

APPLICATION and AGREEMENT

The Associates Craft Fair Portland, Oregon

APPLICATION DUE DATE:

Current Vendors **Sept 20, 2017**
(IF you wish to be considered for previous location)
New Vendors **Sept 30, 2017**

Tuesday, December 5, 2017 – 10 a.m.-2:30 p.m.
Wednesday, December 6, 2017 – 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 artisans, federal employees, and the community. The Northwest Federal Employees Association, also known as 'the Associates,' The Associates is a charitable organization that provides outreach to its local community to donate cash, medical equipment, collects food for those in need, awards scholarships, and gives holiday gifts for foster children.

Booth Space

The Associates will provide 1 table and 2 chairs
Size of the table **30" x 60"** – Each vendor can have 1 table to sell their product
Two tables at **30" x 60"** will be provided **IF** space is available

The table space size and location will be provided to you by November 1, 2017
Please plan according 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 Bonneville Power Administration on
Monday, December 4, 2017.
Bonneville Power is a federal secure building and all merchandise will need to be inspected.
Exact load-in location and time will be provided to you by November 1, 2017

Address: 905 Northeast 11th Avenue, Portland, OR 97232

Please see below to select a time

NO Product shall arrive the day of the events,
Bring everything that you will need/want to sell on Monday, December 4, 2017.

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: _____

Name of other persons at booth: _____

Phone Number: _____

Address: _____

Facebook page link: _____

Website: _____

Twitter link: _____

Instagram link: _____

Pinterest link: _____

Other links: _____

US Citizen: ___Yes ___No

Employee of BPA: ___Yes ___No

Previous Vendor of Associate Craft Fair: ___Yes ___No

Unload/Set-up Time on Monday December 4, 2017

All merchandise will need to be delivered to Bonneville Power on Monday, December 4, 2017. 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 Monday, December 4, 2017. Exact load-in location and time will be provided to you by November 1, 2017

First Choice:

___ 1:00 pm	___ 1:15 pm	___ 1:30 pm	___ 1:45 pm
___ 2:00 pm	___ 2:15 pm	___ 2:30 pm	___ 2:45 pm
___ 3:00 pm	___ 3:15 pm		

Second Choice:

___ 1:00 pm	___ 1:15 pm	___ 1:30 pm	___ 1:45 pm
___ 2:00 pm	___ 2:15 pm	___ 2:30 pm	___ 2:45 pm
___ 3:00 pm	___ 3:15 pm		

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:

Associate will provide 1 table and 2 chairs

Size of the table 30" x 60" each vendor can have 1 table to sell their product on. Two tables at 30" x 60" will be provided **IF** space is available.

I would like: ___ 1 table at 30"x60" ___ 2 Tables at 30"x60" **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 answer below and email us good quality jpg pictures of your product.

Is your product made in the USA: Yes No

Is your product part of Direct Sales: Yes No

Is your product part of Multi-Level Yes No

Marketing:

Did you make your product: Yes No

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

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

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

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

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

Donate an item for Raffle

Yes, I would like to donate

No, I would not like to donate

APPLICATION DUE DATE:

Current Vendors **Sept 15, 2017**

(IF you wish to be considered for previous location)

New Vendors **Sept 30, 2017**

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 fair.

Vendors will be responsible for overseeing the table(s) assigned to them during the hours of the fair.

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 November 15, 2017

Vendor agrees to participate both days of the Bazaar. All vendors 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%** depending on booth location of sales is requested at the end of the session.

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

Signature: _____ **Date:** _____

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

BELOW IS FOR CRAFT FAIR ASSOCIATE MEMBER ONLY

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 Nov 1: _____

Vendor Paid: _____

Additional Comments: _____
