

MONROE FESTIVAL *2020 Art Gallery Artists Information*

Letter, Application & Liability Release Forms

You are cordially invited to participate in the second annual **Monroe Festival** in Monroe, Oregon! Please read this art gallery artists information letter before completing and mailing your application, waiver of liability form, and copy of certificate of insurance to us. Our goal is to select an array of artists for the art gallery (i.e. Legion Hall) that celebrate Monroe's heritage, environment, and culture.

Art gallery artists will be notified of acceptance on a rolling basis. If your application is accepted, we will email you then deposit your check. Additional information will be emailed to you upon acceptance. If your application is denied, we will email you and your check will be returned promptly.

The deadline for completed applications to be postmarked is **FRIDAY, FEBRUARY 28TH 2020!**

TABLE REQUIREMENTS The community of art gallery artists at the Monroe Festival contributes to the overall atmosphere of the festival therefore we will determine selection of art gallery artists in a manner conducive to attendee's experience. When planning, please consider the following:

- You may arrive to set up your table (i.e. table provided by Legion Hall) on Sat., April 25th 2020 between 9 a.m. and 11 a.m. Tables must be completely set up by 12 Noon Sat., April 25th 2020.
- You are responsible for supervising your table during ALL festival hours.
- Art gallery artists are accountable for setting up, maintaining, and cleaning up their respective tables. All food, merchandise, trash, recyclables, and all other equipment must be removed from the festival area by 8:00 p.m., Saturday, April 25th 2020.
- Table locations should be cleaner than when you arrived including removal of all trash.

:d unless **ALL** items are

CHECKLIST

- Fill out and sign attached **Art Gallery Artists Application, Rules & Agreement Form** (pages 2- 5)
- Sign the attached **Waiver of Liability and Hold Harmless Agreement** (page 6)
- Copy of **Certificate of Insurance** or **ACORD Form** (Coverage of at least \$300,000)
- Make your check payable to “**City of Monroe**”
- Submit several images which may include a website address to view products to be sampled and sold in Legion Hall at the festival.

Mail your completed information (listed above) to the address below:

**Festival Art Gallery Artists
Applications City of Monroe P.O.
Box 486 Monroe, OR 97456**

Thank you for your interest in the festival! We appreciate your energy and creativity as a vendor! Questions? Please contact Monroe Festivals & Events at festivalsandevents@ci.monroe.or.us

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ART GALLERY ARTISTS APPLICATION, RULES & AGREEMENT

**Monroe Festival
Saturday, April 25th
2020**

DEADLINE FOR APPLICATIONS: FRIDAY,

FEBRUARY 28th 2020

The City of Monroe and the Monroe Festival Committee (MFC) invite you to have a table, in Legion Hall, at the second annual **Monroe Festival** on Saturday, April 25th 2020 in beautiful Monroe, Oregon.

The **Monroe Festival** is the premier event for visitors seeking to see, taste, and experience the bounty of the Southern Willamette Valley. Visitors from Eugene, Springfield, Corvallis, Junction City and all surrounding areas come together for a day of sipping wines and brews, perusing unique and vintage goods, as well as riding our trolley – celebrating Monroe’s heritage, environment, and culture.

FESTIVAL DETAILS

- **Name:** *Monroe Festival*

- **Date:** Saturday, April 25th 2020

- **Time:** 12 Noon to 6:00 p.m.

- **Location:** 6th Street (Between Kelly Street & Commercial Street + Main Street between Highway

99W and Legion Hall) in Monroe, OR
97456

- **What to Bring:** Your love of local wines, brews, art, food, fun, and live music!

FEES A flat fee of \$25 per table will be charged to all art gallery artists. This contribution will support the annual **Monroe Festival** as well as other projects focused on revitalizing Monroe. In the event of inclement weather and festival cancellation a full refund will be provided to all vendors.

TABLES Table size is 6 feet (L) x 30 inches (W) x 29.25 inches (H). Note: This table is

provided by Legion Hall.

TABLE REQUIREMENTS This festival is an outdoor festival. For art gallery artists, all tables/table space will be purchased, prior the festival, and on the day of the event assigned and available inside in Legion Hall for setup.

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SET UP & TAKE DOWN Set up will take place on Saturday, April 25th 2020 between 9:00 a.m. and 11 a.m. The *Monroe Festival* closes at 6:00 p.m. and there will be no cleaning up of any tables before 6:00 p.m. on Saturday, April 25th 2020.

You and your team will be responsible for setting up and cleaning up your table. Your table must be staffed at all times during the festival. Art gallery artists are responsible for securing your own table and product. There is no available locked storage for products and no room will be available in the Monroe Legion Hall to store merchandise overnight.

ALCOHOL POLICY Alcohol is strictly prohibited except in the designated wine and beer garden area.

PARKING

- The gravel lot across from Monroe Fire Department (668 Commercial Street)
- The gravel lot across from Monroe City Hall (680 Commercial Street)
- On street parking between Highway 99W and N. 5th Street on Kelly Street
- On street parking between Highway 99W and S. 5th Street on Commercial Street
- On street parking on Highway 99W between Kelly and Orchard Streets.

MINIMUM BUSINESS HOURS Art gallery artists must **remain open** throughout the entire festival. Businesses are required to be open for business from Saturday, April 25th 2020 between 12 Noon and 6:00 p.m.

CANCELLATION If you find you will be cancelling your table space, please grant us the courtesy of at least 10 days' notice so we have time to replace your space. Your table fee is nonrefundable.

CONCESSIONAIRE RULES FOR MONROE'S 2020 FESTIVAL

- All applications must be approved and accepted by the Monroe Festival Committee (MFC). All decisions of the MFC will be final. Applications not accepted will receive a full refund. Only items included in your application will be allowed. Substitutions or additions must be cleared through the MFC.
- We accept unique artists in the art gallery. All decisions will be made by the MFC. If you have any questions, please call or email for clarification.
- Table setup can begin on Saturday, April 25th 2020 at 9:00 a.m. and must be completed by 11 a.m. Table space will be 6' X 30" in size.
- During festival business hours, all tables shall be operational and no vehicles will be allowed access to the Legion Hall. If minimum hours are not followed, your table may not be allowed back to the festival the following year.
- Festival Set up and Check-in
Hours:
 - Saturday, April 25th 2020 between 9:00 a.m. and 11 a.m.

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- Minimum Business

Hours:

- Saturday, April 25th 2020 between 12 Noon and 6:00 p.m.
- No pets allowed in Legion Hall.
- Security is provided for wineries and breweries only. The venue including Legion Hall has Public Access, so you are responsible for all your own possessions. We are not

responsible for loss or theft.

CONCESSIONAIRE AGREEMENT FOR MONROE'S 2020 FESTIVAL The

undersigned parties, the table operator, hereinafter called the "Concessionaire" and the City of Monroe hereinafter called the "City", do agree as follows:

1. That the City is in charge of the celebration within the City of Monroe, known as the **Monroe**

Festival and as the such celebration shall began at 12 Noon and run through 6:00 p.m.

on April 25th 2020, inclusive under the auspices of the City. 2. That the Concessionaire shall set up a structure hereinafter called the "table" and be

operational and ready for business by 12 Noon on Saturday April 25th 2020 and

furthermore said table shall stay in business and operational until 6:00 p.m. on Saturday,

April 25th 2020. The table must be cleaned up and all items removed by 8:00 p.m. on April

25th 2020. 3. That the Concessionaire covenants and agrees to and with the City that intoxicating beverages

will be served in the wine and beer garden. No drugs or drug related items of any kind or

description shall be sold or given away at art gallery artists' tables. Absolutely no drug

paraphernalia. 4. That the Concessionaire shall procure at his/her own cost and expense all the necessary city,

county, and state licenses and official permits for the purpose of carrying out the provisions

of this agreement. 5. That the Concessionaire shall be responsible for their own certificate of insurance and provide a

copy of insurance with their application and liability release form. 6. That the

Concessionaire will sign and submit their application and liability release form.

NOTE: THE CITY OF MONROE IS NOT RESPONSIBLE FOR YOUR PROPERTY, TABLE AND PRODUCTS.

ART GALLERY ARTISTS APPLICATION *Please Print or
Submit Your Completed Application via Mail or Email (preferred)*

Contact Name: Sheila

Wadsack _____

Business Name:

Physical Address: 25835 Foster Rd.

Email Address

(Mandatory): _____rswdozer@gmail.com _____

City/State/Zip Code: _Monroe Oregon

97456 _____ Phone: 360 631

1608 _____

If you would like to receive a vendor application next year, via email, please check here:

____x____

**ART GALLERY TABLE – 6'x30" SPACE @ \$25.00 PER SPACE () \$
_____ COPY OF CERTIFICATE OF INSURANCE OR ACORD
FORM (Coverage of at least \$300,000) LIABILITY INSURANCE IS
MANDATORY – SIGN ATTACHED LIABILITY RELEASE FORM**

IMPORTANT: Your table fee must be submitted with this application by **FRIDAY, FEB. 28th 2020!**

You will be notified by Friday, March 27th 2020, if you have been invited to be an art gallery artists at the festival. Applications not accepted will receive a full refund.

A complete description of ALL ITEMS you intend to sell must be included with your application.

NOTE: Art gallery artists please provide several images of items to be sold at your table during the festival.

LIST THE ITEMS YOU WANT TO SELL IN YOUR TABLE BELOW (You may also include a website):

I have read and agree to the terms and conditions set forth in this art gallery artists application, rules, and agreement. I further agree that all personnel who occupy my table shall follow the terms and conditions set forth in this document. By signing this agreement, I state that I have read the terms of the contract accompanying this agreement and that I understand the terms and agree to abide by them. I am 18 years of age or older.

Vendor Signature: _____ **Date:** _____

- Make checks payable to “**City of Monroe**”

- Mail to **Festival Applications, City of Monroe, P.O. Box 486, Monroe, OR 97456**

- We do accept credit cards at Monroe City Hall, 688 Commercial Street, Monroe, OR 97456

- Questions? Please contact Monroe Festivals & Events at festivalsandevents@ci.monroe.or.us

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1. In consideration for receiving permission to participate in the Monroe Festival, I hereby release,

waive, discharge and covenant not to sue the City of Monroe, their officers, agents, servants, employees or volunteers (hereinafter referred to as Releasees) from or for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death that may be sustained by me, or any of the property belonging to me, whether caused by the negligence of the Releasees or otherwise, while participating in such event/activity, or while in, on, or upon the premises where the event/activity is being conducted.

2. I am fully aware of the risks involved and hazards connected with this event/activity. I hereby elect

to voluntarily participate in said event/activity with full knowledge that said event/activity may be hazardous to me and/or my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage of property owned by me, as a result of being engaged in such event, whether caused by the negligence of release or otherwise.

3. I further agree to indemnify and hold harmless the Releasees from any loss liability, damage or

costs, including court costs and attorney fees, that they may incur due to my participation in said event/activity.

4. It is my express intent that this waiver of Liability and Hold Harmless Agreement shall bind the

members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above mentioned Releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Oregon.

5. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representation, statements, or inducements, apart from the foregoing written agreement have been made; I am at least eighteen (18) years of age, and/or am the parent of legal guardian of the individual participating in the event/activity, am fully competent and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Signed on this ____ day of _____ 202__

**Participant Name
(Print)**

**Participant
Signature**

**WAIVER OF LIABILITY AND HOLD HARMLESS
AGREEMENT**

For: Monroe Festival Location:
City of Monroe, Oregon Date:
Saturday, April 25, 2020