



## Artisans on the Green

*Reserve your space now!*

### 13<sup>th</sup> Annual Fairview on the Green

**What:** Fairview on the Green. The day's events include entertainment, children's play area, arts/crafts/information vendors and beer & wine garden.

**When:** Saturday, September 28, 2019 from 12:00 PM to 6:00 PM. Set up begins at 10:00 AM. Must be open for business by 12:00 PM. Tear down is at 6:00 PM.

**Where:** Fairview Community Park, 21600 NE Park Lane, Fairview, Oregon.

#### Important Dates:

- August 16 - All Applications are due by this day for review. Vendors will be notified if they have been accepted into the festival through email.
- August 30 – All Payments are due by 4:00 PM. If payment is not received vendor will be removed from the list and the booth space will be forfeited.
- September 28 - Day of the Event. Vendors must check in by 10:00 AM.

#### Eligibility & Application Requirements:

The only people who will be eligible for this year's festival will be artists, crafts people, and food vendors selling their own handcrafted products. All forms of art and crafts must be original. No dealers, distributors, agents, or representatives will be permitted.

When completing the application each vendor must submit 3-5 photos of product, this way we can place people in the best areas with complimentary vendors for the best success. Your description and your photos will be what the vendor administrators make decisions on so make sure each photo captures your brand and what you hope to show the public at our event. If you have received pre-approval from a vendor administrator, photos are not required. Please provide the administrator's name on the application. All applicants will receive notification of their acceptance on July 31st. Once accepted, each vendor will have until August 30th to submit payment and avoid forfeiting their spot. There is no application fee so applications will be submitted the moment it is received.

#### Waiver & Release:

In consideration of acceptance of my application to this year's Fairview on the Green:

1. I agree to comply with all rules and regulations of the festival and its directors.
2. I release Fairview on the Green, its administrators, members, volunteers, and the City of Fairview of any liability in the event of any accident, injury or death during the event.
3. I hereby agree that in the event of a cancellation due to storm, rain, inclement weather or other universal actions, my application will be non-refundable.
4. I hereby permit the free use of my name and pictures in any media release relating to this event.
5. I will conduct myself in a professional manner as a representative of my business and as a vendor of Fairview on the Green.
6. In the case I no longer follow these rules, cause a disturbance, and/or overall no longer uphold a professional attitude I agree to leave willingly if asked to and will not interrupt the day for other participants. My application will be non-refundable as well.

# Artisans on the Green

## Vendor Application

Fill out and submit by August 16, 2019.

If you have received pre-approval from a vendor administrator please indicate below **or** provide 3-5 photos of booth/merchandise with application.

Any applications that do not provide photos or pre-approval cannot be verified, will be automatically denied.

Space Fee (\$60)

Canopy (\$20)

Electrical (\$15)

For More Information: visit [www.fairvieworegon.gov/fairviewonthegreen2019](http://www.fairvieworegon.gov/fairviewonthegreen2019), call (503) 674-6224 or email [leymasterd@ci.fairview.or.us](mailto:leymasterd@ci.fairview.or.us).

### **To Apply for a Space, Return this Form by August 16, 2019!**

I am applying for \_\_\_\_\_ amount of Vendor Space(s). Pre-approved by: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Product Description: \_\_\_\_\_

Booth Description: \_\_\_\_\_

Tent: \_\_\_\_\_ Trailer: \_\_\_\_\_ Other: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**I have agreed to all rules and conditions.**

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

Mail application to: City of Fairview  
Fairview on the Green  
1300 NE Village Street  
Fairview, OR 97024

Once a vendor has been accepted and notified by email, payment must be submitted by 4:00 PM August 30th.

- Make checks payable to the City of Fairview. Indicate in the subject line for FOG Vendor.
- Mail payment to:  
City of Fairview  
Fairview on the Green  
1300 NE Village Street  
Fairview, OR 97024