

Klamath Basin Audubon Society
Winter Wings Festival
2017 Vendor/Display Application

General Information for Vendor/Display participants:

Vendor Schedule

Set-Up	Friday, February 17 th	OIT College Union	8:00 am - Noon
Sales	Friday, February 17 th	OIT College Union	Noon - 6:00 pm*
Sales	Saturday, February 18 th	OIT College Union	10:00 am - 6:00 pm*
Take Down	Sunday, February 19 th	OIT College Union	8:00 am – Noon

*All vendors/display representatives are expected to participate during sales hours on both Friday and Saturday. Vendor showcases will be held on both Friday and Saturday.

Vendor/Display participants must:

- Set up your table/display on Friday, February 17, 2017 between 8:00 am and noon. Festival space rental begins at 8:00am. Do not unload before 8:00 am.
- Stay through Sunday, February 19, 2017 until 8:00 am. Due to events taking place on Saturday evening, it will 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 a check by the deadline - February 1, 2017.
- Provide brief and clear product descriptions if you are selling items.
- Contact the Vendor Coordinator if you would like us to post any photos of your products or a logo on our website.

Vendor/Display 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.
- Participating agencies and nonprofits will not be charged for (1) display table, but availability is limited.
- Neither OIT nor the Klamath Basin Audubon Society is liable for items left at any table at any time.

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COMPLETE AND RETURN THIS FORM

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

I WILL PARTICIPATE AS A:

	# of Spaces (1 or 2)	# of Tables (0, 1 or 2)
SPONSOR - Please refer to sponsor letter listed on website for complimentary tables		
SALES VENDOR <ul style="list-style-type: none"> • \$70 per space • \$80 per space with electricity 2 spaces maximum/1 table per space, due to space constraints		
PARTICIPATING AGENCY OR NONPROFIT No charge for first space <ul style="list-style-type: none"> • \$35 for second space Limited availability		

I WILL NEED: (please check appropriate boxes)

A wall behind me	
An electrical outlet	
Can be free standing	

Number of chairs needed (2 maximum per space): _____

Sales Vendor Product Description:

Are you interested in participating in the Vendor Showcase event? Yes ____ No ____

If yes, what will you be demonstrating? Do you have any date/time preferences (Friday or Saturday between 10am and 3pm)?

May we add your email address to our notification list? Yes ____ No ____

Application deadline for vendors and display spaces is February 1, 2017.

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

**WWF Vendor/Display 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 sent prior to the festival. **Cancellations:** Prior to February 1, 2017, vendors will receive a full refund; on/or after February 1, 2017, you will receive all but \$25.00.

If you have any questions, please email Myki Spindle at mykispin@gmail.com or phone at (805) 712-5714.

We look forward to your participation at the 2017 Winter Wings Festival!