



Fine Art & Food Indoor Marketplace Application 2012 OnPoint Community Credit Union Bend WinterFest

The 13th Annual OnPoint Community Credit Union Bend WinterFest presented by American Family Insurance kicks off on February 17th, 2012 in Bend, Oregon. The Winter Carnival will take place February 17th-19th in the Old Mill District.

The 2012 Bend WinterFest celebration begins in the Old Mill with the annual Winter Wine Walk. The fun continues all weekend with the U.S. Cellular Rail Jam, the Music Eruption, the Market shopping area, Ice Carving and Snow Sculpting Exhibitions and the Children's Snowflake Village. The 3rd Annual Metal Mulisha big air show, featuring Motocross legend Justin Homan, will take place on Sunday February 19th with showings at 1, 3, and 5pm (tentative, subject to change).

The Marketplace will showcase the Northwest's finest handcrafted food, wine and fine arts. Modeled after a European market with local artists and specialty food & wine, the Marketplace is the premier shopping experience at Festival center for Saturday and Sunday.

To ensure that both artists and patrons will enjoy a high quality enjoyable shopping experience, the 2012 Fine Art & Food Marketplace will be a juried event. Please refer to the jurying requirements below to see if you qualify to apply for the Fine Art & Food Marketplace. You may also submit an application to the Outdoor Marketplace that is a non-juried area.

Applications will be reviewed by January 16th, 2012 and in many cases sooner. A response will be emailed to the address listed in the application.

For questions, please contact Lay It Out Events at 541-323-0964 or email Karin Roy at Karin@layitoutevents.com.

JURYING REQUIREMENTS - Fine Artists

(Please refer to the requirements below to see if you qualify for participation in the Fine Art & Food Indoor Marketplace)

1. Please submit a disc 5 images total: 4 images of work + 1 image of booth. The booth image is used to show how the artist will present their work at our festival. Also submit the form on page 4 of this application.
2. All work exhibited must be original art produced by the artist. Work done by a production studio is not acceptable. Imports and/or buy-sell are not allowed.
3. All work exhibited must be for sale.
4. Artists are responsible for providing insurance and protection for their work. Bend WinterFest is not responsible for damage to work due to weather or unrelated incidents.
5. Only artists accepted in the jewelry category may display and sell jewelry.

Additional Category Information:

2-D categories & General Requirements: 2-D is any work that is by design to be displayed on walls with a one-sided orientation. All images must be original in composition. No copies or derivative work allowed. All displayed work must be for sale.

Drawing: Original compositions that are drawn by the artist's hand incorporating ink, wax, crayon, charcoal, pastel, pencil, ink etc.

Painting: Original compositions that are created by the artists hand in oil, acrylic, or watercolor
2-D Mixed Media: Works that incorporate the use of two or more media such as ink & pastel, or painting and collage-type of materials, which are combined in a single original work.

Photography: Includes all photographic processes which begin with a camera lens. The photographic process (including any digital alteration and or hand painting, over painting etc) must be displayed with the photograph.

Ceramics: Original functional and/or non-functional works created by the artist from clay, porcelain, stoneware, and/or earthenware.

Fiber: Works created from fibers, including basketry, weaving, papermaking, leather and fabric. Recycling sourced materials will also be considered.

Glass: Work that has been hand-crafted by the artist by glass blowing, fusing, casting or kiln forming.

Wood: Any functional or non-functional work that is crafted by the artist primarily from wood.

Sculpture: Three-dimensional works incorporating any material that are carved, modeled, constructed or cast.

3-D Mixed Media: Three-dimensional works incorporating multiple materials. If recycled materials are used they must be altered or used in a way that is different from their original purpose.

JURYING REQUIREMENTS - Fine Food

(Please refer to the requirements below to see if you qualify for participation in the Fine Art & Food Indoor Marketplace)

1. Please submit a disc with 4 images total: Images should show your booth and the food product that you will sell. Images should reflect the way you will display your products at our festival. Also submit the form on page 4 of this application.
2. Fine Food Vendors should provide small samples at their booth for patrons to try during the festival. All food sold should be in packaged form neatly labeled and displayed.

EVENT DETAILS: Directions and setup information will be emailed to vendors one week prior to the event.

Deadline: The deadline to be considered for acceptance into the festival is January 15, 2011.

Booth

Booths spaces are 10x10 feet. They are located within the Marketplace Tent, which will be lit and heated during open hours. Tents & Canopies are not allowed within the Marketplace Tent. Some corner booths and double booths will be available.

Fees

- \$275 for every 10x10 space within the Marketplace Tent, the tent will be lit and heated during open hours
- \$400 for every 10x10 corner space within the Marketplace Tent
- \$500 for every double booth space within the Marketplace Tent
- \$25 for each 15 amp outlet of power
- Separate deposit check for \$100 to be refunded after the event
- Please submit booth fees with your application. Fees will be returned in case of non-acceptance to the event

Power

We will do everything we can to make sure your power is up and running during event hours. However power is provided by generators, which come with complications. Please be patient and understand that outages may occur as everyone initially turns on their appliances and lights at the beginning of the event. Power is available for \$25 per outlet (each outlet not to exceed 15 amps). Be prepared with a 50 ft. or shorter extension cord. Please do not bring an extension cord longer than 50 feet.

If you use additional power not outlined on your application your deposit will be used as compensation for the additional usage. Staff will be monitoring power usage throughout the event to ensure compliance. Power is only available during open hours. Please note, heat will not be left on overnight. Any products susceptible to freezing should not be left overnight. Please list all appliances and amps at the end of this application.

Clean up

If trash is left in your space the deposit will be used to return the site to pre-event conditions. Please check in with a LIOE representative before you leave so we can inspect your site.

Fire Code

All vendors must follow the Bend Fire Code for setup. For more information please contact Susie Lovisco at Bend Fire 541-322-6386. Please see the attached document "Special Event Guidelines".

Insurance

Please have your insurance company create a certificate of insurance for each entity listed below:

- ✓ Bend WinterFest *704 NW Georgia, Bend, OR 97701*
- ✓ Lay It Out Events *704 NW Georgia Ave, Bend, OR 97701*
- ✓ Old Mill District *850 SW Industrial Way, Bend, OR, 97701*
- ✓ OnPoint Community Credit Union *PO Box 3750, Portland, OR 97208*

Please send all certificates to Lay It Out Events, 704 NW Georgia Street, Bend, OR 97701 or email to vendors@layitoutevents.com. Certificates must be received two weeks prior to event start date.

Incllement weather

Winterfest takes place in February and although booths are indoors, it is cold. Please plan for extreme weather conditions. Winterfest takes place rain, snow or shine as well as in high-wind and/or extremely cold weather. No refunds will be granted due to weather. No exceptions.

Cancellation Policy

Cancellations received before January 14th, 2012 will receive a 50% refund. No refunds are given after January 14, 2012.

Hours of operation

Friday 5pm-10pm, Saturday 11am-10pm, and Sunday 11am-6pm. Vendors must stay open during all hours of the event. Vendors leaving early will lose their deposit and will not be allowed to return for future events.

Security

Security will be provided overnight from 10pm to 9am Friday and 10pm to 9am Saturday. WinterFest is not responsible for lost or stolen goods.

ADA

In an effort to make the Bend WinterFest and all our events accessible for everyone we ask that you pay attention to the following accessibility guidelines from the City of Bend:

- Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- All paths of travel must be free from cords and other obstructions. Cords may be covered with rugs, but rugs must be taped down on all sides.
- Price lists should be hung 36-39 inches from the ground
- For more info regarding ADA requirements, contact James Goff at the City of Bend 541-693-2141.



Fine Art & Food Indoor Marketplace Application

VENDOR INFO

Business Name: _____ Contact Name: _____

Product or Service Description: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Ph: (_____) _____ - _____

Website address (if applicable): _____

Please list all appliances and amps. One 15-amp outlet is included with fee. Contact us if you need assistance determining your power needs *in advance*.

How many staff (over the 3 days) will you have working at the event? _____

Total Vendor Fee Enclosed (including power): \$ _____

Additional Amps/Electricity (\$25/additional outlet): \$ _____

Deposit Enclosed (\$100): \$ _____

TOTAL ENCLOSED: \$ _____

Corner booth or double booth requested? (if yes, please check) corner* double*

**note, corner and double booths subject to availability

Please make checks payable to and mail your application and photos to:
 Lay It Out Events
 704 NW Georgia
 Bend, OR 97701
 (you may also email your photos to: vendors@layitoutevents.com)

INDEMNIFICATION

To the Fullest extent permitted by law, you (the vendor) shall indemnify, defend and hold harmless, the 2011 Bend WinterFest, The Old Mill District, Lay It Out Events and their respective employees, directors, officers, agents, volunteers and other persons acting on their behalf from and against any and all claims, actions, suits causes of action, or demands which arise or are in any way connected with the acts or omissions of you, your employees, directors, officials, agents, volunteers or persons acting on your behalf.

Vendor agrees to abide by the rules and regulations of the Bend WinterFest. Vendor understands that they may not be asked to participate in future Bend WinterFest events if they are in violation of WinterFest policies and they will lose their deposit.

AGREED TO BY:

 VENDOR Representative Signature

 Date



Special Event Guidelines

Tents, canopies, membrane structures, and air supported structures at fairs, festivals, and other special events must comply with the following:

- Shall not be located within 20 feet of buildings, parked vehicles, or internal combustion engines (including generators).
- Shall be adequately roped, braced, and anchored to withstand weather elements and prevent collapsing.
- Shall secure all compressed gas cylinders (propane, helium, etc) to prevent tip-over.
- Shall prohibit smoking at all times.
- Open flame devices, such as candles or oil lamps, may not be used unless the total area of all individual canopies that are grouped together does not exceed 700 square feet (example: 7 canopies in a row, each of which does not exceed 10 x 10).
- Cooking activities are prohibited unless the total area of all individual canopies that are grouped together does not exceed 700 square feet.
- Shall provide a portable fire extinguisher in any tent or canopy that is performing cooking activities.
 - Minimum rating for the fire extinguisher shall be 2A:10BC EXCEPT
 - When cooking with pooled oils, greases, or fats, such as a wok or deep fryer, a Class K fire extinguisher shall be provided.



ABC Type Extinguisher



Class K Extinguisher

References: 2007 Oregon Fire Code Chapters 9 and 24

Fire Related Questions? Please call (541) 322-6381 and we would be glad to assist you.