

# PHG Fall Sale Artist's Entry Form

Multnomah Arts Center November 08-09, 2025

Please complete this form and send with check (made out to Portland Handweavers Guild)  
to: Judilee Fitzhugh, PHG Fall Sale Coordinator, P.O. Box 80, Molalla OR 97038

Phone: 503.759.3721 (leave msg); email: [judilee.fitzhugh@gmail.com](mailto:judilee.fitzhugh@gmail.com)

NOTE: **ALL** artists must submit one of these forms, even if you're sharing a booth.

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

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

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

**Choose ONE:** \_\_\_\_\_ Set Up \_\_\_\_\_ Clean Up \_\_\_\_\_ Publicity \_\_\_\_\_ \$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: \$\_\_\_\_\_ (\$55 for 6x10, \$75 for 9x10, \$85 for 10x10)

There are five 10x10 spaces and eight 9x10 spaces available.

Number of tables: \_\_\_\_\_ Number of chairs: \_\_\_\_\_ (no charge for tables or chairs)

Please let us know if you intend to process your own sales or you'd like to use the central checkout: Self-process of sales \_\_\_\_\_ Central checkout \_\_\_\_\_

### ***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*

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## Multnomah Arts Center    November 08-09, 2025

The 2025 PHG Fall Sale will be held in the gymnasium of the Multnomah Arts Center on Sat/Sun, November 08-09, 2025. Address: 7688 SW Capitol Hwy, Portland, OR 97219

### Sale Policies:

1. Vendors must be active members of the Portland Handweavers Guild.
2. Spaces are rented on a First Come/First Served basis.
3. Eight-foot tables and chairs are available at no charge, but must be requested in advance.
4. All sales processed through the central checkout are subject to current credit card processing fees.
5. All artists must return a signed Hold Harmless and Fire Marshall Agreement.
6. Artists using the central checkout must provide inventory sheets; tags must have a removable sticker with price, inventory number, and artist name.
7. Artists may opt to process their own sales. Items sold must be bagged and stapled shut for self-sales. Individual sales info must be reported to Sales Chair **DAILY**.
8. Artists must sign up for one of the following: one-hour set up assistance, one-hour clean up assistance, volunteer publicity assistance, or \$20 opt-out.
9. Electricity will be available at no cost; please bring your own extension cord (UL approved) and lights. NOTE: There is only ONE electrical outlet in the gym!
10. No early admittance...entry to sales area is not permitted until Set Up volunteers have concluded.

### Show Set Up and Break Down:

- a. The gymnasium will be open to PHG from **5-9pm** on Friday, Nov 7 for sale layout; vendors may start setting up at **5:30ish; no sales on Friday. NO EARLY ENTRIES!** It only interferes with the setup process and slows everything down! 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 gym 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 gym by 6pm on Sunday. The room must be clean, tape removed, etc.
- e. Food and drinks are allowed in the gym with discretion.