

# Salem Art Fair & Festival

Salem Art Association  
600 Mission Street SE  
Salem, OR 97301



## Salem Art Fair & Festival – Winery/Distiller Contract

Entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_  
between Salem Art Fair & Festival (hereinafter referred to as Festival) and  
Organization/Business/Individual (hereinafter referred to as Winery/Distiller).

Winery/Distiller:

Contact Person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Street: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Website: \_\_\_\_\_

Festival and Winery/Distiller agree as follows: For the total fee as calculated herein, Winery/Distiller shall provide goods and services as specified in this contract for the duration of Salem Art Fair & Festival, September 12, 13, & 14 of 2025. For the consideration of \$575.00 and (1 case of wine for festival hospitality use), Winery/Distiller shall:

- a. Provide Festival with proof of Liquor Liability Insurance naming Salem Art Association and City of Salem as additional insured.
- b. Make application for and provide proof of OLCC application and authority to operate at Salem Art Fair & Festival. Festival will provide a site map and plan to manage at least 45 days prior to Festival dates.
- c. Be provided by Festival a 10' x 10' High Peak Canopy, two 8' tables, and two chairs.
- d. Be provided by Festival Alcohol Monitors and security during Festival, as well as ice delivery on a recurring schedule several times each day.
- e. Provide an inclusive list of products/goods to be sold and their pricing.
- f. Winery/Distiller shall equip booth/s with approved fire extinguisher (multi-purpose 2A 10BC minimum rating).
- g. Winery/Distiller, Agents, and Employees of named Winery/Distiller to hold harmless Festival, City of Salem, Agents, Employees, Citizen Volunteers, Sub-Festivals, and all others for any malfeasance, theft, or damage as a result of participation in Festival, and any and all other cause beyond their control.
- h. All Winery/Distiller are to provide their own interior and exterior lighting (**not to exceed 75 watts**), and screen from public view outside equipment and supplies.

Absolutely **NO DRUG OR ALCOHOL** consumption permitted by Winery/Distiller, Agents, or Employees during working hours. ***No early booth removal permitted at any time.***

Winery/Distiller will be sent a move-in schedule and space location during the week prior to the Festival. In return, Festival agrees to provide the above-named Winery/Distiller with vending space as outlined above for fees and or commissions named herein.

This contract is non-transferable, terms non-negotiable. The Festival may accept or deny this contract and return fees at their discretion for products or service choices deemed not suitable to Salem Art Fair & Festival's overall theme or deemed not qualifying as presented.

**Fees are due and payable upon submission of this contract in the form of a check (all returned, or NSF checks will be assessed a \$35 fee), cashier's check, or money order no later than May 2, 2025. Booths are limited to 10 on a first come first served basis. All booths shall be occupied and open for business no later than show opening (booth hours are Friday, 10:00 a.m. to 9:00 p.m., Saturday, 10:00 a.m. to 9:00 p.m., and Sunday, 10:00 a.m. to 5:00 p.m.) or booth may be forfeited without refund.**

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Festival Authorized Representative

Winery/Distiller Authorized Representative

### **Other Information and Considerations**

- 1) All booths will meet the appearance standards people have come to expect at the Festival. This means tables will be covered and draped on the sides exposed to the public and boxes will be covered or stored out of sight. Signage will be in good taste and will be constrained to the assigned booth area. No sale signs are permitted.
- 2) ***All booth areas are pre-assigned; activities and materials must remain within the assigned booth area.***
- 3) All booths will operate during the designated Festival hours and as such must have personnel during the designated hours.
- 4) Food (personal meals or snacks) should only be present in a discretionary manner.
- 5) Booths where personnel cause dissension, disregard Festival rules, or show uncivil or unbecoming behavior toward the public will not be invited back to the Festival.
- 6) Respective deadlines for jurying, insurance certificate submission, menu submission, or such other deadlines as required for your respective booth must be met, or your space will be forfeited.
- 7) All deposits, once accepted, are non-refundable.
- 8) NSF checks and/or not being set up by the required time on the day you are to open will result in forfeiture of space.
- 9) Boomboxes and other music not specifically approved by the Festival Entertainment Coordinator are not allowed.
- 10) Because we serve the public, personal appearance is important and will be jury criteria for returning booths.
- 11) Wineries/Distillers are encouraged to do tastings, sell by the glass (approved OLCC pour), and sell sealed bottles for customers to take home. Opened bottles must stay in the booths and are not to be opened for customers to take to tables.
- 12) Smoking is not allowed in booth areas.

- 13) All booth operators must park in designated vendor parking areas.
- 14) All vehicles must be out of the venue 1 hour prior to opening each day (9AM). This guideline applies to activity participants as well. The only exception is the load out for the Main Stage.
- 15) All booths requiring lighting must provide their own booth lighting not to exceed 75 watts and a 50' 12-gauge extension cord.
- 16) **WINE/DISTILLERY BOOTHS MAY PLACE A SHADE TENT IN FRONT OF THEIR RESPECTIVE BOOTH, SUBJECT TO THE FOLLOWING CRITERIA:**
  - **SHADE TENTS MUST BE WHITE**
  - **ALL SHADE TENTS MUST BE PROPERLY ANCHORED FOR PUBLIC SAFETY**
  - **TATTERED, DAMAGED, OR BENT TENTS ARE NOT ACCEPTABLE**
  - **TENT MUST HAVE ADEQUATE CLEARANCE SO THAT THE PUBLIC DOES NOT HAVE TO STOOP OR BEND TO ENTER UNDER IT**

**Map showing the location of Bush's Pasture Park in Salem**

