



Exhibitor Application

“Meraki” is an ancient Greek word that means “to put something of yourself or your Spirit into what you do or create.” And those who practice

spiritual healing and helping techniques, and all artists of all kinds know that what they do is infused with their own personal loving, creative energy.

In that light, we invite spiritual practitioners, healers, and artists of all stripes to join us in our first annual Meraki! Spirit & Arts Fair at the Emerald Art Center in beautiful Springfield, Oregon.

**Saturday, January 25th, 2020, 11 AM to 5 PM
and Sunday, January 26th, 2020, Noon to 4 PM**

Sign up for one or both days!

SETUP AND TEARDOWN

Friday, January 24: 2-4 PM

Saturday, January 25: 9-11 AM Teardown: 5-6:30 PM (if needed)

Sunday, January 26: 10:30 – Noon Teardown: 4-6 PM

Teardown can begin as early as 4:30 on Saturday, if you are not returning for Sunday, but we respectfully request that you strive to remain open for customers until 5:00 PM especially if you are working both days. EAC doors will remain open until 6:30. Teardown on Sunday can begin as early as 3:30, but again, please try to remain open to customers until closing at 4 PM, if possible

DISPLAY & BOOTH REQUIREMENTS

Reader space: \$35 per day

Vendor space: \$45 per day

Double space: \$75 per day

Electricity: Additional \$10 for both days

Preferred placement: \$10 per day

With Preferred Placement, you can specify your location preferences (near the door, same place as last year, for example), otherwise, Meraki! Coordinator will determine your location.

Booth reservations must be made and paid by December 1, 2019. For registration received after December 2, 2019, please add \$10 late processing fee. For questions and exceptions contact merakifair@gmail.com.

Meraki Coordinator: Catt Foy

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Vendor Information & Guidelines

Please read this application and information carefully.

Booth spaces come in two sizes: card-table size reader spaces, and vendor table spaces (fits 8' table). These spaces are flexible and may be adjusted to accommodate displayed artwork and other vendors.

Bring your own table(s) and/or chairs to save costs. These are not perfectly measured spaces due to the configuration of our floor plan. We have 4' tables available to rent for \$7.50 each. Vendor spaces are \$45.00 each per day.

Card table spaces are recommended for readers. Bring your own card table if possible. Card tables are available for rent for \$10.00 each. Card table spaces are \$35.00 each per day.

Double spaces are available for \$75 a day (two vendor spaces).

Chairs are also available for \$3.00 each.

PLEASE NOTE: We have a limited number of tables and chairs. It is highly recommended that you bring your own, if possible.

Please drape your tables so as to disguise any storage space beneath the tables.

WALLS: We are an art gallery and there will be art on display. Because of this we cannot offer wall space for banners or displays. Only small, free-standing signs, or banners that attach to your own table, please.

Electricity is available for an extra \$10.00 charge. Please bring your own electrical cords. Wifi is available.

NOTE: All vendors and readers are asked to **donate 10%** of their proceeds to support the Emerald Art Center. Vendors will handle their own transactions. We recommend you have a PayPal Here or Square application and device to take credit card payments. Donations are strictly voluntary—we merely ask you **give from the heart to support our arts community**.

ADDITIONAL NOTES:

- This year we will hold a simple 50/50 raffle, where the winner receives “half the pot”—50% of monies raised from the purchase of raffle tickets.
- Vendor preference will be given to artistic, handmade, and creative products, and unique services.
- Preference will also be given to Emerald Art Center members.
- Please consider having your email and phone number readily available on your business cards and / or literature, and that your website is currently online!
- We recommend you bring a trash bag to keep at your table. Please police your area before leaving.
- Please feel free to share this information with any others you think may be interested.
- Park in the public parking lot to the east of the building (note, parking is back-in). Parking is free on Saturday and Sunday. On Friday, parking is limited to two hours before your vehicle must be moved. If available, you may park in the front of the building or on the west side for loading and unloading only.

KEEP THIS PAGE FOR YOUR REFERENCE

- We do not offer a “scent-free” space. This is an open gallery and fragrances travel on the air. If you are sensitive to scents, please take this into consideration.
- EAC is fully wheelchair accessible and has an elevator to the mezzanine gallery.
- EAC has three distinct gallery spaces: the front gallery, the rear gallery and the mezzanine.
- The classroom for presentations is on the mezzanine.
- Meraki! Coordinator will contact you when booth spaces have been filled. Get your application in early!
- We will provide water, tea, and coffee and some snacks. EAC has a full kitchen if you want to bring a sack lunch, or use the microwave or refrigerator. Feel free to bring snacks to share!
- There may be very little room in the refrigerator, depending on what other events the EAC has planned.

DONATIONS

Occupy Medical: We are asking attendees to please bring a **non-food** grocery item to donate to Occupy Medical. Vendors may also contribute, but are not required to do so.

These items include **personal hygiene products, baby products (including diapers), cleaning products, laundry products, pet products, food storage containers / bags, toiletries, first aid supplies, paper products including toilet paper,** and other specific items:

Socks (new)	Tarps (new or used)	Travel-size toiletries	Diabetes testing supplies
Pregnancy tests	Rapid HIV tests	Thermometers	Rubbing alcohol
Hydrogen Peroxide	Diabetic Socks	Surgical gloves	NSAIDS
Ensure or similar nutritional supplements	Vitamins, esp. C & D3	Multivitamins (adult, prenatal, childrens)	Probiotics
Mineral supplements	Tea Tree Oil	Sunscreen	For more details see: http://occupy-medical.org/donations/

You may also donate gift cards from Walgreens, Wal-Mart, Albertsons, Safeway, Winco, Bi-Mart, CVS Pharmacy and/or other area groceries and pharmacies. Gift cards allow low-income families to purchase daily living supplies not covered by SNAP benefits.

MERAKI! SPIRIT & ARTS FAIR APPLICATION

Jan 25-26, 2020

Send your payment to merakifair@gmail.com via PayPal or include your check or card information at the bottom of this application.

Today's Date: _____

(You don't have to be member of PayPal to send a payment with your credit or debit card.)

I AM AN EMERALD ART CENTER MEMBER I AM INTERESTED IN BECOMING A MEMBER

Name / Business Name _____

Address, City, ST, Zip _____

Phone: Cell _____ Phone: Other _____

Email: _____

Website: _____

Description of goods / services _____

Special needs (i.e. wheelchair accessible or other needs) _____

SPEAKERS AND DEMONSTRATIONS

Exhibitors are invited to offer presentations or demonstrations of up to 20-30 minutes each. Please fill in your name and presentation title for consideration. We will notify presenters when the schedule is finalized.

Title of presentation _____

Brief description _____

Additional information or equipment usage requested (white board, overhead projector, laptop projector, etc.)

RETURN THIS PAGE WITH YOUR PAYMENT

BOOTH FEES

Circle price for one day or both days. Please indicate below if you want Saturday, Sunday, or both.

<input type="checkbox"/> Vendor space (8')	\$45.00/\$90.00	No. spaces _____	Total \$ _____
<input type="checkbox"/> Reader Space (4')	\$35.00/\$70.00	No. spaces _____	Total \$ _____
<input type="checkbox"/> Four-foot table	\$ 10.00	No. _____	Total \$ _____
<input type="checkbox"/> Card table	\$ 7.50	No. _____	Total \$ _____
<input type="checkbox"/> Chairs	\$ 3.00	No. _____	Total \$ _____
<input type="checkbox"/> Electricity	\$10.00		Total \$ _____
<input type="checkbox"/> Saturday only	<input type="checkbox"/> Sunday only	<input type="checkbox"/> Both Days	Total All \$ _____

DEADLINE: December 1st, 2019. Please make payment in full. Booth fees are non-refundable, except in extreme circumstances. Please contact merakifair@gmail.com for details or to report extenuating circumstances.

LEGAL: Exhibitors are responsible for any damage caused to spaces, Meraki! Spirit & Arts Fair (MASF) Emerald Art Center (EAC) property, art and merchandise on display, and any injuries or damages to third persons or their property including, but not limited to, customers, other exhibitors, MASF or EAC staff or volunteers, or others in attendance. Exhibitors shall protect and defend MASF and EAC from all such claims and hold MASF and EAC harmless from all such claims and expenses thereof including costs and attorney fees and shall pay all such claims for which legal liability is established.

I have read the terms and conditions as outlined in this application and am in agreement with them. I further agree that I will not hold MASF or EAC or any of its staff or volunteers responsible for any damages that may occur during my participation in this event. MASF and/or EAC has the right to terminate this contract at any time for any reason if exhibitor has misrepresented themselves.

ALL EXHIBITORS MUST SIGN AND DATE THIS CONTRACT BELOW.

Signature _____

Print legal name _____

Date _____

PAYMENT

Check enclosed PayPal (send to merakifair@gmail.com)

Credit Card Type (MC, Visa, etc.) _____

Card Number _____ Exp. Date _____

Security code _____

Please send checks and this application to **Catt Foy, 4317 E 20th Ave, Eugene, OR, 97403.**

RETURN THIS PAGE WITH YOUR PAYMENT