

May 2, 2016



Congrats Newly Juried Artisan!!:

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). 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 (\$75). Each crafter will get an equal number (4) 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:

**Booth Fee:** Your booth fee is \$75.

**Passes:** You are allowed to purchase up to 4 camping passes (\$80 each). Please indicate the names of the adults who'll receive a camping pass.

**Vehicle stickers:** All vehicle stickers are \$20, Please indicate the names of the two adults who will be receiving the Vehicle Stickers. Check the VS box by the name of the adult that should get the 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 day, Wednesday and Thursday and \$20 each day for Friday, Saturday or Sunday. WDP's are non-refundable, and can be purchased for any day Wednesday through Sunday. 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 \$40 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 2 for Wristband Booth hours of operation.

**Return the signed registration packet with the green pass insert to register for the Fair as soon as possible. Please disregard the May 1<sup>st</sup> deadline on the front of the packet as this is just for returning booth representatives. Once your packet is received it will ensure booth space for one year only. Full booth fee is due by June 11<sup>th</sup> and all pass names must be allocated by June 28<sup>th</sup>.**

### **If you already have a booth space:**

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. We have included a copy in your packet, and you may access the Wait/Share list online at; [www.oregoncountryfair.net](http://www.oregoncountryfair.net) Look under the "Booth Info" section on the main page for the link. Booth Registration strongly encourages you to call on the crafters within the wait share list as soon as possible.

This list will debut in the Fair Family News (FFN) around the third week in May. Once it gets circulated in the FFN, all of the booth reps in the fair that are seeking to share their space with crafters from the wait share list, will begin calling the crafters listed on that list. You are getting the list prior to the rest of the Oregon Country Fair crafters. Hopefully this will allow you the best chance to get a booth partner that will work for you.

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

### **How to choose a booth:**

**One-Year-Only Crafter's placement deadline is Saturday June 18th.** All available booths will be sent via email with attached photos in early June. Registration will then place crafters in booths by June 18<sup>th</sup> based upon choices sent in by you, the one year only booth rep. Booths are awarded to the top-ranked crafters in the same order as their corresponding jury ranking.

Main Camp opens June 4th please feel free to come look at any available booth sites. If you are unable to see the booth sites in person you may find someone in the area to come look at space for you. 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.

### **1YO "Craft Casbah" Booths:**

Crafters placed in these booths have given very positive feedback about selling here This area is a beautiful temporary construction that is being re-envisioned this year. The Casbah consists of 4 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 are being redesigned for 2016. If you are interested or are placed in one of these booths, please check with our one year only team for further details.

### **Registration Hours of Operations:**

May 6th to May 22nd - Office shifts in town at 442 Lawrence St. from 6 - 8 pm Mon & Wed.  
June 8<sup>th</sup> to June 23rd - Main Camp Caboose on site Wednesday through Sunday from 10 - 6 pm.  
June 24<sup>th</sup> to July 9<sup>th</sup> - Main Camp Caboose on site daily from 10 - 8 pm.

### **How to contact Booth Registration:**

**E-mail: [boothreg@oregoncountryfair.org](mailto: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. This will help us process your emails quicker.

**Direct Phone: (541) 868-8903.** If you choose to use Voicemail instead please call our direct line. Make sure to leave your 1<sup>st</sup> and last name as well as the reason for your call. Please leave a good phone number for us to return 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 4<sup>th</sup> from 10 to 6 pm. See above hours of operation or Guidelines page 21. Snail mail any items to Registration before Wednesday, June 30. (Registration will not receive any mail after Tuesday, July 5th.) Email or call us before Tuesday July 5<sup>th</sup> by 8 pm at the Caboose.

**Thank you for participating in the Oregon Country Fair!**

Justin Honea  
Booth Registration Coordinator  
[boothreg@oregoncountryfair.org](mailto:boothreg@oregoncountryfair.org)

1YO Booth Liaisons: Momo, Travis, Anna and Brooke, [boothreg@oregoncountryfair.org](mailto:boothreg@oregoncountryfair.org)