



Newberry Event Music and Arts Festival, a “DEFEAT MS!” Fundraiser

July 26, 27, & 28, 2019 hosted at DiamondStone Guest Lodges

16693 Sprague Loop, La Pine, OR 97739

Vendor Packet

Thank you for your interest in the 7th Annual 2019 Newberry Event! We want you to Vend with us. We are easily available to answer any questions by phone or email, to make the Event as successful as possible for everyone. General Festival E-Mail: diamond@diamondstone.com

Or Rex Lesueur, Craft Vendor Coordinator. EM: rex@bancorpinsurance.com , PH: 541-815-7180

Or Doug Watt, Director / **Food** Vendors. EM: diamond@diamondstone.com Cell: 541-536-4584

A few important notes before signing up:

1. This is a 501c3 Charity Fundraising 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. Contact us to discuss your product.
2. In addition to the Vendor fee, we ask vendors to donate an item or gift basket to the silent auction and raffle. This helps keep vendor prices low with the main goal of raising money to “Defeat MS!” The past six silent auctions have raised almost \$9,000! A big “THANK YOU!” to vendors who donated. The auction is a big part of event success, so please donate generously. Auction proceeds directly benefit the Oregon National Multiple Sclerosis Society as well as Central Oregon MS patients’ needs.
3. Space is limited, and we try to not have too many similar items, (i.e. jewelry or tattoo vendors), in order to give your product exclusivity. If your products are in a category like that, sign up soon.
4. If you're ready to commit, complete and sign the application and rules sheet, and return it to the email, then mail with a check to the address listed, and we'll get back to you ASAP to confirm your space. You can also scan or text it to us, and give us a credit card (4% Credit Card fee) over the phone to charge your Vendor fee, send a check, or pay with paypal online at newberryevent.com.

*Ask questions, we're here to help facilitate another smooth & enjoyable event, rewarding for all.

2019 Newberry Event 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: **Payment Link at website under "Vendors":**

CRAFT VENDORS \$ 150 + DONATION to Silent Auction for 10' x 10' booth (YOU provide) for two people.
\$ 250 + DONATION to Silent Auction for 10' x 20' booth (YOU provide) for two people.
** Add \$50/person (4 days) for additional staff.

FOOD VENDORS: \$250 + 20 donated meals. 10x10 space, 2 Staff included. Add \$50/person (4 days) for additional staff. Food vendors are responsible for their own licensing and required to carry their own insurance. *Tent camping included ore camp in booth. RV space is \$100 (dry camping)

Tell us if you need electricity/free for 110, and what type. Booth Space Request – Location is not guaranteed; spaces are limited. Final space assignments are determined by the Event Coordinators. Reception of Vendor Fee guarantees you a space. Use the Paypal link at the Vendor section at www.newberryevent.com(4% fee added)

OR

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

Newberry Event: 16693 Sprague Loop, La Pine, OR, 97739

You'll be contacted by email with a space confirmation as soon as we receive your payment. Application may be sent by snail mail to above address or email to: diamond@diamondstone.com

By signing this form, the Vendor and all associates release and hold harmless The Newberry Event, DiamondStone Guest Lodges, Doug & Gloria Watt, Shawn Jackson, 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 2019 Newberry Event.

*If you cancel more than 30 days before the event, your refund is 100% -\$10 handling fee. There are no refunds otherwise.

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 protects 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 on arrival. You'll be assigned your Vendor space and told where to park. Extra staff parking is limited; please carpool or be prepared to walk (not far.)
- 2) All Vendors, are encouraged to set up as early as Thursday, 7/25, beginning at 12pm (Noon).
- 3) Vendors must be checked in by 9am Friday 7/26, and 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. 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, 8pm, and are welcome and encouraged to stay and break down Monday.

SIGNATURE _____

DATE _____