

PHG Fall Sale Artist's Entry Form

Multnomah Arts Center Auditorium

November 10, 11, 12, 2017

We are holding our fall sale again in the auditorium of the Multnomah Arts Center, November 10, 11, 12, 2017.

Electricity will be available at every booth space so you can bring your own lights. Please bring your own extension cords, your space may not be near an outlet.

1. **All spaces are rented at \$0.50 per square foot.**
2. **8 foot tables and chairs are available at no charge.**
3. **All sales subject to a maximum commission of 10% plus swipe fees.**
4. **All artists must return a signed Hold Harmless and Fire Marshall Agreement.**
5. **All artists must provide inventory sheets, tags must have a removable end with price, number and artist name.**
6. **Artists may opt to process their own sales, paying their commission to the guild. Bags must be stapled shut for self sales.**
7. **NEW! Artists must sign up for one of the following: one hour setup assistance, one hour clean up assistance, or flat \$20 fee.**

Show Set Up and Break Down:

- a. The auditorium will be open to PHG from 2 to 5 pm on Friday for set up. Sale Hours are from 5 pm to 9 pm. Everyone must exit the building by 9:30 pm when the building is closed for the night.
- b. The building opens again at 9 am on Saturday. Sale Hours are from 10 am to 4 pm. Everyone must exit the building by 5 pm when the building is closed for the night. The building opens on Sunday at 10 am, Sale Hours are from 10 am to 4 pm.
- c. We are responsible for removing all equipment not wanted from the auditorium before set up. MAC will tell us where to take the chairs, etc. but do not help with clearing out the space. MAC staff will move round tables only.
- d. We are responsible for returning all equipment removed from the auditorium by 6 pm on Sunday. The room as well as the stage must be clean, spills mopped, tape removed, etc. by that time.
- e. Food and drinks are allowed in the auditorium with discretion. **ONLY WATER BOTTLES** allowed on the stage, not even coffee is permitted on the stage.

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Please complete this form and send with check to:

Judilee Fitzhugh, P.O. Box 80, Molalla OR 97038

Phone: 503.759.3721 (leave msg)

email: jfitzhugh@ocac.edu

Artist's Name: _____

Address _____ City _____ State _____ Zip _____

Email _____

Phone: _____ Choose ONE: ___set up/ ___clean up OR \$20 fee

Booth: _____ Shared with: _____

Booth rental: _____ (\$20 for shared space, \$40 for 8x10, \$50 for 10x10)

Number of chairs: _____ Number of tables: 8' _____

(no charge for tables and chairs, booth rental \$0.50/sf, make checks payable to PHG)

NOTE: Booth # will be assigned by show chair upon receipt of payment. Artist may request a specific space; we'll do our best to accommodate your request.

Hold Harmless Agreement

I certify that I will not hold Portland Handweavers Guild, the Multomah Arts Center, or any individual responsible in case of loss or damage to all or any part of my exhibit or person.

Artist's signature

date

Fire Marshal Requirement

Exhibitors must stay within their booth space (10 x 10, for example) including chairs, tables, etc., in compliance with the Fire Marshal. I agree to abide with this requirement.

Artist's signature

date

Note: ALL artists must submit one of these forms so we have copies of the Hold Harmless agreement and the Fire Marshall Requirement.