



2019 Portland Sesquicentennial Arts and Crafts Fair VENDOR APPLICATION

To: 2019 Portland Sesquicentennial, Arts and Crafts Fair

I hereby apply as a vendor for the 2019 Portland Sesquicentennial. Arts and Crafts Fair operations will be Saturday, September 21, 2019 from 10:00 AM to 6:00 PM. Name _____ Mailing Address _____ City _____ State _____ Zip _____ Email _____ Phone _____ Cell _____ Describe your art or craft _____

2019 Portland Sesquicentennial Arts & Crafts Fair jury panel will review applications. The intent is to ensure original art & craft items as the major focus of each booth, avoid duplicate vendors and avoid booths primarily filled with purchased items for resale. Vendor applications denied will have registration and booth fees refunded.

NOTE: Please include photos of your art or craft, as well as booth set up to be juried.

Booth Fee: [] 10 x 10 \$10 [] 10 x 20 \$20 Registration Fee: [] \$35 Early Bird [] \$45 June 30 to July 31 [] \$55 August 1 to September 9

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Booth Fee Due with Registration Fee: \$ _____ Registration Fee: \$ _____ \$35 if paid by June 29 / \$45 if paid June 30 to July 31 / \$55 if paid Aug1 to Sept 9 TOTAL \$ _____



**2019 Portland Sesquicentennial
Arts and Crafts Fair
VENDOR APPLICATION**

RULES OF THE ARTS & CRAFTS FAIR

1. All vendors are responsible for liability insurance and compliance with all requirements of State of Michigan.
2. All items will be displayed in a clean and safe manner.
3. Vendors are responsible for leaving a clean area at closing.
4. All vendors shall exhibit professional manners always.
5. All vendors must provide their own tables and canopies – no electricity available.
6. Spaces shall be assigned by the Arts & Fairs Chairperson.
7. Applicable fees shall be paid at the time of registration.
8. The City of Portland and Portland Sesquicentennial are unable to accept responsibility for any lost or stolen items, or for any equipment other than their own.
9. Only one organization or vendor may use each booth space.
10. All vendors must conduct business in their designated booth area only.
11. Non-booth holders may NOT distribute merchandise or fliers of any kind.
12. The event committee reserves the right to prohibit the sale or distribution of materials that may be illegal, or considered offensive to others.
13. Registration and Booth Fees are non-refundable (unless application is denied by Portland Sesquicentennial Arts & Crafts Fair jury panel).
14. All photo's submitted to jury, artwork displayed and presented for sale at the fair must be created, designed and made or made under the direct supervision of the accepted artist(s). All artwork shown must be for sale.
15. Set up will be two hours prior (8am-9:45am) and tear down one hour after (7pm). Load in and load out instructions will be provided one week prior.

I/We agree to abide by all 2019 Portland Arts & Fairs rules as indicated by my signature below:

Printed Name _____ Signature _____

Funds Submitted with this application: _____ Date _____

Please submit application and registration to:

Ms. Tina Conner-Wellman
2019 Portland City Sesquicentennial
259 Kent St, Portland, MI 48875

517 647-5027
tinacw@portland-michigan.org

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