

# PHG Fall Sale Artist's Entry Form

Multnomah Arts Center November 9,10,11 2018

Please complete this form and send with check to:

Judilee Fitzhugh, PHG Fall Sale Coordinator, P.O. Box 80, Molalla OR 97038  
Phone: 503.759.3721 (leave msg), email: [jfitzhugh@ocac.edu](mailto:jfitzhugh@ocac.edu)

Artist's name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Choose ONE: \_\_\_\_\_ Set Up \_\_\_\_\_ Clean Up \_\_\_\_\_ Committee Volunteer \_\_\_\_\_ \$20 OptOut

Booth: \_\_\_\_\_ Shared with: \_\_\_\_\_

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.

Booth Rental: \$\_\_\_\_\_ (\$25 half space, \$40 for 8x10, \$45 for 9x10, \$50 for 10x10)

Number of tables: \_\_\_\_\_ Number of chairs: \_\_\_\_\_

(no charge for tables or chairs, make checks payable to PHG)

### ***Hold Harmless Agreement***

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

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Artist's signature

Date

### ***Fire Marshall Requirement***

*Exhibitors must stay within their booth space (i.e., 10x10 space) including chairs, tables, etc., in compliance with the Fire Marshall. I agree to abide by this requirement.*

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Artist's signature

Date

NOTE: **ALL** artists must submit one of these forms.

# PHG Fall Sale Artist's Entry Form

## Multnomah Arts Center      November 9,10,11 2018

The 2018 PHG Fall Sale will be held in the auditorium of the Multnomah Arts Center on Fri/Sat/Sun, November 9, 10, 11 2018. Address: 7688 SW Capitol Hwy, Portland, OR 97219

### Items of interest:

1. All spaces are rented at \$.50 per square foot.
2. Eight foot tables and chairs are available at no charge, but must be requested in advance.
3. All sales are subject to commission of 10% plus current credit card processing 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, inventory number, and artist name.
6. Artists may opt to process their own sales, paying their commission to the guild. Items sold must be bagged and stapled shut for self-sales. Individual sales info must be reported to Sales Chair **DAILY**.
7. Artists must sign up for one of the following: one-hour set up assistance, one-hour clean up assistance, volunteer sales preps (publicity, cashier, weftovers, etc.), or \$20 opt-out.
8. Electricity will be available at no cost; please bring your own extension cord (UL approved) and lights.
9. No early admittance...entry to sales area is not permitted until Set Up volunteers have concluded.

### Show Set Up and Break Down

- a. The auditorium will be open to PHG from 2-5pm on Friday for set up. Sale hours are 5-9pm. **NO EARLY ENTRIES!** Everyone must exit the building by 9:30pm when the building is closed.
- b. The building opens again at 9am on Saturday. Sale hours are 10am-4pm. Everyone must exit the building by 5pm, when the building is closed for the night. The building opens on Sunday at 10am, sale is 10am-4pm.
- c. We are responsible for removing all equipment not wanted from the auditorium before set up. MAC personnel will tell us where to take chairs, etc. but do not help with clearing the space.
- d. We are responsible for returning all equipment removed from the auditorium by 6pm on Sunday. The room as well as the stage must be clean, tape removed, etc.
- e. Food and drinks are allowed in the auditorium with discretion. **ONLY WATER BOTTLES** are allowed on stage (no coffee, food, etc.)