

# The Newberry Event Music and Arts Festival, a “DEFEAT MS!” FUNDRAISER

July 21, 22, & 23, 2017 hosted at DiamondStone Guest Lodges

16693 Sprague Loop, La Pine, OR 97739

## Vendor Packet

Thank you for your interest in the 5<sup>th</sup> Annual 2017 Newberry Event! We are easily available to answer any questions by phone or email, to make the Event as successful as possible for everyone. E-Mail: [diamond@diamondstone.com](mailto:diamond@diamondstone.com) Phone: 541-536-3600

A few important notes before signing up:

1. This is a music and arts festival. We're looking for primarily handmade arts and crafts vendors. Some products may be non-handmade if they go along with other handmade items. Other non-handmade items may be allowed if you sign up at a sponsorship level. Contact us to discuss if your product is appropriate.
2. We ask vendors to donate an item or gift basket to the silent auction. This helps keep vendor prices low and helps the main goal of raising money to “Defeat MS!” In 2016, the auction raised almost \$2000! So, a big “THANK YOU!” to the vendors who donated last year. Our vendors have found it's better to donate their crafts and products, than to pay cash for expensive spaces. The auction is a big part of event success, so please be generous with your donations. ALL Auction proceeds directly benefit the Oregon Chapter NMSS.
3. Space is limited, and we try to not have too many similar items, (i.e. jewelry vendors). If your products are in a category like that, sign up soon. You know who you are.
4. 100% of the Newberry Event's Net Proceeds, and a minimum of the Silent Auction Proceeds go directly to the beneficiary, the Oregon Chapter National Multiple Sclerosis Society, to help Defeat MS! We hope you will be grateful for a profitable weekend and might donate more, toward a good cause. If you're ready to commit, complete and sign the application and rules sheet, and return it to the email, then mail it to the address listed, and we'll get back to you ASAP to confirm your space. Ask questions, we're here to help facilitate another smooth and enjoyable event, rewarding for all.

# The 2017 Newberry Event Music and Arts Festival

A "DEFEAT MS" Fundraiser!      July 21, 22 & 23, 2017

## VENDOR APPLICATION

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

Company Name: \_\_\_\_\_

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

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

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

Description of Merchandise: \_\_\_\_\_

To keep space rent down, we ask vendors to donate items or gift baskets to the silent auction. Of course, cash donations are also gratefully accepted. All proceeds go to help the fight against MS!

### **VENDOR PRICES / EARLY BIRD SPECIAL! Before Apr. 15th**

**CRAFT VENDORS**      \$ 150, + DONATION to Silent Auction for 10' x 10' space for two people.

After April 15<sup>th</sup>:      \$200 For Main Stage Area, per 10' x 10' space for two people.

**FOOD VENDORS:**      \$150 + 10% of sales for two people.

(The event will use ticketed dollars this year, with banks at the silent auction table and elsewhere.)

Food vendors are responsible for their own licensing and required to carry their own insurance.

Tell us if you need electricity/free. Booth Space Request - Requests not guaranteed; spaces are limited. Final space assignments are determined by the Newberry Event Coordinators. But we will do our best!

Please enclose a check for space rent made payable to "Newberry Event" and send to:

**Newberry Event: 16693 Sprague Loop, La Pine, OR, 97739, 541-536-6263**

You'll be contacted soon to confirm your space. We hope to accommodate as many vendors as possible, but if we do run out of space your check will be returned.

Email app to: [diamond@diamondstone.com](mailto:diamond@diamondstone.com)

You'll be contacted soon to confirm receipt. Space planning will have to wait. :)

By signing this form, the Vendor and all associates release The Newberry Event, DiamondStone Guest Lodges, it's volunteers, employees, and sponsors from any and all liability for any damage, injury or loss to any person, or goods which may arise from occupation and participation in the above described 2017 Newberry Event.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## **Newberry Event Rules & Regulations:**

- 1) No outside alcohol is permitted at The Event. Beverage sales help raise funds for the cause.
- 2) No violence of any kind will be tolerated at The Event.
- 3) Verbal or physical abuse or disruptive behavior is not tolerated. Vendors are responsible for the behavior of friends and family who visit or stay in their booth. We reserve the right to expel vendors or attendants who become intoxicated or misbehave.
- 4) Outdoor smoking permitted, but smokers must be respectful and considerate of other vendors and patrons around you. If there are any complaints, you will be asked to smoke elsewhere.
- 5) No illegal activity of any kind will be tolerated at the event.
- 6) Vendors must comply with all Federal, State, and local regulations, special statutes and ordinances regarding public health, fire, safety, and welfare. Examples include product labeling laws, required licenses such as food handler's cards, etc. You must have all appropriate paperwork on hand at all times.
- 7) Canopies must be weighted and secured at all four corners at all times to prevent movement in the wind. This is to prevent damage to your product as well as possible damage to other vendors, their products, equipment, or customers.
- 8) Pets/animals are NOT permitted at the event.
- 9) Open fires are not permitted.
- 10) The Event is not responsible for any lost, stolen, or broken items.
- 11) The Event reserves the right to prohibit anyone or any product from being sold at The Event.

## **Other Vendor Guidelines:**

- 1) All vendors must check in with the Vendor Coordinator upon arrival. You'll be given your space assignment and told where to park.
- 2) Vendors, especially food vendors, are encouraged to set up Thursday night, beginning at 4 pm.
- 3) Vendors must be checked in by 10am Friday 7/24, set up and ready to sell by 11 am.
- 4) Vendors must park in approved area. If you are unsure where to park, ask Staff.
- 5) Tent camping is FREE for vendors, or vendors can camp in their booth.
- 6) Event staff and professional security will be on site overnight, but The Event is not responsible for any lost, stolen, or broken items. So, use your best judgement.
- 7) Vendors may not break down before the end of The Event on Sunday night, and are welcome and encouraged to stay and break down Monday morning.