



Vendor/Exhibitor Registration Packet for the Joyful Heart Psychic and Wellness Fair

Sunday, June 4th, 2017 11am-6pm Admission \$3-5 (under 12 free)

Auditorium Building, Lane Events Center & Fairgrounds, 796 W. 13th Ave, Eugene, OR 97402

www.JoyfulHeartPsychicFair.com

Mission

To create a space of joyful, conscious, intentional community where healers, vendors, and attendees may all enjoy each other and receive what they need.

Your hosts and producers

Ker Cleary has lived in Eugene for over 30 years, with occasional lapses in residency. She is a channeler, Bach flower practitioner, author, teacher, and now, apparently, fair producer!

Her website is BlueStarChanneling.com

Contact her at ker@joyfulheartpsychicfair.com or 541-349-0595

Kevin Elbert moved to Eugene intending to co-create conscious spiritual community. He is an Advanced Clinical Heart-Centered Hypnotherapist, specializing in helping people find freedom from addictions, anxiety, trauma and PTSD, at HypnosisByKevinElbert.com (and is now a producer, too!). Contact him at kevin@joyfulheartpsychicfair.com or 541-632-3751

About the Fair

We will have 50-55 booths of practitioners of various healing, psychic, and spiritual arts, and vendors of supportive items for all our journeys. We envision a community event with mainly local practitioners and purveyors, where everyone is supported and supportive with themselves and each other. There will be a variety of vendors and practitioners for attendees to enjoy.

Booths

\$125 early bird (before March 31st); \$175 March 31-May 7 (if still available). Booth registration closes May 7th. The producers will assign booth spaces, but you may state your location preference in your registration.

Single booth is 10x10, with no draping along the walls behind the booths. Feel free to bring banners and backdrops. Shared booths are OK; no more than 2 businesses per booth, please. Use one registration form per booth.

Feel free to bring your own booth furnishings. Tables and chairs are available to rent, if ordered with your registration. The floor is concrete, so if you will be standing, consider a floor covering or mat.

The Space

The Auditorium Hall is a long, beautiful room (168'x72') with wood walls and a curved, soaring wood ceiling hung with colorful banners. We will have a speaker space and a space for vendors to take breaks, separate from the main hall. Most of the booths will line the walls. A strong wire runs along each wall, conveniently placed for hanging banners and backdrops. (No nails, staples, etc, please.) There will be a double line of booths in the center of the room, with draping for separation. Banners may be hung from the draping structure with hooks.

We will have a table for vendors to share business cards and fliers about upcoming events. It is your responsibility to put your info on the table. Please retrieve your materials at the end of the fair!

Electricity and Wifi provided free of charge.

Set up times

Vendors will arrive in shifts 7:30 am, 8:30 am or 9:30 am (sign up on registration form). There will be volunteers to assist you in bringing your booth materials into the hall. Breakdown: 6-8pm Sunday night. Volunteers will be available to move booths out of the hall. **No booth breakdowns before 6pm please.**

Ads

With your booth fee, you will be listed on the website until January 2018, and listed in the program for the fair for free. If you purchase a display ad in the program, you will be a featured listing on the website (color photo, more information).

Your program listing (10 words max, not including biz name, your name, phone, website and location) will look something like this:

Awesome Massage Inc Chris Awesome
Deep tissue/acupressure chair and table sessions. Erase your pain!
541-123-4567 www.AwesomeRubs.com Eugene, OR

There are a limited number of business card-size display ads available in the program. They are \$27 before 3/31 and \$47 after 3/31. **Camera-ready black and white pdfs and**

jpgs only, sized proportionally 3-1/2"x2" at the outside edge. Call or email Ker (541-349-0595 or ker@joyfulheartpsychicfair.com) with questions and to reserve your ad space. We can help you with your layout (for a nominal fee) if needed. **Deadline for display ads is May 1st.**

Nonprofits Booth

The fee is \$50 per group to participate in the shared Nonprofits Booth. You are responsible for all your group's materials, and must attach proof of nonprofit status to registration form. You will also be asked to provide two staff from your organization to take shifts in the booth.

Food

There will be food available for purchase through a concession. There will also be catered trays of food (meat/cheese/bread/fruit/veggies) in the vendor's break room. If you would like to buy into the catered trays (\$7 per person in your booth), you may do so on the registration form. Anyone in a booth is welcome to use the break room space. Of course you may bring your own food, although we cannot provide refrigeration.

Deadlines, deposits and refunds

Early bird registration and ad deadline is **March 31st**. This means you must be paid in full by this time. \$50 non-refundable deposit holds your place, but **your registration must be paid in full by the deadline**. Any early bird fees not paid in full by 3/31 will become full fee (\$175/booth and \$47 for display ads). If there is still space available, we will be accepting registration and ads at full fee between March 31-May 7th **Registration for vendors closes May 7th. Deadline for display ads is May 1st.**

- March 31 – Early bird deadline for registration (full payment due)
- May 1 – Display ad deadline for camera-ready B&W artwork
- May 7 – Full-fee registration and payment deadline (if not paid in full by May 7, you will forfeit any deposits AND your booth space!)

Cancellation policy

- Full refund of your total fee if cancelled by April 15
- 50% if cancelled by May 7
- After May 7, no refunds will be given and payment of any outstanding fees will be expected.

Please contact one of the producers by phone or email to make sure there is space for you, prior to submitting your application.

Ker Cleary ker@joyfulheartpsychicfair.com 541-349-0595

Kevin Elbert kevin@joyfulheartpsychicfair.com 541-632-3751

FEES

Single booth (10'x10') _____
\$125 early bird (before 3/31); \$175 after
Double booth (10'x20') _____
\$250 early bird (before 3/31); \$350 after \$ _____

Booth location preference (not guaranteed):
Along the wall (no draping) _____
Center of room (some draping behind you) _____

8' table \$10/each How many? _____ \$ _____
(Tablecloths provided with tables)

Chairs \$2/each How many? _____ \$ _____

Optional catered trays (Meat/Veggies/Bread/Cheese/Fruit)
in break room, \$7 per person from your booth.
Number of people _____ \$ _____

Display ad in the event program \$ _____
\$27 before 3/31; \$47 after

Nonprofit booth fee (\$50) \$ _____
Chairs and table provided

TOTAL AMOUNT DUE \$ _____

Due in full by 3/31 (Earlybird) or 5/7 (full fee)

Do you need electricity at your booth?
Yes _____ No _____ Don't know _____

We will be staffed with volunteers. Are you willing to offer a 10% discount coupon to be used at your booth by a volunteer? (limited to one per booth, so you won't be inundated with volunteers)

Yes _____ No _____ Maybe _____

What shift do you prefer for booth set-up? These are arrival times; we are doing shifts to avoid a logjam. There will be volunteers available to help you unload your booth material and bring it to your space. Set up is up to you. Please be realistic about what time you can arrive and how long your booth takes to set up. Note 1, 2, 3 in order of preference. We may not be able to give you your first choice arrival time. We will do our best to accommodate everyone's

needs. We are trying to keep costs low for everyone by having booth set-up on the day of the fair. Hopefully it will work out for everyone! If not, we will do it differently next time.

7:30am____ 8:30am____ 9:30am _____

If you are solo in your booth, would you like a volunteer to come by and booth sit for you for breaks? Yes____ No____ Maybe____

We will be holding a raffle to benefit The Trauma Healing Project. We would appreciate a donation (gift certificate, gift basket, or anything you care to contribute). Will you contribute to the raffle? (Bring your donations to the fair.)

Yes____ No____ I don't know _____

Booth representative name

Address (for our files, not public)

City _____ State _____ Zip _____

Phone _____ cell or landline?

Email _____

Insurance carrier _____

Insurance policy number _____

For your public listing:

Business name _____

Website or email _____

Phone _____

Describe service or product (10 words max)

Categories for your free program/website listing (circle up to 3 per business and we will do our best to fit you in the proper categories):

- Acupuncture Angelic Animal Communication Aromatherapy
- Astrology Body Care Bodywork/Massage Candles
- Coaching Crystals Décor/Art Energy Healing
- Herbal Hypnotherapy Intuitive Arts/Psychic/Channeling Jewelry
- Naturopathy/Homeopathy Nonprofit Nutrition Reiki
- Shamanic Healing Sound Healing Tarot Vibrational Healing
- Yoga Other:

Other booth member (if sharing)

Name_____

Insurance carrier_____

Insurance policy number_____

For your public listing:

Business name_____

Website or email_____

Phone _____

Describe service or product (10 words max)

Categories for your free program/website listing (circle up to 3 per business and we will do our best to fit you in the proper categories):

- Acupuncture Angelic Animal Communication Aromatherapy
- Astrology Body Care Bodywork/Massage Candles

Coaching Crystals Décor/Art Energy Healing
Herbal Hypnotherapy Intuitive Arts/Psychic/Channeling Jewelry
Naturopathy/Homeopathy Nonprofit Nutrition Reiki
Shamanic Healing Sound Healing Tarot Vibrational Healing
Yoga Other:

Signature (booth representative, for contract)

_____ Date _____

(By signing you state you have read and agreed to all the terms of this entire registration packet.)

Please mail your application (pages 4-7) with check or money order payable to Ker Cleary, to BlueStar Channeling, PO Box 10049, Eugene, OR 97440, or scan and email to ker@joyfulheartpsychicfair.com

You may also pay by PayPal (ker@bluestarchanneling.com) or credit card (add \$5 processing fee for either of these options)

Credit card number _____

Name on card (print) _____

Expiration date _____

Code on back of card (VISA/MC/Discover) or front (AMEX) _____

Billing zip code for card _____

Email or text for receipt _____

Signature (for credit card) _____

Financial/Legal Stuff

Vendors/readers/booth people are financially responsible for any damage caused to booths, decorations, fairgrounds property, and any injuries and damages to third persons or their property that is caused by or originates in vendor's booth or through vendor's action. Third persons include, but are not limited to, business guests, invitees, other vendors, attendees at the Joyful Heart Fair, Joyful Heart Staff and volunteers, and any other person at the Joyful Heart Fair. Vendors shall protect Ker Cleary and Kevin Elbert from all such claims, defend them from all such claims and the expenses thereof including the costs and attorney fees incurred in defending such claims, and shall pay all such claims for which any legal liability is established. You must have your own business insurance if you want to be covered at the fair. You are not required by the fair to have insurance. If you want insurance, we suggest contacting an insurance agent such as Bill Tanner 541-747-9383, or going through www.energymedicineprofessionalassociation.com.

Speaking/Presenting

We will have a limited number of presentations. If you would like to be considered to present a free talk or demonstration or workshop, please describe on a separate sheet of paper.

Include the following:

- Name of presenter
- Booth/business name
- Title of talk
- Format (participatory/lecture/etc)
- Special/any equipment needed/set up (white board, chairs, mats, projector etc)
- Length of presentation (no longer than 45 minutes)
- Description of presentation (what is the topic, what will you cover, what will people learn or take away)
- What experiences and/or credentials do you have that qualify you to present this topic?
- How loud is your presentation?

Thank you for your interest in sharing your wisdom with our attendees! You will be notified by May 7th if your presentation has been selected.

Marketing the Fair

We will promote the fair in multiple ways: ads and calendar listings in local papers (the Weekly, The R-G, the Emerald), social networking, fliers around town, etc. We each have our own email lists and Instagram and Facebook pages, and will set up a page for the event, along with the website for the event (which is already getting noticed and positive feedback!). We will be using Meetup, press releases, fliers around town (we are bulletin board aficionados!), and listing on the Lane Events website, and word of mouth, of course. We feel confident we can get a good turnout.

What you can do to help this fair be a success

If you are having a relevant event or know anyone who is, please spread the word there. Quarter-sheet and larger fliers will be available to download from the website this spring. Please share the fair with your email lists and on Facebook, Instagram, Pinterest, Twitter and any other social media you use. Please post a flier at your office, or favorite coffee shop.

Please let us know if you have any suggestions or ideas on how to make this fair wonderful! We look forward to sharing and co-creating this fabulous healing event with you. This is our first year of producing this fair. We are very excited, and plan on continuing for many, many years. Please join us!

Ker Cleary and Kevin Elbert

Co-producers, The Joyful Heart Psychic and Wellness Fair, Eugene, OR

www.JoyfulHeartPsychicFair.com

ker@joyfulheartpsychicfair.com 541-349-0595

kevin@joyfulheartpsychicfair.com 541-632-3751

