

Draft November 2022

Oregon Country Fair Craft Policy

The Oregon Country Fair features hand-made hand-crafted or significantly hand-altered items for sale by the artisan. The Maker is the Seller.

All crafts sold at the Fair must be hand-crafted, handmade, homegrown, hand-gathered or significantly altered by the person(s) who had that craft approved by the OCF. What are approved (juried) are the craft and the craftsperson. Approved craftspersons are those who were early-approved by being present in 1982, or who have successfully juried since then and sold regularly at the Fair thereafter. The craft must be made, displayed and sold by the craftsperson who juried that craft. If the approved craftsperson cannot be present at the Fair, their crafts may not be displayed.

Definitions: For the purposes of the OCF, the following definitions are in effect:

Artisan, Crafter, Craftsperson: a person who creates and makes material art and craft items or practices esoteric arts.

Handcrafted Item: Handcrafting of the items brought to the Fair is of central importance. Merely designing an item is not sufficient to qualify as a crafter. The creative contribution of the crafter to a finished product must outweigh the commercial components used in the making of that product.

Every item brought to the OCF for sale must be made primarily by the approved crafter. If a crafted item you have juried is being produced by other persons it is considered a manufactured item. Manufactured or commercially made items are only permitted if they are significantly altered by the crafter or incorporated in a way which makes them secondary in a finished product. If a crafter is using a factory for production of an item(s) it is not eligible for sale at OCF. If an item is deemed manufactured, the burden of proof is on the crafter to show that the product is handmade by the crafter.

Helper: a person who makes minor contributions that assist the crafter in producing the work brought to the Fair. In no case can the entirety of helpers' contribution outweigh the contribution of the juried crafter.

While crafters will interact with many crews including Security, Traffic, and others, craft issues are mainly handled by Craft Inventory Crew, Booth Registration Crew, and Construction Crew. Craft Committee is charged with recommending policy to the Board of Directors regarding craft issues.

Crews and Committees

Crew coordinators are Board-approved, oversee volunteers, and report to management. Craft Committee voting members are Board-appointed.

Craft Inventory Crew is the volunteer body which handles the application process and jury system for new craft applications. This crew maintains an archive of submissions, keeping slides and digital images for future reference, as well as maintaining a crafter database in cooperation with Registration. Once applicants are admitted, CI verifies and keeps on file the "pink sheet" inventory list, and performs

daily booth visits by the Pathwalkers (CI Crew members) during the event. The Pathwalkers collect evidence of noncompliant or insufficient stock, crafter attendance and availability to customers, and other operational issues in booths during the three days of the Fair event. When necessary, written sanctions are issued for infractions and further action recommended for noncompliant crafters. CI cooperates with Security Crew when needed for Crafter issues. If studio visits, recorded evidence or investigation is necessary, CI will conduct this and report back to Management or other parties involved in the sanction process. CI represents the “face of the Fair” for crafters during the event and booth members are encouraged to use Craft Inventory Crew as an interface for any craft-related issues that occur during the event. CI has the final word on whether or not a craft or crafter is approved.

Registration Crew is composed of volunteers who handle applications once crafters are admitted through the jury process, as well as all returning approved crafters and booth participants. This crew collects fees and issues all credentials needed for attendance at the event. Registration sends needed communications pre-Fair and maintains a database of booth participants in cooperation with Craft Inventory Crew. This crew assigns booth space to newly juried crafters according to the guidelines, facilitates movement of returning crafters within booth spaces when necessary, and assists in all crafter placement in booths, as well as maintaining the Wait/Share list and assisting to place these crafters when possible. Communication with Registration is generally done through the Booth Rep system but in some cases Registration deals directly with crafters who are not Booth Reps.

Craft Committee is a Board-approved, volunteer body of crafters, crew members and Board liaisons who meet monthly throughout the year to field complaints, discuss craft-related Fair issues, and make recommendations to the Board of Directors on craft-related guidelines, policy, and practices. The Craft Committee serves as a sounding board for customer and internal craft-related complaints and will schedule appearances by complainants at its monthly meetings when requested, respond to written complaints when necessary, and work with crews and management to facilitate solutions when needed. This committee serves to protect the crafters and the crafts and is dedicated to upholding the bylaws, specifically the section of Article II, which states:

The purpose of the corporation shall be to sponsor the Oregon Country Fair, hereinafter “the Fair”, which shall be an annual event intended to educate and inform the public about choices in personal and community lifestyle through the promotion and preservation of the work of individual crafts persons, artists, musicians, and performers, displays in a traditional fair setting, psycho-spiritual rejuvenation, and the creation of a public forum encouraging the exchange and discussion of ideas about alternative community organization, use of economic resources and appropriate technology as well as any other lawful purpose within the scope of sections 501(c)(3) or 509 (a)(1) of the Internal Revenue code.

Booth Representative: The OCF requires each craft and food booth to have a Booth Representative who is an approved artisan at the Fair and uses a booth wristband. The Booth Representative is the contact person between the booth and the rest of the Fair organization. It is the Booth Representative’s responsibility to see that all the members of the booth are aware of, and comply with, the OCF Guidelines. Additional copies of the Guidelines are also available from the OCF office, on site and at oregoncountryfair.net. Booth Representatives must be actively selling their crafts in their booths at the Fair for the three days of the event. In an emergency, the Booth Representative may submit written authorization to Registration to empower a temporary Booth Representative. New permanent Booth Representatives must be approved craftspersons who have sold their craft in that booth for the previous five years, including the two previous consecutive Fairs.

The Oregon Country Fair owns the booth spaces at the Fair. Booth spaces and Booth Representative status may be transferred according to the Guidelines, but cannot be sold or traded for compensation. The OCF reserves the right, when necessary, to appoint Booth Representatives, to reject the transfer of Booth Representative status, or to revoke Booth Representative status. The Oregon Country Fair can revoke Booth Representative status and/or approved vendor status for violations of the Guidelines. The Booth Representative may delegate specific responsibilities to other booth members by providing the Booth Registration crew with a letter indicating which booth members are authorized to do which tasks. If there is not sufficient time to send a letter to Registration in advance, the Booth Representative should provide the delegated booth member with a note of authorization.

Early-approved Crafts: In 1989, the Board of Directors confirmed that crafters/crafts that were listed in Craft Inventory records as being at the Fair of 1982 are early-approved. As long as the craftsperson is present and selling that craft, and complies with the provisions of Section 54 (Returning Crafters) the craftsperson/craft retains an early-approved status.

Returning Crafters: For purposes of jurying a craft, a returning craftsperson is defined as a craftsperson who has been at one of the three previous years' Fairs selling their approved craft. A craftsperson may be absent from the Fair (on Leave of Absence) for up to two consecutive years. A craftsperson absent from the Fair for more than two consecutive years will be dropped from the records of approved crafters. Any craft for which a crafter is approved as of the 2018 Fair will remain on his or her list of approved crafts for as long as that crafter remains active at the Fair. Crafters are required to have items in their inventory that they have made within the previous twelve months. Returning crafters who wish to have crafts they make, using different techniques and materials than those for which they are already approved, added to their list of approved crafts, must submit a craft application and a non-refundable application fee by the April 1 deadline.

Displaced Active Crafters: If a crafter becomes displaced from a booth they have been sharing with a Booth Rep, the crafter should notify boothreg@oregoncountryfair.org. Booth registration will add the crafter's name to the Wait/Share list. Booth Reg will do its best to work with the displaced crafter to find them a booth to share. Booth Registration does not guarantee a booth for the crafter while seeking a sharing solution.

If a Booth Rep wishes to remove a crafter who has participated in the booth for two years or more, they must give the crafter a one year written notice by July 1st so the displaced crafter can network at Fair for a new location for the following year.

New Craft Vendors: Each year a few new applicants are approved through the jury process to sell their crafts at the Fair. Applicants with the highest jury scores for that year will be placed in one-year-only booths and will be required to share these booths with other approved crafters.

For the purposes of jurying a craft, a new craftsperson is defined as a craftsperson who has not been at any of the three previous years' Fairs selling their approved craft. Crafts are identified by the techniques and materials used in their production.

Jurying Instructions: New crafters who wish to have crafts approved for sale at the Fair must submit three jpeg images with a craft jury application and a non-refundable application fee of \$15 by the April 1 deadline. You can find a link to applications on the OCF website starting in January of each year. If you have questions, you may email or call the Fair office at 541-343-4298 ext. 387 and leave a message for Craft Inventory.

Booths: Sales space is not guaranteed to all approved crafters; there is simply not enough booth space available for all crafters who want to participate. Crafters who are approved by the jury but whose scores do not guarantee them placement in one-year-only booths as well as any crafters who have been displaced from a booth at the Fair, are encouraged to do the following:

1. Network with Booth Representatives to find available sales space; this can be done during the Fair or during the off-season.
2. Contact Registration in the spring to request that their name be placed on the Wait/Share list. Booth Representatives are encouraged to use this list to contact crafters if space becomes available in their booths. The Wait/Share list is published in the Fair Family News for greater exposure.
3. Place an individual ad in the Fair Family News stating needs and requesting sales space. Ads are limited to 30 words maximum and cost \$5 per ad, per month.

Wait/Share List: Each year, crafters are ranked by jury score in the current year to create the Wait/Share list of crafters looking for space. Crafters with the same jury score are ranked randomly within their range. Any approved crafter looking for space may be included on the Wait/Share list. Crafters who want to be on the Wait/Share list should notify Registration in April or May.

Types of Booths:

Approved crafters at the Fair may sell from several types of booths. The **traditional** or **full booth** with camping can be a **permanent** booth if the crafter is a qualified Booth Rep or is sharing with one. Permanent booths are owned by the Fair and used by the crafters, who own the materials and are encouraged to build attractive and durable structures which are light on the land.

Individual crafters can also sell in **One-Year-Only** booths, which are not available for permanent occupation but are held by the Fair for rotating use. Smaller **Single** booths are intended for use by one crafter and may or may not include camping space. **Craft Carts** are reduced size booths, occupied by a single crafter, that may be moved to different locations around the Fair. **Strolling Crafters** with no significant booth structure may also move about the Fair.

One-Year-Only Booths: Booth Registration will maintain at least 10 full-size booths as one-year-only booths. One-year-only booths are awarded to the top-ranked crafters (by jury score in the current year.) Top juried crafters have two styles of booths to choose from: full booths and single booths. Full booths are large enough for two crafters. Top juried crafters who choose these booths are required to find a booth partner to share with. Booth Registration will then coordinate awarding booths to the top juried crafters in the order of jury rank. At minimum, one booth in the one-year-only inventory shall be awarded to an esoteric crafter if there is an applicant who satisfies the requirements.

Craft Carts are reduced-size craft booths occupied by a single crafter, that may be moved to different locations around the Fair. This booth model is intended to stay in one location during the public hours of the event. Craft Carts will be sited with the approval of Booth Registration, working in cooperation with Craft Inventory and the operations team. Designated Craft Cart locations may change from year to year. Craft Carts must be no larger than 4'x6', with a total footprint not to exceed 8'x8'. Cart and area must adhere to the aesthetic guidelines of the Oregon Country Fair. Cart placement must be such that it does not interfere with traffic, visibility or with other booths. Craft Inventory will visit each cart to verify attendance and compliance of crafts.

Strolling Crafters: Strolling crafters are expected to be able to stroll easily along the path to provide the Fair with a continually changing atmosphere. Approved strolling crafters must be registered with

Booth Registration. Strolling crafters who do not regularly move may face sanctions. Strolling crafters are required to check in with the Craft Inventory crew at Odyssey at least once a day during the Fair, between 10am and 5pm with their complete path display.

Awarding of Booth Space on a Permanent Basis: Awarding of permanent placement will be determined annually based on the availability of booth space and the evaluation of qualified applicants. If space is available, it will be awarded to the top-ranked crafter(s) from the most recent Craft Inventory Jury scores who have:

1. Five years verifiable presence at the Fair as an active crafter
2. Presence at the Fair as an active crafter in at least two of the previous three Fairs.
3. Top jury scores through the Craft Inventory jury process in the current year of application.

Crafters who have met the above requirements and wish to apply for permanent placement should submit a letter of interest between May 1 and September 30, after completion of the jury process. The letter should indicate which booths the crafter has been in at the Fair, when, and what the jury scores have been---in other words, the crafter's history with the Fair. Letters may be submitted to boothreg@oregoncountryfair.org. Craft Inventory, Booth Registration, and the Craft Committee will work together to confirm booth history and jury scores before any placement is made. Placements will be made by December 31st for the following Fair.

While specific booth availability will not be known before May 1, the opportunity to be located will be guaranteed as soon as possible after May 1. Returning crafters who are interested (and eligible for) an awarded booth space on a permanent basis must submit a new application (with digital images and fee) to Craft Inventory by the April 1 deadline for placement in the following year. Any permanent booth awards will result from consultation with Booth Registration, Craft Committee, Craft Inventory, and management.

Booth Changes: Booth Representatives are required to notify Registration of all booth changes.

Contact information: Booth Registration will collect the names, addresses (email and postal), and phone numbers of artisans in each booth. Booth Representatives should provide this information in the Registration packet and update it if there are changes after the Booth Registration Crew has received the packet.

Booth Sharing: Booths may share space with any active juried craftsperson. Booth Representatives must notify Registration as soon as possible to ensure that the added craftsperson gets credit for participating.

Leave of Absence: A booth, craftsperson, or Booth Representative may be absent from the Fair (on Leave of Absence) for up to two consecutive years. A craftsperson absent from the Fair for more than two consecutive years will be dropped from the record of approved craftspersons.

New Booth Representatives: Booth representatives may request approval for a temporary, one-year-only Booth Representative or a new permanent Booth Representative. A new crafts Booth Representative must have been an approved craftsperson in that booth for five years, including the two previous consecutive Fairs. Booth Registration will validate these requests.

Youth Crafters: Youth age 18 and younger may sell unjuried articles (kids' crafts) in their registered booth or in the official Kids' Crafts booth. All items must be handcrafted, handmade, homegrown,

hand-gathered, or significantly altered by the child selling the craft. We encourage you to list kid crafters on your Craft Inventory record. Youth who will be 19 at the time of the Fair must jury their crafts. They will jury as returning craftspersons if they were listed by Craft Inventory as active crafters (actually selling their crafts each day) for two of the previous four years. When kids are not present selling their crafts, their crafts should not be on display. When kids are done selling their crafts for the day, the craft should not be on display.

Aging Crafters: When the handcrafting artist chooses to no longer sell their craft, they may retire to the Elders Program. A craftsperson who elects to obtain his or her wristband through the Elders program may not remain actively selling their crafts in any craft booth during the public hours of the Fair in that calendar year. A crafter may come out of retirement and resume selling and obtain a pass as a crafter in the two subsequent calendar years. When the craftsperson retires, family members who have helped in making the approved craft must jury their own work to continue to sell in the booth.

Logo Items: Each year, a few returning crafters are awarded the privilege of using the Oregon Country Fair logo on their craft, for that year only. April 1 is the deadline for applying for this privilege. Unlike regular new craft applications for which only digital images are accepted, a sample of the proposed logo item is required. Please contact the Fair office for more specific information. The Board of Directors must approve use of the logo (the Peach and/or the words Oregon Country Fair) for sale, trade, or display during public hours. All logo items successfully juried five times shall be given Early Approved status and will not need to be re-juried. However, they must still register their crafts with Craft Inventory each year they intend to sell, by filling out the form and paying the jury fee.

Selling at the Fair

Craft Inventory: A copy of the Craft Inventory records for your booth is included in your registration packet (the pink sheet.) Look over this information, verify it for accuracy and completeness, and return it with your registration materials.

All crafts sold at the Fair must be hand-crafted, handmade, homegrown, hand-gathered or significantly altered by the person(s) who had that craft approved by the OCF. What are approved (juried) are the craft and the craftsperson. Approved craftspersons are those who were Early-Approved by being present in 1982, or who have successfully juried since then and sold regularly at the Fair thereafter. The craft must be made, displayed and sold by the craftsperson who juried that craft. If the approved craftsperson cannot be present at the Fair, their crafts may not be displayed.

Sale of unapproved crafts is not allowed. Imported or manufactured items are explicitly prohibited. Craft Inventory staff will stop by each booth daily to ensure that the crafts in the booth are approved crafts for that booth. There is absolutely no on-site jurying.

Recently approved craftspersons: To avoid disputes, please have a copy of your craft jury acceptance letter with you at the Fair. A Craft Inventory coordinator will be available in the evenings after the Fair closes to try to resolve disputes. If you observe any violations of these guidelines, please contact the nearest Information booth. Be aware of blanket vendors as well, and report them to the nearest Information booth. Before or after hours the Fair is open to the public, sale of handmade or hand-crafted items is allowed inside booths so long as the person or persons who made them are present at the Fair with a valid wristband or pass.

After-hours sales at the Main Stage area or outside established booths are limited to approved strolling crafters displaying a valid strolling permit.

If staff believes that an unapproved craft is being sold the Booth Representative will be asked, in writing, to remove that craft from display. Failure to comply with the request to pull a craft immediately will put the booth at risk of being put on probation. In extreme cases of continued offenses, you may be expelled from the Fair. If there is doubt about a craft being approved for sale at this year's Fair, check with Craft Inventory or submit a craft jury application with three digital images and the non-refundable application fee of \$15 by April 1. Successful jurying will guarantee approved status of the craft for subsequent years.

All booths are expected to be set up and open for business during the hours the Fair is open to the public. Please have sufficient product available for sale for the three days of the Fair. If you do not have sufficient goods for sale for the whole Fair, please consider taking craftspersons from the Wait/Share list into your booth. Registration Crew will facilitate contact with craftspersons from the Wait/Share list.

Prohibited Items: Imported or manufactured items. Illegal drug paraphernalia. Questions? Contact Craft Inventory crew. (craftinventory@oregoncountryfair.org)

Food or Drink in Craft Booths: No food or drink can be sold or served in craft booths. Herbal tinctures and herbal extracts are the only ingestible items allowed for sale in craft booths. These items must comply with all applicable state and federal laws. Crafters must supply copies of valid Health Department licenses and proof of insurance to Booth Registration.

Craft-Related Customer Complaints: Written complaints will be forwarded to the Craft Committee for consideration. The OCF may deny crafter status, or prohibit sale of items or services about whom or which the Fair has received substantial customer complaints. The Oregon Country Fair reserves the right to prohibit anyone from selling at the OCF or any product from being sold at the OCF.

Registration Procedures: Once you are approved to sell, Booth Registration Crew will be your guide through the registration system.

Booth Construction: Please read the Guidelines and Booth Construction Manual for details.

Contact Information: This document is a partial representation of Oregon Country Fair Policies and practices regarding Crafters and Craft Booths as represented in the Guidelines booklet published annually. Please read the Guidelines booklet carefully for additional information. Please refer to the general website <http://oregoncountryfair.org/> for information regarding public access and regulations, and the Fair family website <http://oregoncountryfair.net> for more specific information for OCF members. You should find contact information for all staff, crews, and committees there. If you have further questions that cannot be answered from any of these sources, you are always welcome to contact the office or Main Camp where you should be directed to someone who can help you. Written or emailed inquiries are often helpful for complicated issues.