

# Chautauqua Music Festival 2024

Dear Vendors;

Thank you for your interest in being a vendor at the Chautauqua Music Festival in Richland, Oregon at the Eagle Valley Grange Park. The dates of the 2024 event will be May 17th - 19th. Enclosed is the information to reserve a vendor space. Please complete and return the enclosed vendor form with your check payable to Chautauqua Music Festival.

Vendor space fees will be \$75 for a 10' X 12' space or \$125 for a 10' X 24' space. A limited # of spaces with power are available for an additional \$10, and all booths with power must bring their own fire extinguisher and a minimum 12-gauge, 50' extension cord. Generators will only be allowed for Food Vendors in their designated areas and food vendors must have 10-gauge extension cords.

Single booth spaces will receive two weekend passes and double spaces will receive 3 weekend passes. One additional pass may be purchased at 50% off for each size booth.

We will open up Friday, May 17<sup>th</sup> at 9:00 am for vendors to set up in their designated places (please be respectful to our Venue -PLEASE DO NOT SET UP or Park on the grounds prior to 9:00am on Friday). All booths must be set up by 2:00pm on Friday. Vendors will not be allowed to break down their booths or leave the venue until after 11:00am on Sunday.

Vendors will be allowed to camp in a designated area separate from the booth area on the grounds for \$25. Camping is dry and must be self contained. Food Vendors will be available throughout the event. We will include a list of recommended lodging and RV parks for out of town vendors who do not wish to camp or require hookups in your confirmation email.

Please complete and return your applications as soon as possible as vendor space is limited and will be assigned first by approval of merchandise and once payment is received and cleared. Booths are assigned on a first come first serve basis and **no spaces will be assigned or reserved without preapproval and payment.** Please make checks payable to Chautauqua Music Festival and mail to P.O. Box 227, Richland, OR 97870.

We will keep you posted as details unfold. If you have questions, please contact Jeff Artley at 406-471-5890.

Thank you and we look forward to seeing you at the Chautauqua Music Festival in 2024!

Warm regards-  
Jeff Artley

# Chautauqua Music Festival 2024

## Vendor Registration Form

(Please Fill Out Completely)

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

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Email:** \_\_\_\_\_

### Space Request:

10' X 12' booth- \$75 (includes 2 passes) \_\_\_\_\_ 1 Additional pass \$17 \_\_\_\_\_

10' X 24' booth- \$125(includes 3 passes) \_\_\_\_\_ 1 Additional pass \$17 \_\_\_\_\_

Electricity- \$10 \_\_\_\_\_

Dry Camp spot request - \$25 \_\_\_\_\_

**Check #:** \_\_\_\_\_ **Total Amount:** \_\_\_\_\_

Spaces are allocated on a first come first serve basis to PAID vendors/with signed release of liability/ agreement who are juried by the committee. Spaces will not be held without payment. Please enclose Check with this registration form.

**Indicate items being sold:** (Please email photos to [chautauquavendors@gmail.com](mailto:chautauquavendors@gmail.com)):  
(Returning Vendors – N/A)

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

Please know the CMF Crew will do its best to accommodate all requests, however, it may not be possible. Reservations with special needs should submit requests as soon as possible to allow ample time for arrangements to be made.

**Chautauqua Music Festival Release of Liability  
& Acknowledgement of Rules**

I, \_\_\_\_\_, representing \_\_\_\_\_  
(myself, if no business is indicated) understand the inherent risks, accidental loss and damages to my merchandise and my person associated with an event of this type, I therefore release, Chautauqua Music Festival and the Eagle Valley Grange Park and their representatives from all liability associated with my participation in Chautauqua Music Fest on May 17-19, 2024. I have read and hereby agree to comply with the rules and guidelines of this event imposed by CMF Management and Staff and the State of Oregon and the United States of America.

\_\_\_\_\_  
**Signature Vendor/Vendor's Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

**Make Checks Payable to :  
Chautauqua Music Festival  
P.O. Box 227  
Richland, OR 97870**

# Chautauqua Music Festival

## Rules & Guidelines

The following rules and guidelines were established for the safety and best interests of our vendors and guests by the CMF management. It is our desire that all of our vendors have a successful, safe and enjoyable show. Please let us know if any issues arise that we should be aware of to make this event more enjoyable and more successful. Thank you. Vendor space is **FIRST COME FIRST SERVE**. Once all spaces are filled we will open an Alternate list and you will be notified by email once your reservation is confirmed.

**Vendors will be assigned on a first come first serve basis with no exceptions.**

- For your safety and the safety of others please keep merchandise/displays out of aisle ways and within the space which has been allocated as your “table space”. Pop up canopies are recommended as you will be outdoors.
- Responsibility for remitting any and all necessary payment and paper work to the Oregon State Tax Commission will rest fully on vendors. CMF will not be responsible for any non-payment.
- Gates will open at 9:00 am on Friday, May 17th for set up and vendors must be set up by 2:00 pm when the gates open to the public. At sundown each day, the vendor show will closed to the public. Following close of the music event on Friday night, the gates will be locked for security at 10:00 pm. Gates will reopen at 7:00 am on Saturday, May 18th, and close at 10:00 pm. Gates will reopen on Sunday morning, May 19th, at 8:00am. All vendors can begin dismantling their booths at 11:00 am and will be asked to leave the premises and all gates will be locked at 5:00 pm.
- Please direct all questions, disputes between vendors and comments to the CMF management. CMF management reserves the right to refuse entrance to anyone not in compliance with usage rules of the facility or the instructions of event staff. Should removal occur refund may or may not be issued. Vendor placement will be at the discretion of the CMF management, although every effort will be made to accommodate vendor needs. Any vendors who are abusive to staff will be removed for the show and invitation will not be extended to future shows.
- Should vendors wish to cancel their registration 2 weeks notice must be given in order for a refund to be issued. Please allow 2-3 weeks following the event for refunds to be issued. No refund will be given for no-shows or cancellations less than two weeks from event.
- There will be a \$35 fee assessed to all returned checks-vendors will not be considered until check is cleared.
- Vendors must submit an application and payment to be considered for participation. Vendor spaces will not be reserved without payment!
- Vendors will be fined for any damages done to the venue in the amount necessary to fix damages caused.

- **For those booths who request power, a 110 household service will be provided. (One 220v service MAY be available – contact Vendor Coordinator for info)**
- **Vendors MUST be able to park & maneuver their own vehicles / trailers. Festival organizers will not provide parking, mechanical or repair services.**
- **Vendors dogs must be kenneled during the event. You will be responsible for financial compensation to any individual who suffers loss due to your pets actions.**

**We appreciate your cooperation in making this year’s event a successful one for you and all the vendors in attendance. We welcome your suggestions for improvement and appreciate your talent.**