



Dear Winery,

Salem Art Association wishes to invite you to participate as a vendor in the Wine Court at the 73rd annual Salem Art Fair & Festival in July 2022. Your support and the success of the festival make possible the work of Salem Art Association, including year-round exhibits and art classes for all ages.

The event will take place July 15, 16, and 17 in Bush's Pasture Park. Please send confirmation of your participation by sending your completed application by email or mail by Tuesday, March 1, 2022. As winery participation is limited (only 12 tasting booths maximum), payment must accompany the completed application. If forwarding by email you may call the Salem Art Association office and make payment by credit/debit card over the phone. Spaces will be filled on a first-come, first-served basis.

For those participating in Salem Art Fair & Festival, set-up will be Thursday, July 14 from 9AM to 12PM. The hours for the festival will be:

Friday, July 15 – 10:00AM to 9:00PM
Saturday, July 16 – 10:00AM to 9:00PM
Sunday, July 17 – 10:00AM to 5:00PM

Please note that all closing times are approximate, based upon show (entertainment) completions, and may be plus or minus up to 15 minutes.

We look forward to the festival being fun and beneficial for all. We appreciate your support in our efforts to build an event for participants. Enclosed are the necessary forms for this year's event. Please return the contract and your payment by the March 1st contract deadline. All wineries must make submission to the OLCC for the appropriate special event permit. The festival will make a copy of its plan to manage (TSL) available to you the week of March 1st.

Please contact us should you have questions.

Respectfully and with great appreciation for your participation,

Tim Flowerday
Festival Coordinator
tim@salemart.org

Salem Art Association
600 Mission Street SE
Salem, OR 97301



Salem Art Fair & Festival

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Salem, OR 97301

Salem Art Fair & Festival Winery Contract

Entered into on this _____ day of _____, 202____
between Salem Art Fair & Festival (hereinafter referred to as Contractor) and
Organization/Business/Individual (hereinafter referred to as
Contractee/Vendor/Exhibitor).

Contractee/Vendor/Exhibitor _____
Contact Person _____ Phone (____) _____
Street _____ Email _____
City _____ State ____ Zip _____ Website _____

Contractor and Contractee/Vendor/Exhibitor agree as follows: For the total fee as calculated herein,
Contractee/Vendor/Exhibitor shall provide goods and services as specified in this contract for the duration of Salem Art
Fair & Festival, July 15, 16, & 17 of 2022. For the consideration of \$525 and (1 case of wine for festival hospitality
use), Contractee/Vendor/Exhibitor shall:

- a) Provide Contractor with proof of Liquor Liability Insurance naming Salem Art Association, City of Salem, and Roots and Rhythms, LLC as additional insured.
- b) Make application for and provide proof of OLCC application and authority to operate at Salem Art Fair & Festival.
- c) Be provided by Contractor a 10' x 10' Canopy, two 8' tables, and two chairs.
- d) Be provided by Contractor Alcohol Monitors and security during Festival, as well as ice delivery (\$8 per bag) on a recurring schedule several times each day.
- e) Provide an inclusive list of products/goods to be sold and their pricing.

(Contractee/Vendor/Exhibitor shall equip booth/s with approved fire extinguisher (multi-purpose 2A 10BC minimum rating). Contractee/Vendor/Exhibitor, Agents, and Employees of named Contractee/Vendor/Exhibitor to hold harmless Contractor, City of Salem, Agents, Employees, Citizen Volunteers, Sub-Contractors, and all others for any malfeasance, theft, or damage as a result of participation in Festival, and any and all other cause beyond their control. All Contractee/Vendor/Exhibitors are to provide their own interior and exterior lighting (**not to exceed 75 watts**), and screen from public view outside equipment and supplies.

Absolutely **NO DRUG OR ALCOHOL** consumption permitted by Contractee/Vendor/Exhibitor, Agents, or Employees during working hours. **No early booth removal permitted at any time.** Contractee/Vendor/Exhibitor will be sent a move-in schedule and space location during the week prior to the Festival. In return, Contractor agrees to provide the above named Contractee/Vendor/Exhibitor with vending space as outlined above for fees and or commissions named herein. This contract is non-transferable, terms non-negotiable. The Festival may accept or deny this contract and return fees at their discretion for products or service choices deemed not suitable to Salem Art Fair & Festival's overall theme or deemed not qualifying as presented. **Fees are due and payable upon submission of this contract in the form of check (all returned or NSF checks will be assessed a \$35 fee), cashier's check, or money order no later than March 1, 2022. All booths shall be occupied and open for business no later than show opening (booth hours are Friday, 10:00AM to 9:00PM, Saturday, 10AM to 9:00PM, and Sunday, 10AM to 5:00PM) or booth may be forfeited without refund.**

Signed _____ Signed _____
Contractor Authorized Representative Contractee/Vendor/Exhibitor Authorized Representative

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- 1) All booths will meet the appearance standards people have come to expect at the Festival. This means tables will be covered and draped on the sides exposed to the public and boxes will be covered or stored out of sight. Signage will be in good taste and will be constrained to the assigned booth area. No sale signs are permitted.
- 2) **All booth areas are pre-assigned; activities and materials must remain within the assigned booth area.**
- 3) All booths will operate during the designated Festival hours and as such must have personnel during the designated hours.
- 4) Food (personal meals or snacks) should only be present in a discretionary manner.
- 5) Booths where personnel cause dissension, disregard Festival rules, or show uncivil or unbecoming behavior toward the public will not be invited back to the Festival.
- 6) Respective deadlines for jurying, insurance certificate submission, menu submission, or such other deadlines as required for your respective booth must be met, or your space will be forfeited.
- 7) All deposits, once accepted, are non-refundable.
- 8) NSF checks and/or not being set up by the required time on the day you are to open will result in forfeiture of space.
- 9) Boomboxes and other music not specifically approved by the Festival Entertainment Coordinator are not allowed.
- 10) Because we serve the public, personal appearance is important and will be jury criteria for returning booths.
- 11) Smoking is not allowed in booth areas.
- 12) All booth operators must park in designated vendor parking areas.
- 13) All vehicles must be out of the venue 1 hour prior to opening each day. This guideline applies to activity participants as well. The only exception is load out for the Main Stage.
- 14) All booths requiring lighting must provide their own booth lighting not to exceed 75 watts and a 50' 12-gauge extension cord.
- 15) **WINE BOOTHS MAY PLACE A SHADE TENT IN FRONT OF THEIR RESPECTIVE BOOTH, SUBJECT TO THE FOLLOWING CRITERIA:**
 - **SHADE TENTS MUST BE WHITE**
 - **ALL SHADE TENTS MUST BE PROPERLY ANCHORED FOR PUBLIC SAFETY**
 - **TATTERED, DAMAGED, OR BENT TENTS ARE NOT ACCEPTABLE**
 - **TENT MUST HAVE ADEQUATE CLEARANCE SO THAT THE PUBLIC DOES NOT HAVE TO STOOP OR BEND TO ENTER UNDER IT**

