



eugene IRISH cultural festival

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Eugene Oregon 97401
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S T E E R I N G C O M M I T T E E

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Eugene Irish Cultural Festival (EICF) 2010 Marketplace Guidelines

The 2010 EICF will be held at Sheldon High School, 2455 Willakenzie Rd., Eugene, OR 97401 on March 6th, 10:30 am to 6:30 pm.

The vast majority (80%) of each vendor's products sold at the EICF must have an Irish or Celtic theme or related to Irish/Celtic culture. Items can be handcrafted or manufactured locally, nationally or imported. Items that may not be sold at the EICF include: illegal drugs or paraphernalia, alcoholic beverages, tobacco related products, items with adult content, weapons and anything deemed to be objectionable in content or inappropriate for a family event. The EICF reserves the right to remove any merchandise deemed inappropriate at any time during the festival.

Vendors can rent one or more vendor sites in the EICF Marketplace; each site is 9' x 5'. The vendor may not exceed these boundaries and the orientation of the site is 9' along the wall and 5' from the wall forward. If needed, one table (approximately 6' x 3') and two chairs will be provided per site by the EICF. The charge for renting one site is \$35 plus 5% of the vendor's gross sales during the EICF. The vendor provides covering for the tables. The EICF provides two complimentary daytime festival tickets for those who will work at the table. To attend the Friday evening concert, tickets need to be purchased. The concert is the night before at 8 pm on Friday, March 5th at the University of Oregon's Beall Concert Hall.

Setup time for vendors begins at 8:30 am on Saturday, March 6th. Vendor sites must be setup by 10:30 AM and staffed continuously until 5:00 pm (your option to remain open until 6:30 pm). The vendor is responsible for setting up and packing up their own site(s). If you need to leave your site(s) and don't have someone to staff it, we may be able to provide a volunteer to staff your table, but the EICF is not responsible for any loss or theft. Radios or other noise-making devices are not permitted in the EICF Marketplace. No animals are allowed, with the exception of Assist Animals.

Rental of Marketplace sites will be assigned on a first-application received basis ***based on the vendor site preferences you indicate on the vendor application*** (see enclosed vendor map). You will be informed of the vendor site you've been assigned within two weeks of receipt of your application.

Please fill out and return the enclosed agreement & application with a check or money order made payable to the **Eugene Irish Festival** for \$35 per site by February 15th, 2009. If we have filled all our vendor spots or have deemed your products to not fit with the required Irish/Celtic theme your fees will be refunded. If you have any questions, please email or call me (phinsman@gmail.com/541-285-5234).

We look forward to a successful and fun festival with you.

Peggy Hinsman
EICF Coordinator

2010 Eugene Irish Cultural Festival Vendor Agreement and Application:

Please read and complete the following agreement and application, and enclose it and a check or money order payable to **Eugene Irish Festival** for the total amount and mail it to: **Eugene Irish Festival, 1430 Willamette Street #312, Eugene, Oregon, 97401.**

This agreement is made and entered into this ____ day of _____, 20__ by and between the Eugene Irish Cultural Festival, herein referred to as "EICF", and _____, herein referred to as "Vendor" with reference to the following facts:

- 1) If the Vendor is accepted, EICF grants the Vendor the right to sell, distribute & display and the Vendor agrees to sell, distribute or display at the festival site only the items listed and described in the attached EICF Vendor Application.
- 2) EICF will provide space at the festival site. This space designated by EICF will be 9' x 5' (9' along the wall, 5' from the wall out) for each site requested and paid for by the Vendor. Upon taking possession of the vending space the Vendor shall constitute acknowledgement that such space is in good condition. The Vendor shall accept concession space in its present condition and EICF shall not be required to make any alterations thereto.
- 3) The Vendor shall pay EICF, for the use of the designated space, \$35 per site plus 5% of their gross sales on Saturday, March 6th, 2010 at the Eugene Irish Cultural Festival.
- 4) If needed, EICF will provide the Vendor one table (~6' x 3') and two chairs per site. EICF will provide two complimentary daytime tickets per vendor to the festival. No complimentary tickets for the evening concert will be included.
- 5) The Vendor agrees to setup designated site(s) and be open for business by 10:30 am, Saturday, March 6th, 2010. The Vendor must remain open until 5:00 pm (with the vendor's option to remain open until 6:30 pm), Saturday, March 6th, 2010. Before leaving the festival premises, the Vendor will pay the EICF 5% of the Vendor's gross sales at the festival.
- 6) The Vendor will supply a table cover if a table is used and keep the site(s) in a clean and sanitary condition at all times. The Vendor is responsible for removing all trash from their site and surrounding area and may dispose it in a trash container provided on site.
- 7) Site assignments occur on a first-application received basis ***based on the vendor site preferences you indicate on the application.*** You will be notified within two weeks of receipt of your vendor agreement and application if you have been accepted (and the assigned site) or denied a site at the festival. All fees will be returned to the Vendor if they have been denied a site at the festival.
- 8) Vendors should have a general commercial liability policy of insurance showing onsite coverage. EICF event insurance does not include coverage for Vendors. EICF is not responsible for any theft or loss experienced by the Vendor.
- 9) If in the judgment of EICF the manner of the operation of the site(s) or the quality of the merchandise or services does not meet the requirements of this agreement, or if the vendor is in default of any other term of this agreement, EICF may terminate this agreement in part or in its entirety.

10) The Vendor may terminate this agreement at any time with the understanding that all fees paid to EICF will be forfeited without the availability of a whole or partial refund unless we are able to find a different vendor to fill the site(s).

11) The vast majority of products (80%) sold at the EICF Marketplace must have an Irish or Celtic theme or related to Irish/Celtic culture. Sales or distribution of the following items are strictly prohibited: Alcohol, tobacco or tobacco related items, illegal substances such as illicit drugs or drug paraphernalia, animals/pets, weapons of any kind including decorative swords and knives, or children's weapons made of plastic or wood, items that include adult content inappropriate for a family audience.

By signing this contract, I agree to comply with all the details of this contract.

Signature of Vendor

Date

Eugene Irish Cultural Festival Vendor Application

Business Name: _____

Your Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Web Address: _____

Items/services that will be offered at your table:

If you don't have a web address that displays your products, please include photos of them.

How many vendor sites do you need (each is 9' x 5')? _____

How many tables (approx 6' x 3', one per site) do you need? _____

How many chairs (max 2 per vendor) do you need? _____

List your vendor site preference from most to least preferred (see vendor map).
If there are any sites you won't consider, please don't list them:

***Include a check or money order for \$35 x number of sites,
payable to Eugene Irish Festival.***