



# EUGENE IRISH CULTURAL FESTIVAL



an engaging  
opportunity  
to learn  
and enjoy  
authentic  
aspects of  
IRISH culture



[www.eugeneirishfest.org](http://www.eugeneirishfest.org)

Eugene Irish Festival  
1430 Willamette St. #312  
Eugene, OR 97401

December 26, 2011

## Eugene Irish Cultural Festival (EICF) 2012 Marketplace Guidelines

The 2012 EICF will be held at Sheldon High School, 2455 Willakenzie Rd, Eugene, OR 97401 on March 10<sup>th</sup>, 2012, 10:30 am to 6:30 pm.

**More than 50% of the products sold at the EICF must have an Irish or Celtic theme or related to Irish/Celtic culture.** Items can be handcrafted or manufactured locally, nationally or imported. Items that may not be sold at the EICF include: illegal drugs and/or paraphernalia, alcoholic beverages, tobacco related products, items with adult content, weapons, items that are racist, homophobic, sexist or discriminatory in any way, and anything deemed to be objectionable in content or inappropriate for a family event. The EICF reserves the right to remove merchandise deemed inappropriate during the festival.

Vendors can rent one or more vendor sites in the EICF Marketplace; each site is 8' x 5'. The vendor may not exceed these boundaries and the orientation of the site is 8' along the wall and 5' from the wall forward. If needed, one table (approximately 6' x 3') and two chairs will be provided per site by the EICF with no charge. The charge for renting one site is \$35 plus 5% of the vendor's gross sales during the EICF. The vendor provides a cover for each table. The EICF provides a maximum of two complimentary daytime festival tickets for each rented site for those who will work at the table. To attend the Friday evening concert, tickets need to be purchased. The concert is the night before at 8 pm on Friday, March 9<sup>th</sup>, 2012, at the University of Oregon's Beall Concert Hall with our featured group Bua.

Setup time for vendors begins at 8:30 am on Saturday, March 10<sup>th</sup>. Vendor sites must be setup by 10:30 AM and staffed continuously until 5:00 pm (your option to remain open until 6:30 pm). The vendor is responsible for setting up and packing up their own site(s). However, if you need help, we may have volunteers who can help setup or pack up your site. If you need to leave your site(s) and don't have someone to staff it, we may be able to provide a volunteer to staff your table, but **the EICF is not responsible for any loss or theft**. Radios or other noise-making devices are not permitted in the EICF Marketplace. No animals are allowed, with the exception of Assist Animals.

Rental of Marketplace sites will be assigned on a first-application received basis **based on the vendor site preferences you indicate on the vendor application** (see enclosed vendor map). You will be informed of the vendor site you've been assigned within two weeks of receipt of your application.

Please fill out and return the enclosed agreement & application with a check or money order made payable to the Eugene Irish Festival for \$35 per site by February 22<sup>nd</sup>, 2012. If we have filled all our vendor spots or have deemed your products to not fit with the required Irish/Celtic theme, your fees will be refunded. If you have any questions, please email or call me ([phinsman@gmail.com](mailto:phinsman@gmail.com)/541-285-5234).

For more information about the 2012 Eugene Irish Cultural Festival, visit our website, [www.eugeneirishfest.org](http://www.eugeneirishfest.org), in January, 2012. We look forward to a successful and fun festival with you.

Peggy Hinsman  
EICF Coordinator  
Email: [phinsman@gmail.com](mailto:phinsman@gmail.com)  
Cell Phone: 541-285-5345

## **2012 Eugene Irish Cultural Festival Vendor Agreement and Application:**

Please read and complete the following agreement and application, and enclose it and a check or money order payable to Eugene Irish Festival for the total amount to: Eugene Irish Festival, 1430 Willamette Street #312, Eugene, Oregon, 97401. **By signing this agreement, you agree to all of what is written below.**

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_ by and between the Eugene Irish Cultural Festival, herein referred to as "EICF", and \_\_\_\_\_, herein referred to as "Vendor" with reference to the following facts:

- 1) If the Vendor is accepted, EICF grants the Vendor the right to sell, distribute or display and the Vendor agrees to sell, distribute or display at the festival site only the items listed and described in the attached EICF Vendor Application.
- 2) EICF will provide space at the festival site. This space designated by EICF will be 8' x 5' for each site requested and rented by the Vendor (8' along the wall, 5' from the wall out). Upon taking possession of the vending space, the Vendor shall constitute acknowledgement that such space is in good condition. The Vendor shall accept concession space in its present condition and EICF shall not be required to make any alterations thereto.
- 3) The Vendor shall pay EICF, for the use of the designated space, \$35 per site plus 5% of the gross sales during the festival.
- 4) If needed, EICF will provide the Vendor one table (~6' x 3') per site and chairs (2 chairs per site). EICF will provide a maximum of two complimentary daytime tickets per vendor to the festival. No complimentary tickets for the Friday evening concert will be included.
- 5) The Vendor agrees to setup the designated site(s) and be open for business by 10:30 am on Saturday, March 10<sup>th</sup>, 2012. The Vendor must remain open until 5:00 pm (with the vendor's option to remain open until 6:30 pm) on Saturday, March 10<sup>th</sup>, 2012. Before leaving the festival premises, the Vendor will pay the EICF 5% of the Vendor's gross sales at the festival.
- 6) The Vendor shall supply a table cover if a table is used and keep the site(s) in a clean and sanitary condition at all times. The Vendor shall be responsible for removing any and all trash from their site and surrounding area and disposing of it in a trash or recycling container provided on site.
- 7) Site assignments occur on a first-application received basis ***based on the vendor site preferences you indicate on the application***. You will be notified within two weeks of receipt of your vendor agreement and application if you have been accepted (and the assigned site) or denied a site at the festival. All fees will be returned to the Vendor if they have been denied a site at the festival.
- 8) Vendors should have a general commercial liability policy of insurance showing onsite coverage. EICF event insurance does not include coverage for Vendors. ***EICF is not responsible for any theft or loss experienced by the Vendor.***
- 9) If in the judgment of EICF the manner of the operation of the site(s) or the quality of the merchandise or services does not meet the requirement of this agreement, or if the vendor is in default of any other term of this agreement, EICF may terminate this agreement in part or in its entirety.

10) The Vendor may terminate this agreement at any time with the understanding that all fees paid to EICF will be forfeited without the availability of a whole or partial refund unless we are able to find a different vendor to fill the site(s).

11) At least 50% of the products sold at the EICF Marketplace must have an Irish or Celtic theme or related to Irish/Celtic culture. Sales or distribution of the following items are absolutely prohibited: Alcohol, tobacco or tobacco related items (including pipes), illegal substances such as illicit drugs and/or drug paraphernalia, animals/pets, weapons of any kind including decorative swords and knives, or children's weapons made of plastic or wood, any discriminatory items (racist, homophobic, sexist, etc.) and items that include adult content inappropriate for children.

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

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## **Eugene Irish Cultural Festival Vendor Application**

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

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

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

City, State, Zip: \_\_\_\_\_

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

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

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

Items/services that will be offered at your table:

\_\_\_\_\_

\_\_\_\_\_

**If you don't have a web address that displays your products, please include photos of them if this is your first time as a vendor at EICF.**

How many vendor sites do you need (8' x 5')? \_\_\_\_\_

How many tables (~6' x 3', max 1 per site) do you need? \_\_\_\_\_

How many chairs (max 2 per site) do you need? \_\_\_\_\_

List your vendor site preference from most to least preferred (see vendor map).

\_\_\_\_\_

***Include a check or money order for \$35 x number of sites, payable to:  
Eugene Irish Festival***

# Eugene Irish Cultural Festival Vendor Map

