to pay the extra charge. These spaces are designated by the Jury. If you have a space on the inside, you will have to bring in battery powered equipment. No cords allowed across any walkway.

Initial \_\_\_\_\_

Handicapped Parking needed, yes \_\_\_\_ no \_\_\_\_ . Number of parking spaces required for the duration of the event \_\_\_\_ . Must display your Official Handicap Parking license. License Plate # \_\_\_\_\_.

Describe Vehicle(s) to be parked in Vendor Parking: Make \_\_\_\_\_ Model \_\_\_\_\_  
License Plate # \_\_\_\_\_ Dimensions of space needed for Motor home or trailer: \_\_\_\_\_

**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 it to fit. 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. No water or electricity hook ups provided.**

#### CHECKLIST FOR A COMPLETE APPLICATION PACKAGE:

- Complete and sign the application and Return with your Checks.
- Enclose your booth fee of \$165.00 for each 10x10 space plus \$20.00 if on an outside space, plus a separate check, no money orders for the \$25.00 which is your refundable cleaning deposit. **MAKE CHECKS PAYABLE TO: North Plains Elephant Garlic Festival (NPEGF) 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 set up for The North Plains Elephant Garlic Festival or explain booth in writing if you do not have a picture. Outside spaces are front facing only. Interior booths are all corner spaces and have no electricity.
- 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.
- **No staking is allowed in the vendor field. You will need to provide weights or sandbags to hold your booth down.** Initial \_\_\_\_\_

*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, volunteers 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, it's 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, volunteers 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 Member, volunteers 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, Rules & Regulations and Code of Conduct on pages 4, 5,& 6 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 and booth fee will not be refunded.

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

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

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

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

- **WITHOUT EXCPTION: If you do not set up on the Thursday of the Garlic Festival, you will not be allowed to sell at the current year festival and will forfeit your space and booth fee. Initial and send a copy back to me. \_\_\_\_\_**

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

Payment for the booth space can be made with a check. Your separate cleaning deposit check will be returned to you at the end of the festival provided your space is clean or it will be shredded if you leave prior to getting it back.

# North Plains Elephant Garlic Festival

30975 NW Hillcrest Street, North Plains, OR 97133

## Arts & Crafts Rules and Regulations

### Application Deadline

All applicants must submit a Completed Application Package with their booth fee and cleaning fee by April 1st. Your checks will be returned if you are not accepted into the event. Congratulation Letters go out the first week of May. Non-acceptance letters will go out at the same time along with the return of your checks. Checks for accepted vendors will be deposited the first week of May.

### Full payment is due with application

The Arts & Crafts Booth Space Fee is \$165 for a 10x10, and \$330 for a 10x20 space. A separate check of \$25 is required as a refundable cleaning deposit. (This will be returned at the end of the event if booth space is clean after tear down, or will be shredded if you leave prior to inspection if clean). You will be contacted if your space is not clean. Electricity \$20.00 use fee can be included on payment with your booth fee. If you leave before being You will be contacted if your space is not clean.

Booth amt \_\_\_\_\_ Electricity fee \_\_\_\_\_ Ck # \_\_\_\_\_, Cleaning Fee \$25.00 Ck # \_\_\_\_\_  
Total Due: \_\_\_\_\_ Initial: \_\_\_\_\_

### 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 live action/customization. Proof of need will be required. Running Fans is not a need. A \$20.00 electricity use fee is required.

### Parking

There is no parking allowed around the field at anytime during festival hours. You may restock in the morning before the festival opens and return your vehicle to the designated Vendor Parking area. A Vendor Parking pass is required to park in Vendor Parking. These will be issued to you on Setup Day.

### Hours of Operation

You may not close your booth prior to **4 pm** on Sunday. **Absolutely no vehicles allowed on the field prior to 4 pm on Sunday.** If it is slow, you may begin to pack up within your space the last hour of the festival, however, you are not allowed to remove anything until 4 pm Sunday. If you leave prior to the end of the event, you will not be allowed to return as a vendor 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 at the address provided on your application.** If you are not chosen to participate in the festival, your checks will be returned with a non-acceptance letter. If you do not received a letter by end of May, please reach out to sherrie.funstinks@gmail.com.
- A wait-list will be established in case of a vendor cancellation.
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### 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 event's operational hours.
- PORNOGRAPHY, FOUL LANGUAGE ITEM'S ARE FORBIDDEN TO BE SOLD AT THIS FESTIVAL. We are a family oriented festival.
- 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 and fees will be forfeited.
- **NO STAKING ALLOWED IN FIELD.** Please use weights to hold your booth in place.
- **NOTE: It is not your job to go around and police the other booths or Handicap parking.**

### 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 Thursday setup day at 9:00 pm.

### Restrictions

- Artists are not allowed to "rove the grounds" with their merchandise at any time nor hand out samples of anything outside of their booth.
- No smoking/vaping and no alcoholic beverages are allowed within or in the vicinity of your booth or in the field. 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, Stinke 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 marked medical assistance animal.

### Set Up & Take Down

- Load in times will be between 8:30 am and 8:30 pm the Thursday before opening day of the Garlic Festival. Late arrivals must walk in their supplies after 8 pm. Load out vehicles must be removed from the event field by 9:00 pm.
- **WITHOUT EXCPTION: If you do not set up on the Thursday of the Garlic Festival, you will not be allowed to sell at the current year festival and will forfeit your space and booth fee. Initial and send a copy back to me.**
- Load out begins at 4 pm on Sunday. All booths, vehicles and vendor debris must be removed from the Event grounds by 9 pm Sunday. Boxes broken down and put in big recycle bin across street on Hillcrest St. If booth area is not left clean at the end of the event, vendor will forfeit Cleaning Deposit.

Please retain a copy of these rules for your review at setup and during the festival.

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

**We are looking forward to a great festival!**



### Code of Conduct for All City and NPEA Events

Welcome, we're glad you're here.

The North Plains Events Association, Inc. (NPEA) is committed to creating inclusive, welcoming, and safe environments at all of our events. To ensure a positive experience for everyone, all participants must follow the Code of Conduct outlined below. In addition, all participants must comply with all applicable laws and event venue policies.

We also ask all participants to refrain from discriminatory, demeaning, or harassing language and actions and encourage everyone to participate joyfully, celebrate responsibly, and treat fellow attendees, vendors, NPEA event coordinators, City staff, and volunteers with respect.

By attending an NPEA / City event, you agree to uphold the following principles:

1. **Respect for Others:** you may not engage in any conduct that substantially prevents any other person from viewing, hearing, or meaningfully participating in the event.
2. **Alcohol:** Alcohol may be consumed only where explicitly allowed and permitted. If alcohol is consumed, please drink responsibly and ensure your actions contribute to a safe and positive atmosphere.
3. **Firearms:** Loaded firearms are prohibited from all events.
4. **Pets:** Unless otherwise indicated, pets are prohibited from all events. Service animals are permitted.
5. **Booths and tabling:** At events where booths and tabling are permitted, registration requirements and timelines must be adhered to. Same-day registration is not allowed.
6. **Accountability:** If you are asked to stop any behavior that violates this Code of Conduct, you are expected to comply immediately. Continued violations may result in removal from the event or other appropriate action as determined by the Washington County Sheriff who is on duty, City staff, and/or event coordinators.
7. **Zero Tolerance for Violence or Illegal Behavior:** Any form of violence or illegal activity will result in immediate removal from the event and may lead to law enforcement involvement.

Thank you for joining us—we look forward to celebrating the richness and diversity of our community with you.

The North Plains Events Association, Inc. [www.northplainsevents.com](http://www.northplainsevents.com)

The City of North Plains [www.NorthPlains.gov](http://www.NorthPlains.gov)