



WORLD SACRED MUSIC FESTIVAL OF OLYMPIA (WSMF)
Sponsored by Interfaith Works (IW)

MARKETPLACE TABLING GUIDELINES & APPLICATION

The 5th Annual World Sacred Music Festival of Olympia – **The Artbeat of the Spirit** is scheduled to be held on March 7, 2009, from 11:00 a.m. to 9:00 p.m., at the K.J. Minnaert Center for the Arts located on the campus of the South Puget Sound Community College at 2011 Mottman Road S.W. in Olympia, WA.

WHO MAY APPLY?

Nonprofit organizations, faith communities, businesses and private individuals may apply to table for selling merchandise. Nonprofit organizations or faith communities may apply to table for informational exhibits/displays with no merchandise being sold.

PROVIDED:

A large separate room in the Center for the Arts will be provided for the Marketplace. 6 foot by 30 inch table and chairs will be provided for the merchant and nonprofit sales tables. 5 foot by 18 inch table and chairs will be provided for the informational exhibits/display tables. No outlets are available.

FEES:

- Merchant – Business or Private Individual Sales Table - \$30.
- Nonprofit – Nonprofit Organization or Faith Community Sales Table - \$20
- Informational - Informational Exhibits/Display Table (No Sales) - \$10

All nonprofit organizations must submit proof of their nonprofit status with their application.

Additionally, the Center for the Arts requires 10% of gross sales to be paid directly to the K. J. Minnaert Center for the Arts.

SET UP TIME:

9:00-10:30 a.m. Must be staffed and ready to go by 11:00 a.m. and must remain staffed until 7:30 p.m.

GUIDELINES:

What may be sold, distributed or displayed?

ethnic or religious arts, crafts, music.
fair trade products.
literature or information about faith community or nonprofit organization programs.

What may NOT be sold, displayed, or distributed?

food or drink.
tobacco or alcohol.
anything determined to be inflammatory or unsuitable by the staff of the WSMF.

General guidelines:

Exhibits and merchandise must harmonize with the purpose and vision of the festival and its sponsoring agency: **Interfaith respect and understanding**. Tables must be attended at all times. This is a family-friendly event. NO offensive language or materials inappropriate for children to see or hear will be allowed. No loud amplification of sound or anything that would disrupt your tabling neighbors will be allowed.

WSMF reserves the right to revoke permission to table and request that tabling representatives leave the event if a dispute cannot be resolved.

MARKETPLACE TABLING APPLICATION

Please type or print clearly.

Circle one: Merchant Nonprofit Informational

Organization name: _____

Contact person & title: _____

Mailing address: _____

E-mail: _____

Website: _____

Phone number(s) _____

In the space below, describe your tabling exhibit/activity and the products or information you will present.

I agree that our table attendants will comply with all guidelines, and will comply with all instructions/directions of festival staff.

Sign _____

Date _____

APPLICATION & FEE MUST BE RECEIVED BY DECEMBER 15, 2008.

After review, you will be notified as to eligibility. Should your application not be accepted, your fee will be returned. Make checks payable to Interfaith Works.

SUBMIT COMPLETED APPLICATION AND FEE TO:

Interfaith Works - WSMF
PO Box 1221
Olympia, WA 98507