Klamath Basin Audubon Society
Winter Wings Festival

2019 Vendor Application

General Information for Vendors:

Vendor Schedule

Set-Up	Friday, February 15th	OIT College Union	8:00 am - Noon
Sales	Friday, February 15th	OIT College Union	Noon - 6:00 pm*
Sales	Saturday, February 16th	OIT College Union	10:00 am - 6:00 pm*
Take Down	Sunday, February 17th	OIT College Union	8:00 am – Noon

*All vendors are expected to participate during sales hours on both Friday and Saturday.

Vendors:

- Set up your space on Friday, February 15th between 8:00 am and noon. Festival space rental begins at 8:00am. Do not unload before 8:00 am.
- Due to events taking place on Saturday evening, it may not be possible to take down displays and move items until Sunday morning.
- Provide extension cords and power strip, if you are reserving a space with electricity.
- Complete the attached application and send your check to reach us by the deadline – January 31, 2019.
- Provide brief and clear product descriptions.
- Contact the Vendor Coordinator if you would like us to post any photos of your products or a logo on our website.

Vendor Spaces:

- Each space will include a 6' table or equivalent and up to two chairs; the space is approximately 7' wide, and extends approximately 5' from the wall. Display panels must be placed at a wall and cannot extend beyond table edge – to be determined by festival staff. Due to fire regulations some tables must be placed against the wall.
- Tables are reserved and allocated as payment is received.
- All vendors must use tables provided by the event. No outside tables can be used.
- Neither OIT nor the Klamath Basin Audubon Society is liable for items left at any table at any time.

Winter Wings Festival 2019

Vendor Application

COMPLETE AND RETURN THIS FORM

NAME	
BUSINESS/ORGANIZATION	
ADDRESS	
CONTACT PHONE NUMBER	
EMAIL	
WEBSITE ADDRESS (if applicable)	

I would like to reserve the following spaces:	# of Spaces (1 or 2)	# of Tables (0, 1 or 2)
• $70 per space = • $80 per space with electricity = (2 spaces maximum/1 table per space, due to space constraints)		

Please check one of the following: I need a wall behind me. _____ My space can be free standing. ____

Sales Vendor Product Description:

_____
_____
_____
_____

Application deadline for vendors and display spaces is January 31, 2019.

Please make checks for space fees to **KBAS-Winter Wings Festival** and mail with the completed application to:

WWF Vendor Application
c/o Myki Spindle
4634 Marsh Hawk Drive
Klamath Falls, OR 97601

Confirmation emails will be sent upon receipt of application. Table numbers and further instructions will be provided at the beginning of February. Cancellations after January 31, 2019 will be charged a $25.00 fee.
If you have any questions, please email Myki Spindle at mykispin@gmail.com or phone at (541) 281-9992.

We look forward to your participation at the 2019 Winter Wings Festival!