



March 20th, 2007

The Seaside Chamber of Commerce & North Coast Creative Arts Association

Present

The 2007 Seaside Holiday Gift Fair

Dear Vendors,

We are pleased to announce the partnership of the Seaside Chamber of Commerce and the North Coast Creative Arts Association to present the 2007 Seaside Holiday Gift Fair.

Again this year there will be no admission charge. Booth fees have been raised slightly to increase our advertising budget. Extensive advertising is planned to announce the event targeting both local and regional markets. Enclosed is the registration form to be returned as soon as possible with your check and photos of your items. This is a juried event, so the sooner you make a choice of a (maximum of three) numbered spaces on the schematic, the better your chance of acquiring the one you desire.

We have taken into account your comment sheets from last year, and are working to put on a show you will be proud to be a part of and make it profitable for all. The North Coast Creative Arts Association will be responsible for both the jurying and the floor arrangement, so please make your choice early. Registration will be first come, first served. So if you have a special place in mind, please let us know as soon as you can. Food booths may be included, provided they have proper licensing, and are accepted through the jurying process. Please return your application as soon as possible so we can start planning. Send your application in to arrive by **SEPTEMBER 30th, 2007**. Thank you for joining this major event. If you have further questions please call the Charlotte Myers at 503-440-1037 Event Coordinator for North Coast Creative Arts Association.

Holiday Gift Fair

Seaside Chamber of Commerce

PO Box 7 • Seaside, OR • 97138 • 503.738.6391 • 503.738.5732f
www.seasidechamber.com

North Coast Creative Arts Association

331 Hillside Loop
Seaside, Oregon 97138
503 440-1037



ANNUAL SEASIDE GIFT FAIR NOV 23 – 25 2007

That's right; it's time to register for the Annual Seaside Christmas Gift Fair. **It is very important to read the following information very carefully.** The dates for the Fair are November 23rd thru November 25th, 2007. Set-up for vendors will be on Friday, November 23rd, beginning at 8:00am. You must be finished and ready to go at 12 noon. Show hours are Friday, 12:30pm - 2pm for Invited Guests, open to the public from 2pm-8pm, Saturday, 10am-6pm, and Sunday, 10am-3pm. Breakdown may not commence before 3pm on Sunday. NO EXCEPTIONS. **No children under the age of 12 allowed in booths please.**

Please make sure you check in at the front doors before unloading. Check in is Friday, November 23rd at 8:00am. All unloading must be done at either the front doors, the back doors by the Pizza Harbor, or the loading doors on the river side of the building. **If you unload on the river side your vehicle MUST be moved immediately after unloading.** The space by the river is narrow and it is suggested that you back in for easier exiting. Name badges must be worn at all times, even when you unload, or access to the building will be refused.

This is a juried show and all booths will be filled on the basis that a vendor meets all requirements. Booths for vendors will be located in the Auditorium and Exhibit Hall. Prices will be \$100.00 for regular booths, \$125.00 for end booths (limited) and will include an 8 foot table and two chairs, pipe & drape, per booth. Please see attached floor plan to make your selection.

Please read the accompanying rules and regulations carefully before you return your entry and photos. The photos are necessary and your application will not be considered without them. **Photos must show a good sample of all the items you will be selling.** Returning of the application with proper fees and photos will indicate you have read the rules and regulations and agree to abide by same. You will be required to sign a Code of Conduct when you check in at the Fair. **The Fair Committee reserves the right to accept or reject any item(s) they feel does not comply with the regulations and/or quality of the Fair. All decisions are final!**

Applications will be accepted until 5:00pm on SEPTEMBER 30th, 2007 ONLY. Notification of acceptance, or rejection, will be sent no later than October 15th, 2007. If you have any questions, you can call Charlotte Myers at 503-440-1037 charlottemyers@hotmail.com or Al at 503-738-6391 between 9:00pm – 5pm. SEE YOU AT THE FAIR!

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**SEASIDE HOLIDAY
GIFT FAIR NOVEMBER 23-25, 2007**

REGISTRATION FORM - PLEASE PRINT OR TYPE AND FILL IN COMPLETELY

**Booth Prices - \$100.00 regular, \$125.00 end booth (Non NCCAA Members)
\$80.00 regular, \$100 end booth (NCCAA Members)**

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

E-MAIL ADDRESS (REQUIRED): _____

DAY PHONE: _____ FAX NUMBER: _____

NAMES TO BE LISTED ON BADGES: Max 4 names

I WILL BE SELLING THE FOLLOWING PRODUCT(S) (please be specific):

PRICE RANGE OF PRODUCT(S) _____

You MUST send a photograph or snapshot of your craft. The purpose of the Fair is to provide a location at which individuals, through booth space, may sell their products. See cover letter for details. **ITEMS THAT DO NOT FIT THE CRITERIA WILL NOT BE ALLOWED. ONLY LICENSED FOOD VENDORS WILL BE ACCEPTED. THE HOLIDAY FAIR COMMITTEE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY ITEM FOR INCLUSION, OR EXCLUSION, IN THE FAIR. ALL DECISIONS ARE FINAL!**

I hereby release the Seaside Convention Center, City of Seaside, Seaside Chamber of Commerce, and Fair Coordinators from any and all claims, demands, costs, losses, damages, expenses, attorney's fees and liabilities concerning the Holiday Gift Fair. I also attest that I have read all rules and regulations pertaining to the Fair and will abide by same. **Producers assume no responsibility for theft, loss, damage or injury to the property of the exhibitor or their associates. Membership in the NCCAA does not guarantee acceptance into the Gift Fair. All applicants will be juried.**

Signature: _____

Date: _____

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Please check all of the following that apply.

Booths are 10'x10'

Costs are inclusive for all three days and include one 8'x30" table, two chairs, pipe & drape.

Item	Qty	Booth Number(s)
I would like - End booth @ \$125.00 each (NCCAA non member) \$100 (NCCAA members only)		
Regular Booth @ \$100.00 each (NCCAA non-member) \$80 (NCCAA members only)		
Balcony Booth @ \$60.00 each - No pipe & drape, booth size 11'x10'		
Alcove booth in front @ \$ 80.00 each - No pipe & drape, booth size 6'x10'		
Electric power - 1 x 110v outlet - \$15.00 per booth for all three days		
Wall space if available		
Disability access		
TOTAL COST		

RETURN THIS FORM WITH BOOTH FEE (**payable to the Seaside Chamber of Commerce – Gift Fair**) & PHOTOS TO THE ADDRESS ON THE BOTTOM OF THIS PAGE.

 REGISTRATION FORMS WILL BE ACCEPTED UNTIL **SEPTEMBER 30th**, 2007 AT 5:00PM. CANCELLATIONS FOR REFUNDS MUST BE RECEIVED BEFORE NOVEMBER 1, 2007. AFTER NOVEMBER 1st A \$50.00 CANCELLATION FEE WILL APPLY.

LOCAL NEWSPAPER _____ LOCAL ACCOMMODATION INFO REQUIRED Y / N
 Address _____ Phone Number _____

SEND YOUR APPLICATION WITH “DELIVERY CONFIRMATION” & INCLUDE “GIFT FAIR” ON THE ENVELOPE.

FOR OFFICIAL USE ONLY: DATE RECEIVED _____ AMOUNT \$ _____

CHECK ____ Check No _____ CASH _____

MC/Visa _____ (\$5.00 service fee for credit cards)

REGISTRATION # _____

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KEEP THIS FOR YOUR INFORMATION

1. Set up times:

Friday, November 23rd: 8:00 am - 12 pm

2. Show times:

Friday, November 23rd: 12:30 pm - 2 pm: Special time for invited guests
2 pm to 8 pm: Open to the public

Saturday, November 24th: 10 am to 6 pm

Sunday, November 25th: 11 am to 3 pm

3. This is a juried event: Send photos only, no slides or product samples. Jury selection begins with quality, one-of-a-kind, unique items, then acceptance of duplications. Date of completed application is received is a factor in acceptance.

4. Product: Handcrafted items will be given first priority (see #3), quality manufactured products may be accepted, but all products will be juried. Photos are sent out with press releases. Please make sure photos are media ready. Complement your product by layout with clean, ironed tablecloths and backdrops; try for clear images. There is no guarantee that your photos will be used in advertising, but we reserve the right to include them in the advertising. If you submitted photos last year, contact Darla Reed to see if they are of sufficient quality. If you are from outside our local area, please include your local paper's name and address so that we can send out a press release to them.

5. Food vendors must be properly licensed.

6. Liability: Producers assume no responsibility for theft, loss, damage or injury to the property of the exhibitor or their associates. You will be required to sign a Code of Conduct when you check in at the Fair.

7. Deadlines:

Application deadline: September 30th, 2007

M/C or Visa \$5.00 service fee

8. Booth prices:

	Booth	End Booth	Alcove	Balcony
2007 Regular	\$100.00	\$125.00	\$80.00	\$60.00
2007 NCCAA Member	\$80.00	\$100.00	\$80.00	\$60.00

9. Contact Darla Reed at of the NCCAA at 503-738-7238 for any further questions

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