Hello prospective vendor for the Holiday Arts Festival!

The Oregon Coast School of Art is excited to host the 5th Annual Holiday Arts Festival. Year 2026 will host local and regional artists with other fun activities including dancers, crafts, and food!

I will be the Vendor Chairperson this year! This beloved weekend event is open to artists and makers, but not commercial based businesses like Mary Kay. We will host the event in the upper gym and are offering booths that are 10x10 feet. Please be sure and read the application in full so that you can make an informed decision about applying to participate.

We are excited to collaborate with PUD with an insert that will reach over 10,000 people! They are currently "In the Mail!" You can also like our Facebook page so that you can share, and comment about the postings for the Festival. Sharing this event & emailing the info to your friends and family is another way to help spread the word and increase sales.

If anyone is available to help with preparations for the Festival it would be greatly appreciated. We have jobs to fit everyone's ability and time frame and need volunteers to help make it happen!

To encourage creativity and holiday spirit, the OCSA will sponsor a contest for the vendors which will award a free booth space (value $115) at the 2027 Festival to the one vendor who has the "favorite" space. Judges will determine the winner. We are looking forward to having a wide range of items, artwork and styles on display!

Once you read the application please email me with any questions about the Vendor Application at 541-901-1033 or emily@oregoncoastschoolofart.org. I am also available for any questions about the Festival. Thank you so much for applying and we look forward to another wonderful event!

Sincerely,

Emily Free Wilson
Executive Director
Oregon Coast School of Art
325 High Street / PO Box 294
Gardiner, OR 97441 – 541-901-1033
emily@oregoncoastschoolofart.org

Friday, December 4th, 4 – 8 pm
Saturday, December 5th, 10 am - 4 pm, 2026

VENDOR APPLICATION

Business Name: _____

Contact Name:
First: _____Last:_____

Address: _____

City_____State_____Zip_____

Phone Number: (____)_____-_____

E-Mail Address: _____

Booth Type: Food (_____) Art (_____) Craft (_____)

Describe items for sale or exhibit:

_____

_____

_____

_____

THIS IS A JURIED SHOW. Please include photos of the main items you will be selling with your application. They will be returned with your deposit check at check out time.

Number of spaces needed by size:
____ 30inch x 6ft table space $50.00 OR ____ 10ft x 10ft booth $110.00

Chairs will be provided. Table required for an additional $10 fee. YES (__) NO(__)
You are allowed to bring your own tables and display pieces.

Electrical service required for an additional $5 fee: YES (___) NO (___)
Electric is only available with a booth space. You must supply your own extension cord.
List intended use for electricity. _____

TOTAL: Number of spaces/booths needed: _____ (X) $_____amount per

space/booth. Add a table if needed $_____amount per space/booth

Add electrical service if needed $_____amount per space/booth.

Total fee = $_____ There will be NO REFUNDS. Spaces will only be reserved after application with full payment has been received and approved by OCSA.

A SEPARATE DEPOSIT CHECK for $25.00 is required in order to guarantee that booths stay open until closing time on Saturday. This can be handed over at set-up. The deposit check will be returned after closing on Saturday should the vendor meet this guideline.

Please make checks payable to: Oregon Coast School Of Art (OCSA) and mail to P.O. Box 294, Gardiner OR 97441. For more information regarding this event please contact Denise Rice at 541-901-1033 or by e-mail at ocsageneral@gmail.com APPLICATION DEADLINE: MONDAY, NOVEMBER 2

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PAYMENT INFORMATION: Enclosed is a check or money order # _____ for $_____.
Also enclosed is a separate deposit check or money order # _____ for $25.00
PLEASE DO NOT SEND CASH. CREDIT CARDS ACCEPTED ONLINE ONLY.
Your separate deposit can be made online or a check mailed into OCSA. Your $25 deposit will be returned on Saturday, December 7th after the event closes.
Enclose a SASE with your application to receive an acceptance letter and posters for the Festival.

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FOR OFFICE USE ONLY: DATE REC'D:_____

AMOUNT PD:_____

OF TABLE SPACES:_____ #OF BOOTH SPACES: _____

OF TABLES RENTED:_____

ELECTRIC SERVICE _____ _____

BY:_____

TERMS AND CONDITIONS:

AUTHORITY OF THE OREGON COAST SCHOOL OF ART: Oregon Coast School Of Art and its event committees will administer all event vending applications. This application is subject to the following terms and conditions:

1. REFUNDS. There will be no refunds unless OCSA cancels the event.

2. USE OF ASSIGNED SPACE (the "Booth"). Participant may sell only items that are new, hand crafted and/or hand made. Participant may not display, sell and/or attempt to sell any items of drug paraphernalia; any item displaying obscenity or profanity; any item that is sexually explicit or displays any nudity; or any item tending to excite racial disharmony. a. Participant may use the booth space assigned by the Committee to sell only the items described in the permit application. Participant accepts the booth space in the condition existing at check in. OCSA is not obligated to make any improvements to the booth space for the Event. Chairs are provided, you may bring additional tables and/ or display pieces as long as they fit in the designated space. b. Participant shall not make any alterations to the booth space without the written approval of OCSA. Participant shall take reasonable precautions to prevent damage to the booth space. Participant shall be responsible for and shall compensate OCSA for damage that is caused by the negligence or other wrongful acts or omissions of Participant, or their employees or agents. c. Participant shall keep the booth space reasonably clean during the Event. All trash generated by the Event is the responsibility of the vendor and shall be removed from the site and disposed of elsewhere. This includes trash, garbage, boxes, unwanted inventory, and food. Participant shall remove from Vendor's area all furniture, appliances, supplies, signs, and other personal property used at the Event and surrenders the booth space to OCSA in the same condition as received no later than 7:00 p.m. on the Saturday immediately following the Event.

3. FOOD AND BEVERAGES. a. No person or entity may serve food or beverages at the Event for consumption by the public without a temporary restaurant license as required by ORS 642.025 or a temporary benevolent restaurant License as required by ORS 624.028. b. Information about the required license may be obtained from the Douglas County Department of Health, 621 Madrone, Roseburg, Oregon 97470. The telephone number from within Oregon is 1-800-234-0985, extension 3571; from outside Oregon it is 541-440- 3571. c. WATER. We do NOT have water hook-ups. If you will need water, it will have to be packed in.

4. COMPLIANCE WITH LAWS. Participant shall comply with all federal, state, and local statutes, regulations, administrative rules, codes, and ordinances that apply to the Event, including all Douglas County ordinances.

5. INDEMNIFICATION. a. Participant, and Participant's officers, employees, and agents are not officers, employees, or agents of OCSA as those terms are used in ORS 30.260 to 30.300. Participant shall defend, indemnify, and hold harmless OCSA, and its officers, employees, and agents from claims, actions, damages, judgment, and other expenses and liabilities ("claims") arising out of injury to any person or damage to property caused in part or entirely by the activities of Participant, or Participant's officers, agents, or employees or any hazardous condition at the Booth. Participant will not be responsible for claims resulting solely from the negligence of OCSA, or OCSA officers, employees, or agents, or latent hazardous conditions. b. This section merely allocates risk between OCSA and Participant. It cannot be construed to diminish any liability insurer's obligations or to waive contribution or indemnity from other persons or entities.

6. LIABILITY INSURANCE. (FOOD VENDORS ONLY).
a. Participant shall, at its own expense, at all times while Participant is using the Booth, maintain in force a commercial general liability insurance policy that covers claims arising out of the Event. The amount of coverage must be equal or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of $500,000 per occurrence (combined single limit for bodily injury and property damage claims) or $500,000 per occurrence for bodily injury and $100,000 per occurrence for property damage. b. Liability coverage must be provided on an "Occurrence" basis. "Claims made" coverage will not be acceptable. Oregon Coast School of Art, P.O. Box 294, Gardiner, OR 97441 located at 325 High Street, Gardiner, OR 97441 shall be named as Certificate Holder and Additional Insured. c. Your Insurance Certificate must be mailed along with your Application – or be received soon thereafter. You may NOT wait to bring the certificate with you to the Event. This is for your own benefit because it allows time to correct any mistakes on the Certificate. Vendors who are required to provide a Certificate of Insurance will NOT be allowed to set up until a correct certificate has been received.

7. REMEDIES.
a. Time is of the essence for this Application. If Participant fails to comply with any material conditions of this Application and its Terms and Conditions, or if Participant does not take prompt action to rectify a failure to comply with this Agreement or a supplemental agreement, OCSA may immediately terminate this Agreement; eject the Participant from the Event; exclude the Participant from future OCSA Events; retain Participant's fee as liquidated damages; or enforce any remedies available to OCSA

under Oregon law. b. The above stated remedies are cumulative. The exercise of one remedy by OCSA will not impair any other remedy. Any litigation concerning this Application will be conducted in the appropriate court or a court in Douglas County.

8. RUBBISH CONTROL DURING THE EVENT. Garbage cans are provided in the Event area for use by Event guests only. All vendors shall provide a suitable trash container if needed for customers and will remove their own garbage.

9. EXTENSION CORDS. Participant must provide all required extension cords. When more than one cord is used all connections shall be taped or otherwise sealed to provide waterproof protection. Use only heavy-duty cords. As a word of caution, worn, frayed, or improperly insulated extension cords will not be allowed.

10. CHECK IN. Assigned space numbers will not be given prior to check in. Committee members will be available at Vendor's area during set-up time. Please see attached Vendor page for set-up times.

11. HOURS OF OPERATION. Closing your booth before the specified time or leaving the Event early will result in the loss of the $25 deposit check and will be grounds for exclusion from the Event the following year. You must be open during the advertised hours of operation. Please call prior to submitting your Event Application for more information.

12. TIPS ABOUT THE APPLICATION. a. Your Application is a contract. Please type or print the required information. When an item is not applicable indicate that fact by entering n/a. b. If you share the cost of booth space with a participant who is not a member of your immediate family, we require an application from both parties. This procedure serves two purposes, (1) We know who the participants are, and (2) The other person's name is added to the Event mailing list. Additional application(s) will be sent upon request. c. Participants desiring to be near each other should try to have both parties indicate this fact on each Application. Please use the other vendor's full name.

13. CONFIRMATION OF ACCEPTANCE. Please include a postage paid, self-addressed #10 BUSINESS ENVELOPE with the application.

14. WHAT TO SEND / Or Apply ONLINE
1) The completed event vendor application.

2) A self-addressed stamped #10 envelope (so we may send written confirmation of acceptance.) Pictures will be returned on Saturday with your deposit check.

3) Payment in full.

4) Separate $25.00 Deposit Check on online payment. (Check will be returned after 5:00pm on Saturday if all conditions have been meet.)

6) Signed Terms & Conditions.

15. REQUESTING SPACES. Applicants are welcome to request to be placed in a certain area of the Event, if the Application is received in a timely manner, but will NOT be guaranteed that particular space or area. Late requests for specific placing will not be accepted. Space numbers will not be given prior to check-in.

16. A REMINDER ABOUT INSURANCE. Instruct your insurance agent to send any required certificates of liability and/or worker's compensation form to the address of OCSA, P.O. Box 294, Gardiner, OR 97411

17. SUPPLEMENTARY CONDITIONS. Any supplementary conditions shall be in writing and signed by Participant and OCSA. I, as the participant, and for the Organization, if any, named above, have read and agree to the conditions set forth in the Terms and Conditions of Oregon Coast School of Art Event Vendor Application, which I have retained for reference. The undersigned certifies that he/ she has the authority to accept and sign this Application.

_____ _____

(Signature) (Date)

_____

Printed Name

OREGON COAST SCHOOL OF ART

PO Box 294, 325 High St., Gardiner, OR, 97441 • 541-901-1033

www.oregoncoastschoolofart.org