

May 4, 2010

Dear Craftsperson:

This letter accompanies the packet for a one-year-only booth, (1YO's). The information contained in this letter and in the *Guidelines* (included) will help you have a successful introduction to the Oregon Country Fair (OCF). Each of the top-ranked crafters who accept a one-year-only booth must select another eligible crafter from the Wait/Share List. Both crafters sharing a booth are responsible for paying for their own booth fee. Each crafter will get an equal number of camping passes.

This letter explains how to fill out the registration paperwork, how the booth fees work, how to select another crafter to share with, how to choose a booth, and how to do business with the Fair. Please see additional instruction in the *Guidelines* if unclear.

Registering for the Fair:

The envelope contains the "registration packet" and inserts that must be returned to register for the Fair. See below for detailed instructions:

Registration packet: This is the large white envelope with your name and contact information.

- Indicate any changes to your name and contact info. Do

not fill in booth number as this will be assigned later.

- Sign packet front on signature line, acknowledging you have read the *Community Agreement and Guidelines to the OCF*.
- The ledger on the back of the packet is for office use only and will track all payment transactions.
- Please **DO NOT** seal the packet envelope!

1YO Green Insert Instructions

Front Side of Green Insert:

Passes With Booth Fee: Your booth fee is \$190 and includes a \$50 booth fee, two camping passes (\$60 each), and one vehicle sticker (\$20 each). Please indicate the names of the two adults who will be getting the camping passes and check the VS box by the name of the adult getting the vehicle sticker.

Extra Passes: You may purchase up to two more adult camping passes (\$60 each) and one more vehicle sticker (\$20 each). Please indicate the names of any adults getting extra passes or another vehicle sticker.

Tent Tags: Every tent in your booth must have a tent tag, please indicate how many you will need for your camp.

Back Side of Green Insert:

Worker Day Passes (WDP's): You may purchase worker day passes for any workers needed to assist in your booth. These passes are \$10 each, non refundable, and can be purchased for any day Wednesday through Sunday. Please allocate which day you would like the pass for in a timely manner as these are first come first serve. WDP's are good from 7 am to 7 pm and will provide admittance for one fair day.

Youth/Teen Pass Allocation: Each booth is allowed to have half as many Youth/Teen passes as adults. All Youth/Teens must have a responsible adult indicated by their pass. These responsible adults must be camping with the booth and will be held responsible for upholding the Community Agreement set in the Guidelines. Indicate the names of youth that are getting a pass through your booth including birth date. Teen Passes are \$30 each for youth ages 13-18, and \$10 for youth ages 11 and 12.

We strongly encourage you to purchase these items in advance. Both vehicle stickers and worker day passes can be mailed to you prior to the fair to ease entrance for workers. Wristbands for the event will be available at Waii Wristband Booth starting Wednesday at 8 am prior to the fair and will be open until Sunday at 2pm. Please see the guidelines on page 18 for Waii Wristband Booth hours of operation.

Return the signed registration packet with the green pass insert to register for the Fair. Please disregard the May 1st deadline on the front of the packet as this is just for returning booth representatives. Please return your

packet with as soon as possible to ensure your space. Full booth fee is due by June 19th and all pass names must be allocated by June 28th.

If you already have a booth space:

You have been awarded one of the temporary spaces this year. If you have been offered a space to share with a permanent booth representative then please notify us ASAP. This would allow an additional Juried Crafter to be placed at the fair.

How to choose a crafter to share with:

Now that you have been granted a 1YO booth space you must share it with another juried crafter off the Wait/Share list. The Wait/Share is a list of crafters that have been juried in this year or have been active crafters within the last two years. You may access the Wait/Share list online at; www.oregoncountryfair.net Look under the "Booth Info" section on the main page for the link.

Please notify us as soon as you find someone to share with. If you need some help finding someone please email boothreg@oregoncountryfair.org with any questions you may have.

How to choose a booth:

One-Year-Only Crafter's Claim Day is Saturday June 19th. All available booths will be sent via email with attached

photos in early June. Registration will award any unclaimed booths to the top-ranked crafters. Each 1YO Booth Representative will choose their booth in the same order of their corresponding jury ranking. Booth claim will begin at 12 pm at the Registration Caboose in Main Camp. Main Camp opens June 5th please feel free to come look at any available booth sites. Keep in mind to look at several choices as the Booth you have your eye on may not be available if a higher ranked juried crafter picks that booth first. If you cannot be on site on One-Year-Only Vendor Claim Day you may send a representative. If you or a representative is not present when it's your turn to claim, we will claim a site for you. Email or call us in advance about your needs for space and we will do the best we can to pick a site for you.

1YO "Craft Casbah" Booths:

The "Casbah" is a new and exciting booth area created in 2008! Crafters placed in these booths have given very positive feedback about selling there. This area is a beautiful temporary construction of bamboo and tension fabric. The Casbah consists of 6 individual booth spaces. The space of each booth is approximately 10 x 10 feet. 1YO crafters who choose or are placed in these booths will not be required to share their space. You may camp within that booth or find alternate camping on your own. These temporary booths do not provide established counters or shelves, you must provide them.

Registration Hours of Operations:

May 3rd to May 26th - Office shifts in town at 442 Lawrence Street from 6 - 8 pm.

June 5th to June 27th - Main Camp Caboose on site Wednesday through Sunday from 10 - 6 pm.

June 28th to July 6th - Main Camp Caboose on site daily from 10 - 8 pm.

How to contact Booth Registration:

E-mail: boothreg@oregoncountryfair.org, used for questions and correspondence. When sending an email to Registration please put in the subject heading "1YO". These are answered weekly, please be patient and we will get back to you promptly.

Direct Phone: (541) 868-8903. If you choose to use Voicemail instead please call our direct line. Make sure to leave your 1st and last name as well as the reason for your call.

Mail: 442 Lawrence St., Eugene OR 97401.

Main Camp is in the center of the Oregon Country Fair onsite location. Our Registration Caboose opens Saturday, June 5th from 10 to 6 pm. See above hours of operation or Guidelines page 18. Snail mail any items to Registration before Wednesday, June 30. (Registration will not receive any mail after Wednesday, June 30th.) Email or call us before Tuesday July 6th by 8 pm at the Caboose.

Thank you for participating in the Oregon Country Fair!

Justin Honea & Roxanne Wergeland
Registration
Coordinators
boothreg@oregoncountryfair.org

1YO Booth Liaisons: Momo and Travis at,
boothreg@oregoncountryfair.org