



Vendor Handbook

- 1. SPACE** – Outdoor space rental is for (1) one area space of 10 ft x 10 ft Space. **You provide your own 10x10 tent, tables and any other items needed.** Vendors must operate within the space assigned by the event staff and sell or give away only those items specified in the application submitted and approved. Failure to do so may result in the revocation of the permit and removal from the grounds. **NO SUBSTITUTE VENDORS.**
- 2. HOURS OF OPERATION** – Vendors and booths must be open and staffed 15 minutes prior to the event start time and remain staffed until at least 5:00 pm.
- 3. SET-UP** – All Set up must be complete between 11am and 12:45pm You are responsible for supplying **your own equipment, etc.** for maintaining goods in your space throughout the duration of event. We do not provide hand trucks, fork lifts, etc.
- 4. REFUNDS - NO REFUNDS WILL BE GIVEN FOR ANY REASON.**
- 5. FOOD BOOTHS** – Must have a **CURRENT Clackamas County Health Department License** and must present a copy along with this application. (Call the Clackamas County Health Division at 503-655-8384 with any questions). All booths/tents must meet fire code.
- 6. POWER SOURCES AND CORDS** – **ALL GENERATORS MUST BE APPROVED BY EVENT STAFF** You must supply all of your own power supply cords, which cords must be 10 to 12 gauge cables under 50 feet long. You are responsible for securely labeling your cables. We are not responsible for power outages, shortage, surges, or loss of power caused by any reason, including but not limited to storms, Acts of God, etc..
- 7. INSURANCE** – All food booth vendors and entertainers must hold General Liability Insurance for not less than \$2,000,000.00 This section applies to all vendors who serve food and/or drink and all vendors that require audience or patron participation.
- 8. CLEAN UP** – *Vendors agree that they will conduct their business in a quiet and orderly manner, keep their places neat and clean, deposit all garbage in the appropriate receptacles provided by the Event and they will keep the area around their assigned space free from litter.* Use designated garbage location only or remove the garbage from the event location. **ALL VENDORS MUST REMOVE ANY COOKING OILS/FOOD/SAUCES FROM THE SITE DO NOT PUT IN DUPSTER** All Cleanup must be complete by 10pm
- 9. WEATHER** – The Event in no way guarantees or assures vendors that the grounds around the event will be kept free from obstruction caused by weather or any other act. **The event will go on rain or shine.** (of course there are exceptions!)
- 10. SECURITY** – The Event shall provide reasonable safeguards against fire, theft and accident, but it is specifically agreed by the vendor and Event promoter that this is a discretionary function. **The Event does not assume any responsibility for damage to goods or property of the vendors from fire, theft, accident, wind, storm or spectator. The Event does not promise and cannot be held responsible for financial success for the vendors but we will provide the best event of our ability.** VENDORS ARE 100% RESPONSIBLE FOR THE SECURITY AND SAFETY OF THEIR BOOTHS DURING THE ENTIRE EVENT.

11. CONDUCT OF VENDORS – Vendor applicants and their employees/volunteers shall conduct their activities within the area assigned. Pushcart or strolling vendors will need to obtain written permission from Event prior to commencing. Employees and volunteers shall be clean, properly dressed, orderly and polite in their conduct and speech along with the volume of their voice.

12. NOISE AND SOUND DEVICES – No loud noise, music or other sound devices shall be allowed **without prior written consent of the Event**. If the Event approves any such device, the vendor shall use the device in a manner that will cause the least disturbance to event patrons and other exhibitors/vendors. The Event reserves the right to cancel the approval of sound device and demand- discontinued use of the sound device at any time.

13. ADVERTISING AND DECORATIONS – Vendors shall provide their own signs identifying their exhibit. The sign should name the sponsoring firm or organization as well as the products and prices offered. Decorations in good taste and repair, fitting the theme of the event are encouraged to add to the festive occasion of this event.

14. REFUSAL/REMOVAL – **The EVENT can refuse vendor application and/or participation in event for any reason.** EVENT also may ask parties to remove their belongings and self from the EVENT grounds at any time and for any reason. This includes vendors, individuals, organizations, political causes, societies and the like whether for profit or non-profit. **No Pets are allowed on-site.**

15. RELEASE OF LIABILITY. All vendors must complete the Agreement to Release from Liability provided by Estacada Development Association.

16. EVENT PROMOTION. All vendors are asked to share this event to your own audience. The more people that know about this event the more successful you will be. Please share our event on social media, your own website, e-newsletter or at other events.

WEBSITE URL: <http://EstacadaHarvest.com>

Text Message Reminders can be automatically received about the event by texting the words “**Estacada Harvest**” to the phone number **313131**. You will get a reminder about the event via text message. Tell your friends!

Social Media:

Facebook Page: <https://www.facebook.com/Estacada>

Facebook Event Page: <https://www.facebook.com/events/315791059189219/> (RSVP & Send Invites)

Don't create your own event on your own Facebook page! Ask us to add you as a host of the main event to keep it all in one place while showing the event in multiple places. It's sounds weird I know, but trust us it works so much better this way.

Event Hours September 29th 1pm to 5pm

Hours for Set-up 11am to 12:45pm

Hours for Clean-up 5pm to 8pm

Keep in Contact with the Vendor Coordinator. Text: Estacada Vendor to: 313131