



2022 Mushroom Festival
Nonprofit Application (2 pages)

Application Deadline: Due October 14, 2022

Dear Nonprofit Friends,

Greetings from Mount Pisgah Arboretum! Our Annual Mushroom Festival will take place **Sunday, October 30th** from 10 am to 5 pm. We are welcoming community organizations to table at our "Nonprofit Alley" inside the Festival. We invite you to participate!

**Please note that completing this application does not guarantee a booth at the festival. We will notify you upon acceptance.*

To participate, please:

1. Complete this application
2. Read and sign our policies & guidelines
3. Please email (scans and photos are acceptable) or send by **October 14, 2022** to:

Mount Pisgah Arboretum
34901 Frank Parrish Rd
Eugene, OR 97405
ATTN: August Jackson

Questions? Contact August Jackson, Interpretation Coordinator at interpretation@MountPisgahArboretum.org.

Contact Name/s: _____

Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Please list names of representatives attending:

Please describe your booth activity:

I have read and agree to the terms listed on the following page.

Signature

Printed Name

Date

This application, properly executed and signed by the vendor and accepted by the MPA Executive Director, constitutes a valid and binding contract.



Mount Pisgah Arboretum Non-profit Booth Policies and Guidelines

- No fee to be a Nonprofit Booth
- Booth set up times:
 - Saturday, October 29th between 12:00 PM and 7:00 PM
 - Sunday, October 30th between 7:00 AM and 9:00 AM

Nonprofit booths will be located near the music stage. Booth location will be at the discretion of Mount Pisgah Arboretum's Executive Director
- Booths 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 delivery vehicles must be off site by 9:00 AM the morning of the festival. Any vehicles that will be on site for the entire event must be parked at the barn.**
- Provide your own canopy, tables, and chairs
- No sales are allowed in Nonprofit Alley, or elsewhere in the Festival**
- All petitioning and petitions must be contained within your allotted 10x10 area
- Electricity is not available
- Sound devices are not allowed at booths
- Please have your booth staffed at all times
- Please let your volunteers know that they should **not** check in at the Arboretum's volunteer check-in booth. They should alert staff/volunteers at the gate that they are volunteering in a nonprofit booth, then proceed to their booth.
- Applicant understands that Mount Pisgah Arboretum Staff will visit all booths at intervals throughout the Festival to ensure that all nonprofit booths 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 cancelled 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.

Please submit the signed application by October 14, 2022

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at interpretation@MountPisgahArboretum.org.