

**PRAIRIE CITY FIBER FEST**  
**July 28 - 30, 2023**  
**Saturday 9:00 am - 5:00pm**  
**Sunday 10:00 am - 4:00 pm**  
 The Park across from City Hall  
 Prairie City, Oregon 97869

**Vendor application deadline: 6/01/2023**

Name: \_\_\_\_\_

Farm/Business: \_\_\_\_\_

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

City/State \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

**Type of Vendor: (Check all that apply)**

- Fiber/Supplies  Finished products (must be natural fiber or natural blends, equipment and accessories.)  
 Fiber animal producer or supplier.

**BOOTH Set up and Planning:** Please circle your preferences below. We will do our best to accommodate all vendor preferences.

Do you need electricity? YES  NO

Location preference: **OUTDOOR:**  Lawn/Market Place **INDOOR:**  Community Center or  Teen Center

**Please describe items for sale at your booth:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Each booth includes ONE table and TWO chairs. Do not begin to pack up until 4:00pm; no exceptions.**

| ITEM                  | QUANTITY | 2 DAY COST | TOTAL |
|-----------------------|----------|------------|-------|
| Indoor Space 10'x10'  |          | \$80.00    |       |
| Outdoor Space 10'x10' |          | \$55.00    |       |
| Additional Table      |          | \$7.00     |       |
| Additional Chair      |          | \$2.00     |       |

**TOTAL FEES ENCLOSED:** \$ \_\_\_\_\_

**Make checks payable to: Prairie City Fiber Fest,**

Mail application with payment to: Prairie City Fiber Fest. 530 E, Main # 3, John Day, OR 97845

For questions contact us at:

[pcff2019@gmail.com](mailto:pcff2019@gmail.com) or refer to  
 www: PrairieCityFiberFest.com

Payment/refund policy: Full refund if festival is canceled.  
 50% refund through 4/01/2023. 25% refund 4/02/2023 through 5/31/2023. No refund after 6/01/2023.  
 \$35 NSF Check Fee.

Please secure all valuables. PCFF assumes no responsibility for vendor loss.

**Prairie Fiber Festival Mission Statement**

Our mission is to exhibit and demonstrate the full spectrum of natural fibers (animal & plant).  
 That is, from animal or raw fiber to finished product and related tools.  
 We are a non-profit Foundation to benefit 4-H & FFA of Grant County.

## **VENDOR INSURANCE REQUIREMENTS**

TO ALL VENDORS:

We require **ALL** vendors to carry liability insurance to participate in the Prairie City Fiber Fest. Coverage should be for \$1 million (standard) and name the Prairie City Fiber Fest and Festival Planning Committee as additional insured. Such insurance afforded the additional insured is primary and non-contributing with any other insurance that the additional insured may carry.

The official address for the Prairie City Fiber Fest is as follows for insurance purposes:

**Prairie City Fiber Fest  
133 South Bridge Street  
Prairie City, OR 97869**

There are many sources of liability insurance for events such as PCFF. First, check with your existing insurance agent to see if this can be added to your current policy. You can also find online sources. Several Vendors use [www.actinsurance.com](http://www.actinsurance.com) and say it is quite reasonable and you can cover one event or register for the year.

You must enclose a copy of the insurance binder when you send in your registration form, or email to Ginger Shive at [pcff2019@gmail.com](mailto:pcff2019@gmail.com). Insurance forms must be received by July 1, 2023