



Meraki! Spirit & Arts Fair

@ Emerald Art Center

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 Minerva Spirit Fair at the Emerald Art Center in beautiful Springfield, Oregon.

**Saturday, January 26th, 2019, 10 AM to 5 PM
and Sunday, January 27th, 2019, Noon to 4 PM**

Sign up for one or both days!

SETUP AND TEARDOWN

Friday, January 25: 2-4 PM

Saturday, January 26: 8-10 AM

Teardown: 5-6:30 PM (if needed)

Sunday, January 27: 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. 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.

DISPLAY & BOOTH REQUIREMENTS

Booth spaces come in two sizes: card-table size spaces (about 4’), and vendor table spaces (about 8’).

Bring your own table(s) and/or chairs to save costs. These are not square spaces, but are approximately three (3) feet deep. We have 4’ tables available to rent for \$7.50 each. Two will fit into the 8’ space. Eight-foot spaces are \$35.00 each per day.

Four-foot spaces (4’) are recommended for readers. Bring your own card table if possible. Card tables are available for rent for \$5.00 each. Four-foot spaces are \$25.00 each per day.

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 display. Only small, free-standing signs, or banners that attach to your own table, please.

KEEP THIS PAGE FOR YOUR RECORDS

Electricity is available for an extra \$10.00 charge. 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:

- Under the description for products or services, please let us know what is unique or special about your gift.
- 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.
- 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.
- We will provide water, tea, and coffee. 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!

MERAKI! SPIRIT & ARTS FAIR APPLICATION

(Return these pages to Emerald Art Center or email to cattfoy@gmail.com)

- 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) _____

Raffle Donation (prizes will be awarded throughout the day) _____

SPEAKERS AND DEMONSTRATIONS

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

TIME	NAME	PRESENTATION
SAT 10:30		
SAT 11:00		
SAT 11:30		
SAT 12:00		
SAT 12:30-3:30	YOUTH ARTS PROGRAM	YOUTH ARTS PROGRAM
SAT 3:30		
SAT 4:00		
SAT 4:30		
SUN 12:30		
SUN 1:00		
SUN 1:30		
SUN 2:00		
SUN 2:30		
SUN 3:00		

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Title of presentation _____

Brief description _____

Additional information or notes _____

BOOTH FEES

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

<input type="checkbox"/> Eight-foot space (8')	\$35.00/\$70.00	No. spaces _____	Total \$ _____
<input type="checkbox"/> Four-foot space (4')	\$25.00/\$50.00	No. spaces _____	Total \$ _____
<input type="checkbox"/> Four-foot table	\$ 7.50	No. _____	Total \$ _____
<input type="checkbox"/> Card table	\$ 5.00	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 31st, 2018. Please make payment in full. Booth fees are non-refundable, except in extreme circumstances. Please contact cattfoy@gmail.com for details or to report extenuating circumstances.

LEGAL: Exhibitors are responsible for any damage caused to spaces, EAC property, art and merchandise on display at EAC, and any injuries or damages to third persons or their property including, but not limited to, customers, other exhibitors, EAC staff or volunteers, or others in attendance. Exhibitors shall protect and defend Emerald Art Center (EAC) from all such claims and hold 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 Emerald Art Center or any of its staff or volunteers responsible for any damages that may occur during my participation in this event. Emerald Art Center 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 _____

RETURN THIS PAGE WITH YOUR PAYMENT

PAYMENT

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

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

Card Number _____ Exp. Date _____

Security code _____

MAKE ALL CHECKS PAYABLE TO EMERALD ART CENTER. Return this completed application electronically to cattfoy@gmail.com, or snail mail this application with payment to:

Emerald Art Center

500 Main Street

Springfield, OR 97477

541-726-8595

EMAIL

cattfoy@gmail.com

Please note: This page will be shredded for your security as soon as payment is posted.

RETURN THIS PAGE WITH YOUR PAYMENT