

694 NE 4th Avenue
Canby, OR 97013



503-266-1136
503-266-2833 (fax)

Canby Wine & Art Festival June 5-7, 2009

March 19, 2009

Dear Owner/Manager :

We invite you to participate in the Canby Wine and Art Festival, celebrating its 18th year, June 5-7, 2009. The Festival enjoys a good blend of local wineries and exhibitors. The 2008 Wine & Art Festival noted a 59% increase in attendance over previous years.

We will again be opening on Friday evening for a special evening of romance! Internationally recognized musician Patrick Lamb will perform under the stars while patrons enjoy wine, gourmet food and special evening events. Saturday and Sunday will include music from a variety of entertainers including: Portland's 2008 Female Vocalist of the year Debra Arlyn, Brady Goss and the Touchables!

New this year:

- We are partnering with The Wilsonville Inn and Suites to provide room packages, which will include shuttle service to and from the Festival.
- The People's Choice Award. On Friday evening, event patrons will select their favorite wines in three categories: Red, White, and Overall. Votes will be tallied that evening. Each selected wine and winery will be recognized with a plaque at their booth and ribbon for your Award winning wine for the remainder of the weekend. We will also announce our Award winners on stage Saturday. All People's Choice Awards will be posted on the Wine & Art Festival website and post-event press materials.
- Clackamas County Wine Tour: Premiere Tours will be on site at the Wine & Art Festival to help us sell and promote a Clackamas County Wine Tour, for a date to be set in late June. Due to the size of many of our wineries, we determined it would be more advantageous to arrange the tour after the Wine & Art Festival. This year, we have to limit the Wine Tour to Clackamas County Wineries. The Tour will highlight only those wineries participating in the Wine & Art Festival. If you are interested in having your winery booked as one of the 3 to 4 stops on the Tour, please contact Heather Alexander at 503-201-2666 or tnhalexander@netscape.net.

I are very excited about this event, and the opportunity to provide a fabulous wine and art experience for our patrons, as well as you, our exhibitors.

Enclosed, you will find an event application. If you have any questions, please feel to contact me by phone or my email at ccfair@canby.com.

Sincerely,

Laurie Bothwell
Event Coordinator
Clackamas County Event Center

Canby Wine and Art Festival Winery Exhibitor Information



- Times:** Friday, 5pm – 9pm
Saturday, 11:00am – 8pm
Sunday, 11:00am – 5pm
- Gate Fees:** \$5.00 Admission, Children 12 & under Free
- Discount:** Saturday and Sunday from 11:00AM to 1:00PM
Admission Discount – 2 for the Price of One
- We provide:** Eight foot drapery on the back of your booth, 3 foot drapery on the sides, one 6 foot skirted table for inside and porch spaces. Outside spaces include one six-foot table and chairs. All additional equipment needed should be handled through Peter Corvallis.
- Booth Appearance:** Booth spaces should be attractive and professional in appearance. Your presentation will reflect upon your products and the Festival as a whole. For example: we suggest using linen tablecloths, professional signage and appropriate props and decorative items.
- Insurance:** Under the advisement of the Clackamas County Risk Management **all vendors** are required to provide a certificate of insurance covering the general liability with a ten-day notice of cancellation. Coverage will be \$500,000 per occurrence with a \$1,000,000 aggregate for personal injury and property damage. Said certificate shall name, **“Clackamas County, Clackamas County Board of Commissioners, Clackamas County Fair Board, their employees and agents as additional insured”**. The certificate shall include the Name the Event, Dates, and Building/Area being used.
- Electricity:** If electricity is needed, please list what kind of service you will need on the agreement.
- Passes:** Exhibitors will have four (4) identification badges per booth for Festival workers. Additional badges are available for \$5.00 each when purchased before the Festival
- Ice:** 3 complimentary bags of ice (1 per day) will be provided.
- Parking:** Parking permitted across the street from the entrance to the Main Pavilion. The front of the Main Pavilion is for loading and unloading only.
- Move-In:** Friday, June 5 11:00AM to 4:00PM. Contact me if you need to make other arrangements.
- Move-Out:** No vendor will be allowed to begin tear down or move out process until 5:00 PM sharp Sunday, June 7. Parking is free during the event.
- O.L.C.C.** A *Special Events Liquor License* is required of every booth serving alcohol. For your convenience, we are enclosing the license application form from the Oregon Liquor Commission. Please fill out your portion and return the form and a separate check to OLCC for \$30.00 with your agreement.
- Consumption:** Please be advised that wineries **MAY NOT OPEN WINE BOTTLES** for customers to consume on fairground property. Selling of bottles is permitted, but open bottles are not allowed. Servers in your booth **MAY NOT** consume alcohol before or during their shift.
- I.D. Check:** Wineries are responsible for checking I.D. at time of service.
- Bottles:** Exhibitors are responsible for clean up inside their booths and for depositing their garbage into the garbage cans we provide. Our staff will empty the garbage cans as needed. Please recycle your own wine bottles and take them with you when you leave.

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Canby Wine & Art Festival June 5-7, 2009 Winery Application

Business Name _____

Contact Person _____

Address _____

Number or PO Box _____ City _____ State _____ Zip _____

Phone Numbers _____

Day Phone _____ Cell Phone _____

E-mail _____ Web site _____

What type of Booth are you interested in?

Please indicate your 1st, 2nd & 3rd choices when choosing the size of booth. Please see attached map for booth locations.

If an inside space is not available advise I would be willing to set up outside. Yes No
(Inside & porch booth rental includes back and side drapes)

8x8	Inside Pavilion	\$200.00
8x16	Inside Pavilion	\$300.00
8x10	Inside Pavilion/Porch	\$225.00
8x20	Inside Pavilion/Porch	\$325.00
10x10	Inside Pavilion/Lawn	\$250.00
10x20	Inside Pavilion/Lawn	\$350.00

Please indicate what booth number you would like: _____ 1st Choice _____ 2nd Choice

I will need electrical service: _____ No _____ Yes Specify Requirements: _____

Other events you have participated in: _____

Authorized Representative

Date

I look forward to having you participate I will send you the agreement, booth assignment and other information upon receipt of this application. Thank you, Laurie