



**VENDOR "MOVE-IN" BOOKLET**  
UMPQUA VALLEY ARTS ASSOCIATION  
**50th Annual Summer Arts Festival 2018**  
*"The He{art} of Umpqua"*

**INTRODUCTION**

The Umpqua Valley Arts Association is proud to present our 50th annual "The He{art} of Umpqua" - Summer Arts Festival. The dates of the Festival are June 22, 23 and 24. The Summer Arts Festival is the largest Art Festival in Douglas, Coos and Curry counties.

This open-air celebration of the arts is only \$5 at the gates (children under the age of 6 get in free) and is strongly promoted through newspaper, radio and television coverage. The Arts Center is in the heart of Roseburg, with easy access to all. The Festival's mission is to educate the public and showcase high quality art while producing an event that everyone – artists, performers, volunteers, vendors and guests - can look forward to. The Summer Arts Festival measures its success by the positive effect it has on the community.

This three-day event hosts more than 8,000 -10,000 people over the course of the weekend. Each of the more than 100 regional and national artists will showcase their juried art within several mediums.

We are dedicated to providing you, the exhibiting artist and vendor, the support needed to experience an enjoyable and profitable weekend. These materials have been prepared to inform you about many important details for this purpose.

Please contact the Arts Center staff at 541-672-2532 with any questions and/or comments or you can contact Sandee McGee, Gallery Director, directly by email at [sandee@uvarts.com](mailto:sandee@uvarts.com). We are happy to help and look forward to meeting you on-site once you arrive.

### Arts Center Location and Hours

Located in Fir Grove Park

1624 West Harvard Avenue, Roseburg, OR 97471

Office hours 10am – 4pm Tuesday – Friday and Saturday 10am – 2pm

Office Telephone number 541-672-2532, Website: [www.uvarts.com](http://www.uvarts.com), find us on Facebook!

### Directions

I-5 - Take the OR-138 exit, EXIT 124, toward CITY CENTER/DIAMOND LAKE - take a left at stop light - head west on Harvard Avenue - approximately .6 mi. turn right at Stewart Park Drive into Fir Grove Park - take next left behind the Woolley Center and head straight to the end of the Fir Grove Park public parking area to find our entry door. Welcome to the home of the arts!

### HOURS THAT THE FESTIVAL GROUNDS WILL BE OPEN TO THE PUBLIC

- Friday, June 23: noon to 8pm (Food court is open until 9pm)
- Saturday, June 24: 10am to 8PM (Food court is open to 9pm)
- Sunday, June 25: 10am to 4pm

### GENERAL FESTIVAL RULES AND REGULATIONS

IMPORTANT NOTES - No Exceptions to the following

- Absolutely no pets of any kind are allowed on the Festival grounds; only dogs which are “service animals” will be permitted.
- No smoking anywhere in the park, it is prohibited; a city ordinance.
- Absolutely no camping, dry or wet, is allowed on the Festival grounds, in the Fir Grove Park, parking lots or Fir Grove school parking lots; a list of very close by and popular accommodations are included in the back of this booklet.
- Only artwork media juried in at time of acceptance is allowed in your booth.
- All artwork must be the artist’s handmade work only.
- Artist must be present in booth.
- Music in booths should be used with discretion as to not disturb other vendors.
- No opening late or closing early options during the three days.
- No vehicles on the Festival grounds.
- No generators.
- No alcohol.

### Art Vendor Requirements for Work on Display

Only works of art created by the artist juried in as an exhibitor at the Summer Arts Festival may be displayed or offered for sale. All work exhibited must be hand-crafted, original and produced by the vendor artist. Reproductions are allowed, but content/image/object must be original work made by artist/vendor. Only work in the medium category(s) into which the artist is juried may be shown and sold. Work must be comparable in size, scope, style and quality to the work that was pictured in photos submitted for jury.

The artist guarantees the authenticity and the accuracy of the descriptions of the works presented. Works beyond the scope or medium represented by slides or photos originally submitted for the jury process will be prohibited from exhibition. For example, an artist accepted in the medium category of ceramics would not be allowed to also exhibit jewelry, unless both were juried in and accepted in advance.

Exhibitor's name, logo, biographical information and business cards may be displayed, as well as information about gallery representation. No other cards, ribbons, catalogues, brochures, fliers, posters or publicity materials (that are not related to the artist or the artist's juried works) may be displayed.

Summer Arts Festival committee members will be doing daily rounds to view artist booths to ensure that all the artwork on display during the weekend has been juried into the event and handmade by the individual artist. This assures that each artist vendor of the Summer Arts Festival meets the quality standards that all expect.

Artists may not let or sublet their booths either entirely or partially, with or without charge. Work of individuals other than those juried and accepted and specified in the artist's application for entry may not be exhibited or advertised in the booth. By doing this the exhibiting artist risks forfeiting participation in the Festival.

### Non-Profits

Non-profits have been assigned booth numbers by the Festival committee. Non-profits will follow the same schedule as the Art Vendors. All rules apply accordingly with addition of the below requirements.

Limited organization signage is allowed and is subject to assessment by the Festival committee. If booth is sponsored by an outside party, sponsorship signage is limited to 2' x 2' and must be confined to inside the booth area.

Non-Profit booths are for informational purposes to provide organizations with an opportunity to promote their cause and/or upcoming events. Non-profit booths cannot ask for donations or offer raffles for fundraising for the organization. This provision is in place to ensure that private artists are not placed at an unfair advantage in competing in the sale of artwork. The Festival

committee reserves the right to require the booth occupant to either modify or remove any material deemed commercial and not appropriate to the booth. All promotional materials must fit within the 10x10 booth space; no exceptions.

Non-Profits – ROTATING TABLE SESSIONS

The Festival offers tables for short term rental to accommodate non-profit organizations that do not wish to, or haven't the resources to, operate a booth over all three days. These non-profits have been assigned a booth and a table by the Festival committee. Non-profits will follow the schedule that has been arranged by lead applicant and the Gallery Director. Provided is one eight-foot table You may have signage up to 24"x24". You are permitted to distribute information about your organization and to sell tickets to your events. Any other form of fundraising, including sales or give-away of goods, are not permitted. Remember this is a tabletop display; please limit your materials to an appropriate size. Each organization can rent a table for one of the three-hour slots outlined in the schedule below.

<u>Friday June 22</u>	<u>Saturday June 23</u>	<u>Sunday June 24</u>
12:30pm -3:30pm	10:00am -1:00pm	10:00am -1:00pm
3:30pm – 6:30pm	1:00pm - 4:00pm	1:00pm - 4:00pm
	4:00pm -7:00pm	

***Non-Profit Table Check-In is Wednesday, June 20<sup>th</sup> at 4pm at UVAA. Please contact Sandee McGee to confirm your appointment.***

On site Vendor Registration at Vendor Hospitality – Thursday June 22 and Friday, June 23

On-site registration is required. All vendors including Art Vendors, Face Painter and Non-Profits, must check in and register before complete set up.

Vendor Hospitality Check in times only: Thursday, June 21 3:30pm – 5pm or Friday, June 22 7am – 10am

Onsite check in takes place inside the Arts Center on location; come to the "Hospitality Table." Coffee and donuts await you on Friday morning. Remember, they do not last forever!

Volunteers will be ready to check you in and will work hard to get you checked in quickly; thank you for your patience ahead of time. At this time you will receive a 2018 Festival bag of

materials to include vehicle vendor parking passes/ID, booth ID signage, site maps, and other pertinent information.

Any vendor who fails to register on-site by 10am Friday, June 22, forfeits all rights to occupy his or her booth space. This space may be used for other UVAA purposes. In such an event, the exhibitor remains liable for the full booth fee.

### Vendor Parking

Vendor parking is available at the west end of the Festival grounds behind the food court. To access the available vendor parking area drive back out to Harvard Avenue and travel west, turn right into the area marked "Vendor Parking."

Limited but additional parking is available in the Fir Grove Elementary parking lot (the school gate closes and locks at 8:45pm. If you park there, please get your vehicles out before this time). Fir Grove gates will re-open at 7am. If you have to take a space somewhere in the park grounds due to a lack elsewhere, please leave spaces nearer to the Festival open for your potential customers.

If you plan to bring a vehicle too large to fit into a standard parking place or you plan to tow a trailer the Vendor Parking on the west side is the place to park them.

### BOOTH INFORMATION (Excludes Food Vendors)

#### Booth Set Up

All Booth Set-ups and displays must be complete and ready for inspection by 11:30am on Friday, June 22.

Vehicles are NOT allowed on the grass/grounds due to a city park ordinance; there will be a few volunteers available Friday morning to help those who are in need of assistance. Please come prepared.

The exception to this is the Food Vendor/Food Court area.

Note: Any Art Vendor or Non-Profit who brings a vehicle onto the lawns any day of the Festival may be expelled from the remaining days of the event without refund or other remedy and risks being prohibited from participation in future Summer Arts Festivals. The Summer Arts Festival does not tolerate violation of this city park regulation.

In the past, many vendors and non-profits have chosen to set up booths and or shelving on Thursday evening. Note: If artist vendors, Face Painter and Non-Profits would like to set up on Thursday night, they may do so only after 4 pm, no exceptions. Please understand that there is

NO security on site Thursday evening and UVAA will not be responsible for any loss or damages to your booth or any valuables you choose to leave. All vendors and non-profits that choose to set up on Thursday must still check in at the Vendor Hospitality either Thursday from 3:30pm to 5pm or Friday morning from 7am to 10am.

For Vendor convenience, one lane closure for street-side unloading on Harvard Avenue will be available after the orange cones have been completely placed. Committee members will give the go ahead for vendors to do so no earlier than 7am Friday morning; all vehicles must be off the street by 11:00am. Please do not park on the street side until the cones are in place. Please move your vehicle to the Vendor Parking once you have off loaded in order to accommodate others who need to offload as well.

Each booth space measures approximately 11 feet deep by 11 feet wide. Booth structure dimensions should measure no larger than 10 feet by 10 feet (10' x 10') to provide adequate clearance between booths. Vendors must keep all goods within the given 10' x 10' space.

Exhibitors are responsible for providing their own booth structures with canopies, racks, tables, chairs, display units or other fixtures suitable for outdoor use. Exhibitors are encouraged to be prepared for any inclement weather with appropriate rain covers, tie-downs and weights. Direct sun can be a factor as well, since not all booth spaces are in direct shade.

The Summer Arts Festival reserves the right to change the location of an allotted space, slightly reduce or increase the size of space or otherwise make a necessary alteration. The Summer Arts Festival also reserves the right to arrange the layout of unoccupied areas, alter entrances and exits to and from the site and to undertake other structural alterations.

Each exhibitor is provided with booth signage listing artist name(s) and booth ID number. This booth ID number MUST be displayed on the front, top, upper right side corner of your booth beginning at 11:30am on Friday so that someone facing the front of your booth can readily see the sign. Display of this sign is important; the numbers will coincide with the site map used in publicity and also with the sign posts on the Festival grounds to aid guests in locating a desired booth. The sign is required to be displayed through the duration of the event.

### Booth Attendance

Except for reasonable breaks, each exhibiting artist must be at his/her booth and the booth must be set up and open for business from the required opening time to closing time for Art Vendors of 8pm each day of the Festival. No alcoholic beverages or smoking allowed in booths; a smoking area is located outside the grounds in the parking lot. See Map.

If an artist is working alone, an Arts Center staff member or volunteer "Booth Sitter" will be made available to oversee the booth for a 15-20 minute period to provide a needed break. During on-site registration vendors will be given the opportunity to request and schedule "Booth Sitter" visits – please sign up at this time to allow for our planning.

Sandee McGee, Gallery Director, will also be making frequent passes through the area in the art cart; please let her know if any on site problems arise, if you need some assistance or have questions. We will do our best to accommodate in making this a positive experience for you!

Food Vendors in the McMenamins Food Court

Food Vendors only, must set-up on Thursday, June 21 at the specific times which have been assigned on the Food Court Map by the Festival committee.

Food Vendors will be hand delivered Festival hospitality packets on Thursday during trailer and booth set-up and are not required to go to the Vendor Hospitality check in area Friday morning; unless they would like to get coffee and donuts!

The specific arrival times and placement listed for each Food Vendor on the food court map must be adhered to.

The Summer Arts Festival, at the Vendor's expense, will remove any non-conforming connections, machinery or equipment; vendors are responsible for any damages caused by such removal or by improperly configured electrical connections. Use of generators is strictly prohibited.

All Food Vendors must secure a Temporary Health License from the Douglas County Health Department (at least 3 days prior to event), located at 621 W Madrone Street in Roseburg, OR, 97470 541-957-3702 and apply for a one-time fire inspection permit for \$55 from the City of Roseburg Fire Department located at 700 SE Douglas, Roseburg, OR, 97470, 541-492-6770 ext 6727, [www.cityofroseburg.org](http://www.cityofroseburg.org). The Fire Marshall will complete an inspection prior to Festival opening.

Food Vendors must have trailers "unplugged" from the electrical by 7pm Sunday and leave their booth sites as they found them; completely clean of garbage, recycling and any tiny debris on the park lawns. Thank you for your cooperation!

Festival Schedule at a glance:

	Wednesday June 20
<b>4pm</b>	Non-Profit Check-In
	Thursday June 21
10am	Food Vendors begin to arrive as scheduled
noon	Food Vendors "receive" hospitality packets

4pm	Art Vendors optional early “booth only” set up
3:30	Vendor Hospitality Check in
5pm	Vendor Hospitality Closes
	Friday June 22
7am	Vendor Hospitality check in
10am	Vendor Hospitality Closes
7am	Cones on street – unloading street side begins
11am	All Vehicles off street side – All Vendor vehicles to Vendor Parking
11am	Fencing goes up around grounds
11:30am	All Vendor Booths up, stocked and ready
11:30am	All vendor Booth Inspections
noon	Food Vendors must be ready to serve
noon	Gates open
12:30	Festival Opening ceremony to thank sponsors
	Festival Fun!
7:30pm	Family Stage Closes
8pm	Art Vendor / Non Profit Booths close
9pm	Food Vendors and Main Stage closes
	Saturday, June 23
9:30	All Vendors ready to open and on the grounds
10am	Gates Open
	Festival Fun!



7:30pm	Family Stage Closes
8pm	Art Vendor / Non Profit Booths close
9pm	Food Vendors and Main Stage closes
	Sunday, June 24
9:30	All Vendors ready to open and on the grounds
10am	Gates Open
	Festival Fun!
3:45pm	Festival Closing Ceremony to thank sponsors
4pm	All Vendors close booths
4pm	Festival Closes
4pm	Cones on street - loading street side begins
7pm	Cones removed - vehicles off street
7pm	Food Vendor Trailers Unlugged/cleared
	Thank you for joining us this year!

### Security

The Summer Arts Festival enjoys the well-deserved reputation as a safe and enjoyable event. However, as exhibitors, you understand that there is always risk in large public events. Please use precautions you would normally take when traveling and participating in any outdoor event to protect your art, cash and other treasured belongings. Overnight security is provided to help protect the site on both Friday and Saturday, June 22 and 23. Festival staff may also take other measures deemed necessary to ensure adequate safety for the event and site. Nevertheless, artists are solely responsible for the security of their exhibits and equipment. The Summer Arts Festival recommends removal of all valuables from the exhibit area each night and the placement of all displays and related materials within the exhibitor’s zipped closed canopy.

### Lost and Found

Lost and Found during the event will be inside the building at the Arts Center’s front office. After the close of the event, the Arts Center will hold all Lost and Found items at its front office, 541-672-2532. Any items not claimed within 10 days of the close of the Festival become

property of UVAA. Owners will be responsible for any pre-paid shipping cost incurred to return lost items.

#### Booth Teardown

Only approved UVAA vehicles are allowed to enter onto the lawn areas. No Vendor vehicles are permitted onto the park lawns at any time for any reason; come prepared. The exception to this is the Food Vendor/Food Court area.

All vendors must leave their booth sites as they found them; completely clean of garbage, recycling and any tiny debris on the park lawns. Thank you for your cooperation!

#### Cancellation and Withdrawal

UVAA Charges a \$25 fee for vendor cancellation. No refunds are issued after June 1, 2018.

#### Insurance and Limits of Liability

Each exhibitor must insure his/her property against the risk of fire, theft, burglary, breakage and leakage and weather or water damage as well as the risk of transport to and from the Festival site. The Umpqua Valley Arts Association is not liable to any exhibitor or any other person for any damage or loss whatsoever, arising from any cause, except the gross negligence of the Festival. Without limiting the foregoing, the Summer Arts Festival is not liable for any loss incurred by reason of failure of the exhibitor to obtain such insurance or failure of such insurance to cover any loss.

#### Sales Tax

There is no sales tax in Oregon.

#### Wi-Fi Password

UVAAGuest

#### Acknowledgement of Applicable Laws and Regulations

The laws of the City of Roseburg, the State of Oregon and the United States of America are applicable to all questions arising under the rental of space or these conditions. All participants of the Festival must adhere to safety and security regulations. In the submission of an entry application, the exhibitor acknowledges these conditions of participation and agrees to observe and be bound by each and every provision contained therein and all other rules and guidelines of the Summer Arts Festival.

#### Vendor Water Station

UVAA is taking steps to implement environmentally friendly technologies. In this spirit, the Festival has made a water station and vendor hospitality station near the Kids Zone in order for vendors to get fresh water. The Festival has also made a water station available for the convenience of all vendors out on the east end of the UVAA building; Just look for the signs. Please bring your own water bottles to fill at the water stations provided throughout the Festival.

## MISCELLANEOUS INFORMATION

### Recycling

We are committed to reducing waste by recycling whenever possible. To help us in our waste reduction efforts we ask that you do the following:

- Beverage containers, including water (cans, glass and plastic bottles) will be collected in designated recycling bins located throughout the grounds.
- Corrugated cardboard – bring clean, flattened corrugated cardboard (3-layer) to the trailer located in the north parking lot behind the main stage.

### Restrooms

The Summer Arts Festival has installed multiple portable restrooms (including facilities accessible to those experiencing physical challenges) throughout the Festival site as indicated on the Festival site map. Due to the age of the building, the Arts Center's plumbing cannot accommodate the volume of people attending so everyone's understanding and cooperation is appreciated. Plan on using our portable bathrooms along with the rest of us!

### Arts Center Gift Gallery

If you wish to sell your art work through UVAA's gift gallery after the event is over or if you are an artist with work being displayed and would like to remove items currently in the gift gallery, please make arrangements with Sandee McGee, Gallery Director, prior to the Festival to schedule a time to meet with her on Sunday. All gift gallery exhibitors must hold current UVAA memberships. Contact number, 541-672-2532 or sandee@uvars.com.

### UVAA Photographers

UVAA Photographers will be on site throughout the Festival. They will be identified by a name tag and will be cataloguing the three day event for promotional and historical purposes. Thank you for your understanding and allowance.

### Attendees

The Festival is the Arts Center's largest fund raiser. Revenue generated by admission fees supports all the ongoing events along with our Arts in Education programming for elementary age children in Douglas County. Admission is \$5 per person at the gates (children 6 and under get in free).

## FESTIVAL ACTIVITIES

### Artist Marketplace

100 + locally, regionally and nationally recognized artists will showcase their work within the Fir Grove park setting – with many shaded areas afforded by the towering fir trees that make the park one of Roseburg's loveliest settings. An exceptional array of visual arts will be displayed from a diverse group of media.

### Arts Center Gallery Exhibits in the building

The Hallie Brown Ford, Red and Corridor Galleries will be exhibiting regional artworks from artists around the Pacific Northwest in our annual exhibit, Artworks Northwest.

#### Kids Zone

Art for Kids with its hands-on activities adds to the energy level and family appeal of this event. Located in the shaded area off the east end of the Arts Center's building; activities for youngsters are free. Hours: Fri. noon – 4pm, Sat. 10am – 4pm, Sun. 10am - 4pm. The Kids Zone area also includes a Face Painting Booth and children's entertainment.

#### Back - Main Stage

The Main Stage, located on the north side of the building, hosts a full-range of headline entertainment and is located within the McMenamins Food Court. There will be plenty of space for dancing and audience participation.

#### Front –Family Stage

In response to Vendor input, this stage will feature an eclectic array of cultural performances to include a magician, dance troupes, and well-known local talent.

#### McMenamins Food Court

Food Vendors featuring a vast array of yummy offerings will serve food and beverages during the Festival, including an espresso trailer. A shaded area with tables and chairs allow attendees to relax and enjoy the entertainment while savoring a meal. Beer and local Oregon wine will be available for purchase in the court. Note: All beer and wine must remain in the food court area; no exceptions.

#### Festival Misting Station (if weather requires)

Keeping cool at the Festival can be challenging at times. In the event that the weather is extreme, a misting station located on the east end of the main building will be set up for your relief.

#### ORGANIZATIONAL LEADERSHIP

A professional staff in cooperation with an extensive core of volunteers serves on the committee and over 150 additional volunteers assist during the Festival.

#### Summer Arts Festival Planning Committee Staff

Juliette Palenshus, Chair

Richard Worthey, Grounds Chair

Doug Holloway, Grounds Co-Chair

Larry Safely, Grounds Co-Chair

Steve Campbell, Grounds Co-Chair

Mike Mendenhal, Entertainment Co-Chair

Tom Davis, Utilities

Linda Smith-Craft, Signage

Andrew Apter, Executive Director  
Sandee McGee, Gallery Director  
Emily Saunders, Operations Director  
Renee Richardson, Arts in Education Director  
Amanda Walters, Receptionist

AREA ACCOMMODATION OPTIONS

CAMPING :

**Twin Rivers** - *Campground, 6 mi.*

**Douglas County Fairgrounds** – *Campground 2.1 mi.* - 2110 SW Frear Street, Roseburg, 541-957-7010

**Amacher RV Park and Campground** – 5750 NE Stephens, Winchester, 97495

**Whistler's Bend Park** - 2828 Whistlers Park Rd, Roseburg, OR 97470, 541-673-4863

LODGING :

Holiday Inn Express  
375 W. Harvard Ave.  
Roseburg, OR 97470  
(541) 673-7517  
I-5 Exit 124

Travel Lodge  
315 W. Harvard Ave.  
Roseburg, OR 97470  
(541) 672-4836  
I-5 Exit 124

Windmill Inn of Roseburg  
1450 NW Mulholland Drive  
Roseburg, OR 97470  
(541) 673-0901  
I-5 Exit 125

Motel 6  
3100 NW Aviation Dr.  
Roseburg, OR 97470  
(541) 464-8000  
I-5 Exit 127

Sleep Inn & Suites  
2855 NW Edenbower Blvd.  
Roseburg, OR 97471  
(541) 464-8338  
I-5 Exit 127

Super 8 Motel  
3200 NW Aviation Dr.  
Roseburg, OR 97470  
(541) 672-8880  
I-5 Exit 127

