

# PRAIRIE CITY FIBER FEST

July 30 - 31, 2022

**Saturday 9:00 am - 5:00 pm**

**Sunday 10:00 am - 4:00 pm**

In the Park across from City Hall

Prairie City, Oregon 97869

**Food/Beverage Vendor application deadline: 5/15/2022**

**Insurance Liability deadline: 7/01/2022**

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

Business: \_\_\_\_\_

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

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

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

Website: \_\_\_\_\_

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

\_\_\_\_\_ Non-Alcoholic Beverages \_\_\_\_\_ Alcoholic Beverages \_\_\_\_\_ Sandwiches \_\_\_\_\_ Baked Goods

Other: Please describe \_\_\_\_\_

**BOOTH Set up and Planning: You are responsible for obtaining any necessary State and County food vending requirements.** Please circle your preferences: Do you need **electricity**? YES \_\_\_ NO \_\_\_ *This is limited and availability will be determined by receipt date on your application. You are responsible for providing your own extension cords..*

**Each booth includes ONE table and TWO chairs.**

**Do not begin to pack up until 5:00pm Saturday and 4:00 pm Sunday ; no exceptions.**

ITEM	QUANTITY	2 DAY COST	TOTAL
Outdoor Space 10'x10'		\$50.00	
Additional Table		\$7.00	
Additional Chair		\$2.00	
		<b>TOTAL FEES ENCLOSED</b>	<b>\$</b>

**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](http://www.PrairieCityFiberFest.com)

Payment/refund policy: Full refund if festival is canceled.

50% refund through 4/01/2022. 25% refund 4/02/2022 through 5/31/2022. No refund after 6/01/22.

\$35 NSF Check Fee.

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

**Prairie City 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 non-profit and have established a 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, 2022.