



2019

Vendor Policy

June 1-2, 2019

City of Woodburn
970 Cascade Drive
Woodburn, OR 97071

Vendor Contact:
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Vendor Policies

GENERAL

Booth spaces are limited, and as such, vendors are encouraged to apply early. The vendor fee includes the booth space, which may be located on grass, gravel, dirt, or pavement. **Vendors are responsible for providing their own tables, chairs, and canopies.** Vendor supplies/ equipment must not obstruct patron traffic or otherwise interfere with the aesthetics or effective operation of the event. Tents and/ or canopies must be tied down or otherwise secured, however, stakes are not permitted to be driven into the ground. Vendors may not transfer their booth to any individual not listed in the approved application. Signage and banners must be clean and professional in appearance. Electricity will be available at most booth locations, with priority given to food vendors. **Vendors are only permitted to use low wattage florescent or LED lighting. Lighting inspection will occur during Saturday set-up.**

INSURANCE

All merchandise and food vendors **SHALL BE REQUIRED** to provide and maintain comprehensive general liability insurance with a combined single limit of \$1,000,000 per occurrence. Such insurance shall be primary to other insurance maintained by the City and shall name the City as additionally insured. Vendors shall provide the City a copy of such a certificate of insurance **at least 10 days prior to event preparation and set up.**

BEVERAGE POLICY

Alcohol is not permitted on site during the Taste of Woodburn. If there is a beverage sponsor for the event, vendors will be subject to the terms of the sponsorship contract. **Beverages shall not be sold in glass containers.**

CLEANLINESS/HOUSEKEEPING

Vendors must display a sign or banner identifying their business name and/ or product offerings. Vendors are required to maintain the cleanliness of their vending area, which includes regular litter pick up. **Vendors MUST place all refuse in the event dumpster located at the ally way, NOT in the garbage cans used for event guests.** Vendors must **NOT** dump contaminated water, grease and oil, bleach water, old coffee, etc. in the city street or storm drainage system. Vendors must use any provided recycling and/ or composting containers.

PERMITS

Food vendors are required to secure a Marion County Health Department Temporary Restaurant License. A copy of the license and all required food handlers cards must be on hand during the event.

PROHIBITED ACTIVITIES

Vendors are only permitted to sell items which were listed in their approved application. Vendors are prohibited from soliciting outside their rented booth area. Vendors are not permitted to play music or utilize sound emitting or amplifying devices; including bullhorns, megaphones, CD players, and PA systems. Smoking is not permitted in the park during the event. Unless otherwise permitted by law, animals are not permitted in any vendor booth or space. **Tarps may not be used by vendors during the event's open hours.** Any noncompliance is grounds for removal from the event with no refund of fees or reimbursement for expenditure.

VEHICLES

Vendors are permitted to bring vehicles into the street to unload supplies **for no longer than 30 minutes during hours that the event is closed to the public.** No vendor vehicles will be permitted in the Park

during the hours the event is open to the public. Each vendor will be permitted to park **one** vehicle in the vendor parking areas, see attached maps.

ELECTRICITY

Electricity will be available at most booth locations, with priority given to food vendors. As available, vendors will be provided with access to **ONE** 20 amp, 120 volt circuit. All electrical equipment **MUST NOT** require more capacity than can be supplied by one 20 amp, 120 volt circuit. **Please list all electrical appliances and voltage/ amperage usage on the application form.** All electrical equipment must be in sound operating condition and will be tested for use during set-up on Saturday June 1, 2019. Electrical equipment that is not in sound operating condition will be disallowed. **Vendors are only permitted to use low wattage florescent or LED lighting. Lighting inspection will occur during Saturday set-up.**

HOURS OF OPERATION

The Taste of Woodburn event will be open according to the following schedule:

- Saturday June 1, 11:00 AM - 9:00 PM
- Sunday June 2, 12:00 PM - 6:00 PM

The City reserves the right to change the event hours at any time. The event will occur outdoors, and as such, inclement weather is a possibility. The event will be conducted rain or shine. **Vendors are required to be ready and open for business during ALL event hours listed above unless other arrangements have been made.**

SET UP AND TEAR DOWN

Vendors are permitted to set up the morning of Saturday June 1 from 8 am – 11 am. Overnight security will be provided for Saturday, June 1 to Sunday, June 2. Vendors must remove all supplies and equipment by 7:30 PM, Sunday, June 2, 2019. **Vendors are responsible for removing all trash and leaving their booth area in a clean condition.**

PROMOTION & SPONSORSHIPS

Additional promotional and sponsorships opportunities are available to all vendors for an additional fee. Indicate your potential interest by sending us an email.

ARTISAN AND NON-PROFIT VENDORS

Artisan and non-profit organizations must abide by all guidelines and fees. An artisan is defined as those whose artwork, trade, handicraft and/or cottage craft products displayed and/ or offered at the event are original creations by the artisan, produced in limited quantities, and are handmade works of art, as determined by the City and/ or vendor committee. Work created by a large production process, kits, commercial design and workshops are not considered an original creation and shall be categorized as a non-food vendor. Any non-profit organization providing food items shall be categorized as a food vendor and shall meet all guidelines and fees under that category. To be considered a non-profit organization, the organization must be registered as a non-profit with the State of Oregon. There may be some volunteer opportunities for non-profits to off-set the cost. Contact the office at 503-980-6322 for more details.

Insurance documentation must be provided within 10 days of the event and any required county health permits must be secured prior to the start of the event. Failure to meet the established deadlines may result in the application being denied. In order to receive a full refund, cancellations must be made in writing no later than **May 17, 2019 by 5:00 PM.**

Updated: 2/28/19mg