



## VENDOR APPLICATION

2025 dates are: May 18<sup>th</sup> (Wildflower Festival) and October 26<sup>th</sup> (Mushroom Festival)

*Vendors will be notified if they have been selected for the Festival 8-12 weeks prior to the event*

Please select which Festival(s) you are interested in vending at:  Wildflower  Mushroom

Please select the appropriate box:  Art/Crafts  Plants  Mushrooms  Other

Contact Name/s:

Business Name:

Address:  City:  State:  Zip:

Phone:  Email:

Website/Social Media:

Short description of your business and a complete list of what you will be selling at Mount Pisgah Arboretum's Festival. Please include price points for the goods you will be selling.

Please list any special needs or requests your booth may require.

**No fees are due at this time** *(please do not submit money with this application.)*

- 1. If your business is selected, you will be invoiced for a \$25 non-refundable fee.**
- 2. A minimum of 20% gross sales will be due the day of the festival.**

*Please continue on the next page*

Questions? Call 541-747-1504 or email: [events@mountpisgaharboretum.org](mailto:events@mountpisgaharboretum.org)



## Mount Pisgah Arboretum Vendor Policies and Guidelines

- 🚫 Vendor set up times:
  - Saturday (day before Festival) between 12:00 PM and 7:00 PM
  - Sunday (day of Festival) between 7:00 AM and 9:00 AM

***Booth location will be at the discretion of Mount Pisgah Arboretum's Executive Director***  
***\*Booth cover, tables & chairs must be provided by the vendor unless previous arrangements have been made with MPA.***
- 🚫 **All delivery vehicles must be off site by 9:00 AM the morning of the festival. All vendor vehicles that will be on site for the entire event must be parked at the barn.**
- 🚫 Vendors shall have their displays in place by 9:00 AM and not remove them until after 5:00 PM on the day of the festival.
- 🚫 All items must be original creative work. No more than a third of all items for sale can be the work of other persons other than the vendor.
- 🚫 The vendor contribution to a finished product must outweigh the contribution of any commercial components used in the making of that product.
- 🚫 Vendors shall offer for sale, display, and/or demonstration only items approved by the Arboretum.
- 🚫 Vendors shall warrant to all purchasers that all goods sold are as represented. At the option of the purchaser, refunds shall be given for goods returned during the show.
- 🚫 Plant vendors shall offer for sale, display, and/or demonstration only items, specimens, publications or other materials related to plants or natural history, or plant material, unless otherwise approved by the Arboretum. Plant vendors shall not offer for sale any plants on the NPSO Invasive Plant List.
- 🚫 All vendors shall provide their own liability insurance.
- 🚫 Applicant understands that Mount Pisgah Arboretum staff will visit all booths at intervals throughout the Festival to ensure that all vendors comply with all Festival rules.
- 🚫 Applicant further agrees to abide by all regulations outlined in this application, the load-in and load-out instructions, security procedures or any rule promulgated by the Executive Director. Applicant acknowledges that failure to abide by regulations and repeated non-compliance will result in expulsion and ineligibility for participation on future Mount Pisgah Arboretum Festivals and other events.
- 🚫 **INDEMNIFICATION:** If the festival or any part of it is prevented from being held, or is canceled by the Arboretum, any resulting loss is to be borne by the exhibitor. Neither the Arboretum nor any of its officers, agents, employees or other representatives or advisors shall be held accountable or liable for any damage, loss, harm or injury to the person or any property of the vendor or any of the vendor's representatives or employees.

By typing your name in the field below, you acknowledge that you have read and agree to the terms of use.

Signature:  Date:

**Please submit this application to:**

Mount Pisgah Arboretum  
34901 Frank Parrish Rd  
Eugene, OR 97405

**Questions?** Call 541-747-1504 or email: [events@mountpisgaharboretum.org](mailto:events@mountpisgaharboretum.org)