



# 2018 Spring Into Art Show

May 5th 10 AM - 4 PM

Columbia Center, 375 South 18th Street, St. Helens

## Vendor Application and Agreement

The Spring Into Art (SIA) Show celebrates the arts in St. Helens! Products must be produced and sold directly by the artist, craftsperson, or his/her representative to the public as approved by the SIA Show.

Vendor: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Text: Yes No

Product Description: \_\_\_\_\_

**Hours of operation: 10 AM to 4 PM. Setup begins at 8 AM, all vendors are required to remain the duration of the show, take down commences at 4 PM and completed by 5 PM.**

Space assignments: Products may be sold from tables, canopies or concession trailer, if space is available. Vendor: Please specify number and size of spaces. Space is reserved on a first come, first serve basis. Vendor supplies table, chairs, canopy or any other necessary items.

Indoor: 6' x 3' space \$30 non-member \$25 CAG Member

Porch Outside: 6' x 3' space \$20 non-member \$15 CAG Member

Parking lot: 10' x 10' space \$15 non-member \$10 CAG Member

Total Due: \_\_\_\_\_

Please return completed application along with a check made payable to Columbia Arts Guild. The CAG is a 501(c)3 organization that supports artists in Columbia County. Payments also may be paid by Square.com or Paypal upon request. Mail to:

**Columbia Arts Guild, PO Box 546, Columbia City, Oregon 97018**

Licenses: City of St. Helens business license is not necessary as a vendor. If the operation of your business requires a business license the SIA Show must have copies of current licenses if applicable. Please attach copies and return with application.

A check for full payment in advance must be included with application. Vendors may be accepted the morning of the SIA Show if space is available, and will be assigned to booth space as available by SIA Show or his/her assistant. Payment for space fee is due, in cash, approved check or Square by 8:30 a.m., morning of the show or as otherwise collected by the Show Chair.

The vendor agrees to exercise the utmost care in the use of facilities and properties where the 2018 SIA Show is located. The vendor also agrees to indemnify, defend and hold harmless the Columbia Arts Guild, Columbia Learning Center, City of St. Helens, their officers, employees, agents, and or other lessor/owners of the properties where the 2018 SIA Show may be located (the "Indemnities"), from any and all claims, actions, judgments, losses, costs (including reasonable attorney fees), and damages whatsoever including claims arising by reason of accident, injury or death caused to persons or property of any kind, arising out of, in connection with, or incident to, the 2018 SIA Show and/or location. Vendors are strongly encouraged to obtain general liability insurance and list the Columbia Arts Guild and City of St. Helens as additional insureds. The Indemnities are not responsible for any loss or damage incurred by vendors. Should a vendor at any time occupy the premises in a matter that fails to comply with the rules of the Columbia Center, or in any manner that is hazardous or offensive to the public, the building, the Owners, or other vendors, upon request of the Columbia Arts Guild or its representative(s), vendor shall immediately cease such offending conduct. Failure to immediately conform its conduct as requested shall be cause to revoke this agreement and the vendor permit. Upon failure to so vacate, the SIA Show is authorized to remove all property of vendor from the premises at the vendor's expense. The Indemnities will not be responsible for storage or safekeeping of property so removed. I understand that I am to notify the Columbia Arts Guild, in writing, if I do not wish to have my phone number given to callers making inquiries to the SIA Show. Minors must be accompanied by an adult. By signing this I agree with the terms and conditions included.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, contact the Shows & Sales Chair, Marnita Bahmer 503-396-0954.



FOR OFFICE USE ONLY:
SPACE ASSIGNMENT:
LOCATION: