

APPLICATION and AGREEMENT

# The Associates Craft Fair

Bonneville Power Administration (BPA)  
905 Northeast 11<sup>th</sup> Avenue, Portland, OR 97232

## Application Due Date

Current Vendors **Feb 19, 2018**

(If you wish to be considered for previous location)

New Vendors **March 1, 2018**

## Event Dates

Wednesday, April 4, 2018 – 10 a.m. - 2:30 p.m.

Thursday, April 5, 2018 – 10 a.m. - 2:30 p.m.

## About the Associate Craft Fair

The Associates Craft Fair has been providing locally made crafts since 1991. This event has become a tradition enjoyed by both artisans, federal employees, and the community. The Northwest Federal Employee Association, also known as *The Associates*, is a charitable organization providing outreach to its local community to donate cash, medical equipment, food, scholarships, and holiday gifts to foster children.

## Booth Space

The Associates will provide one table and two chairs.

Tables are **30" x 60."** Each vendor will have one table to sell their product.

Two tables (**30" x 60"**) will be provided **IF** space is available.

The table space size and location will be provided to you by March 19, 2018.

Please plan accordingly to use the table space that is provided for you.

## Pricing

1 table 30" x 60" in **Room 122 is 10% of sales**

1 table 30" x 60" in **Hallway is 15% of sales**

## No WiFi

The Associates will **no** longer be providing WiFi to vendors.

Vendors are expected to provide their own WiFi or data plan for their credit card sales.

## Load In and Out Times

All merchandise will need to be delivered to BPA on Tuesday, April 3, 2018.

BPA is a federally secure building and *all* merchandise will need to be inspected.

Exact load-in location and time will be provided to you by March 19, 2018.

Please see below to select an unload/set-up time.

## No Product shall arrive the day of the events.

Bring everything you will need/want to sell on Tuesday, April 3, 2018.

\*\*\*\* This form is enabled for you to TYPE/WRITE in your responses \*\*\*\*

\*\* If you choose to write, *please print* – we need to be able to read your application. \*\*

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

Your name: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of other persons at booth [2 MAX]: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

Facebook link: \_\_\_\_\_

Website: \_\_\_\_\_

Twitter link: \_\_\_\_\_

Instagram link: \_\_\_\_\_

Pinterest link: \_\_\_\_\_

Other links: \_\_\_\_\_

U.S. Citizen: \_\_\_Yes \_\_\_No

Employee of BPA: \_\_\_Yes \_\_\_No

Previous Vendor of Associate Craft Fair: \_\_\_Yes \_\_\_No

### Unload/Set-up Time on Tuesday, April 3, 2018

All merchandise will need to be delivered to Bonneville Power on Tuesday, April 3, 2018. Bonneville Power is a Federal Secure building. All merchandise will be inspected. **NO Product shall arrive the day of the events.** Bring everything that you will need/want to sell on Tuesday, April 3, 2018. Exact load-in location and time will be provided to you by March 19, 2018.

• First Choice:

___ 1 p.m.	___ 1:15 p.m.	___ 1:30 p.m.	___ 1:45 p.m.
___ 2 p.m.	___ 2:15 p.m.	___ 2:30 p.m.	___ 2:45 p.m.
___ 3 p.m.	___ 3:15 p.m.		

• Second Choice:

___ 1 p.m.	___ 1:15 p.m.	___ 1:30 p.m.	___ 1:45 p.m.
___ 2 p.m.	___ 2:15 p.m.	___ 2:30 p.m.	___ 2:45 p.m.
___ 3 p.m.	___ 3:15 p.m.		

### Booth Location:

Please select your preferred booth location. We will do our best to accommodate, NO guarantee. Folks with a booth in the Hallway are required to take down their booth every evening. I would like to have my booth located in:

\_\_\_ Room 122 – 10% of my sales \_\_\_ Hallway – 15% of my sales (take down every night)

### Number of tables:

Associates will provide one table and two chairs. All tables are 30" x 60." Each vendor can have one table. Two tables can be provided **IF** space is available.

I would like: \_\_\_1 table \_\_\_ 2 tables (**IF** available)

**\*\*\*\* This form is enabled for you to TYPE/Fill in your responses\*\*\*\***

**\*\* If you choose to write, *please print* – we need to be able to read your application. \*\***

**Business name:** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Tell us about you and your product:**

We want to know more about our vendors and their products so that we can help promote you. Please provide detailed answers below and email us good quality .jpg pictures of your product.

<b>Do <u>YOU</u>, the one filling out this application, make product you are selling?</b>	___ Yes	___ No
<b>Are you the one that will be physically selling product?</b>	___ Yes	___ No
<b>Is your product made in the USA?</b>	___ Yes	___ No
<b>Is your product part of Direct Sales?</b>	___ Yes	___ No
<b>Is your product part of Multi-Marketing?</b>	___ Yes	___ No

Please describe an item, how it is made, what inspired you, the price, submit a good quality .jpg picture.

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**Would you like to donate an item for the raffle?**

\_\_\_ Yes, I would like to donate.    \_\_\_ No, I not would like to donate.

**RESPONSIBILITIES:**

At no time during the session are the Associates or the committee members responsible for any loss due to theft or damage of merchandise.

All merchandise and display items must pass a security screening before being brought into the building. A screening time will be scheduled on the day prior to the date of the bazaar. Merchandise will be secured in a locked room when not on display during the bazaar hours. Room will be open by 8:30 a.m. the day of the event for vendors to set up.

Crafter will be responsible for overseeing the table(s) assigned to them during the hours of the bazaar. Max 2 people per booth. Max 1 vendor per booth.

Booths locations are at the sole discretion of the Associate Craft Fair committee. Placement will be determined according to the following: local artisans, variety of product, returning vendors, merchandise made out of the United States, Direct Sales, and Multi-level Marketing.

No changes or swapping shall be done of booth after **March 26, 2018**.

**Crafter agrees to participate both days of the Bazaar.** All Crafters in the *hallway* by the *cafeteria* and in the *lobby* of the building will disassemble their displays at the end of each day and will store their merchandise in Room 122 overnight.

A tally sheet and donation of **10% or 15%** of sales (depending on booth location) is requested at the end of the fair.

By signature below, applicant agrees to the above terms and responsibilities.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*\*\*\* ok to sign electronic /s/ your name /s/ \*\*\*\*

**The Associate Member #:** \_\_\_\_\_

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**Below is for Craft Fair Associate Member ONLY**

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Application received: \_\_\_\_\_

All information provided: \_\_\_\_\_

Verify vendor info: \_\_\_\_\_

Vendor Approved: \_\_\_Yes \_\_\_No

Load in time: \_\_\_\_\_

Booth Location: \_\_\_\_\_

Special notes: \_\_\_\_\_

Vendor added to security clearance: \_\_\_\_\_

Vendor info added to Facebook Page: \_\_\_\_\_

Information sent to Vendor on March 19: \_\_\_\_\_

Vendor Paid: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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