

Vendor Policies, Requirements, and Safety Regulations

ACCEPTED VENDORS

We are looking for vendors strictly selling a product or service on-site. Booth space is very limited, and vendors not wishing to sell on-site can secure a space if they choose to sponsor the community festival.

Vendor acceptance will be based on appropriateness, product uniqueness, and the overall quality enhancing of the Festival experience as determined by the festival committee. The number of vendors with the same or similar products will be limited. In the case of multiple similar vendor applications, the earliest postmarked application with fees paid will be selected. The Festival staff reserves the right to refuse vendors who might violate community standards of decency or otherwise infringe upon the rights of the others.

BOOTH SPACE

All accepted vendors will be assigned a 10'x10' booth space [20x10 for food vendors]. Multiple spots may be purchased and assigned contiguously, as space allows. Sharing a booth is only permissible if all applicants have provided completed applications and are approved by the Festival staff. Booth boundaries will be marked along the walkways or on the grass with a marked number in the middle of the space. No display signs, decorations, banners, advertising matter, or exhibits may extend outside these boundaries of the assigned booth space, unless cleared by the Festival staff. Aisles, walkways, and overhead spaces must remain open.

BOOTH SPACE ASSIGNMENTS

The booth arrangement is changing from previous years. Requests can be made for general areas in the park; any requests will be considered after a completed application, associated licensure, and full payment have been received. We reserve the right to place vendors within areas as deemed necessary to balance the park, accommodate electrical needs, and facilitate traffic flow and sales. Vendors may not move to another location without permission of the Festival staff. We will be providing a map of the park with designated vendor booth locations the week before the Festival.

BOOTH SPACE CONDITIONS

All booth spaces are located at Max Patterson Park, and most of them are on the grass area. Most of the grass areas are flat but be prepared for some uneven ground. Some of the park is shaded by trees, while other parts are in the open. **The Festival is an outdoor, rain or shine event. Each vendor must provide their own canopies with weights, display tables, counters, racks, seating, or any other equipment they may need.** All equipment must be in safe working condition and conform to fire safety standards. The Fire Marshal will inspect the park once set up for safety. Weighting or anchoring canopies must be done completely ON TOP of the ground.

BOOTH SETUP AND BREAKDOWN

Setup: Setup of the booths will begin on **Friday, August 5th, 2022 at 9am**. Traffic and parking can be difficult, and there are no designated times for each vendor so your patience will be appreciated during this time. **The streets on the north (Fairfield) and south (Exeter) sides of the park are designated for unloading.** Vendors may temporarily park in these locations while unloading, but these streets must be kept clear down the middle for safety purposes. Parking will not be allowed on these streets after vendors have finished unloading. There is parking further down each of the two streets and on the side streets, which is free and does not require a permit. **Driving onto the park grounds is prohibited.** Please bring your own cart or dolly to transport anything you need for your booth. Once unloaded please check in with the Festival staff. The check-in location will be on the booth location map that will be sent to vendors prior to the festival and will be labeled as space #1. We do request that

you be at your booth on the Friday of the Festival until at least 8pm. There will be a movie in the park later Friday evening, which does draw many families. Vendors are welcome to stay until midnight when the beer garden closes.

Breakdown: Vendors can begin breaking down on Saturday at 7 pm and must be completely out of the park by midnight. We do ask that you attend each day for the duration of the Festival. If you feel you must leave early, please notify the Festival staff. Vendors must remove everything from their booth including all boxes, crates, debris, and other materials related to their exhibit. The booth site must be left clean and free of debris and/or damage to the grounds. Garbage must be bagged, tied, and carried to trash dumpsters. Recycling needs to be placed in the appropriate bins. We reserve the right to charge the vendor for any damages done to the property or expense incurred for removal or disposal of any property items, garbage, or recycling left after midnight.

BOOTH RESPONSIBILITY

Participants are solely responsible for setting up and supervising their booths. During open hours the booths should not be unattended, other than going to the restroom or getting something to eat. **The Festival will have security from closing until the next morning on Friday night.**

ELECTRICITY/FIRE HAZARD REQUIREMENTS

Electricity is available upon request at the time of the application submission. At this time there is no cost for the electrical hook-up, but it is limited, and requests will be selected on a first reserved-first served basis. All approved vendors, not just those with electrical needs, will receive a copy of the Gladstone Fire codes. Vendors will be accountable for following these fire codes. The Fire Marshal will be on site the day of the event to check compliance by all vendors.

All electrical appliances and cords must meet the applicable codes. **Vendors must provide their own heavy duty 3-prong extension cord(s).** Please contact the Festival staff for any interruptions in electrical services. Food vendors are responsible for having the appropriate fire extinguishers at their booth during the Festival hours.

FOOD VENDORS HANDLING REQUIREMENTS

Food vendors are responsible for compliance with sanitary regulations and must have an on-site person with a Food Handlers Care endorsement to receive a Temporary Restaurant License from Clackamas County. **Clackamas County Department of Health has requested that all food vendors contact them at least one month prior to the festival to inform them of your presence at the festival, and to make sure each vendor has all the proper information and required paperwork needed to participate.**

Kim Holtman REHS2
Clackamas County Environmental Health Department
Desk Ph (503)742-5359
Hours: Monday through Thursday 7:30am to 6:00pm
e-mail: kholtman@Clackamas.us

The Temporary License must be displayed at your booth during Festival hours of operation. **Each food vendor is requested to submit a copy of their menu and pricing along with their Festival application.** This is to help the Festival minimize any potential overlap of foods and prices that may cause issues between vendors. This will help to keep each vendor unique in what they are selling. The Festival staff reserves the right to discuss menu items

and prices with vendors if a conflict arises. Each food vendor is responsible for removing any food byproducts (e.g. grease) they create, and no dumping will be permitted in the streets or near water drainage areas.

LICENSES REQUIRED

Any and all licenses including city, county, state, or federal inspections or permits required by law of any vendors in the installation or operation of a booth is the sole responsibility and expense of the vendor prior to setup. **The City of Gladstone requires a Temporary Park Vendor License.** A copy of this form has been included in the application packet. **The fee for this license is \$10.00.** This fee should be included in your total vendor payment. The Festival can file this completed form and payment with the City of Gladstone if the vendor wishes. If the City of Gladstone Temporary Park Vendor License is not included with the submitted vendor application, then the application will not be processed. The signed and approved City of Gladstone Temporary Park Vendor License will be issued on the Friday setup day and must be displayed at your booth during Festival hours. **Any vendor that already has a City of Gladstone Business License for the current year is exempt from obtaining the Temporary Park Vendor License.**

LIABILITY

Gladstone Community Festival shall not be liable for any damages or other expenses that are incurred by the vendor. The Festival assumes no responsibility for any injury, loss, or damage to the property of the vendor for any cause whatsoever. This includes, but is not limited to theft, fire, vandalism, or other casualty before, during, or after the event. The Festival will provide certified security during the times when the festival is closed for the evening. The vendor shall not damage, mar, or deface items left on the grounds, and will be responsible for any such damages incurred.

ALCOHOL AND OTHER DRUGS

No vendor shall consume, be under the influence of, or have in their possession any alcohol, marijuana, or controlled substance. Festival staff have the right to ask any vendor in violation of this policy to leave the Festival grounds immediately. This violation will result in forfeiture of the Festival application fee, and any future Festival invitations to participate as a returning vendor.

RESTRICTIONS

Festival staff reserves the right to restrict or remove a vendor, without refund, if the vendor is not in compliance with the rules and regulations or is found to be unsuitable or illegal. This restriction applies but is not limited to: Sounds that are loud enough to be deemed disruptive by neighboring vendors, display size, personal conduct, printed material(s), or anything of character that might be unsuitable or illegal for the Festival.

APPLICATION, FEES, AND PAYMENT

The fee for the Festival is based on when the completed application and associated forms are submitted with a complete payment. Vendors may pay by check or credit card. If you elect to pay by credit card, please mark the box on the application and fill out the accompanying credit card form. The credit card form helps in processing of the card, and once the payment is processed the form will be destroyed for your security. Please note there will be a \$25.00 "Returned Check" fee. An application submitted without payment does not guarantee registration for the event. An application submitted with payment constitutes a vendor's commitment to attending the Festival. **All vendor applications must be accompanied with a valid photo ID as required by the City of Gladstone. No exceptions will be made.**

The application and payment may be submitted to:

Gladstone Community Festival
P.O. Box 2
Gladstone, OR 97027

CANCELLATION AND REFUND POLICY

The Festival is a "Rain or Shine" event. No refunds will be made due to weather conditions. Application fee is non-refundable. If you will not be able to attend the festival, please let us know ahead of time.

DIRECTIONS TO MAX PATTERSON PARK

Max Patterson Park is located east of the main street (Portland Avenue) in Gladstone, Oregon. Vendors coming from I-205 should take exit 10 and head toward Gladstone on 82nd Avenue. At the first stop light turn right onto Oatfield Road go two blocks and take a left turn onto Fairfield Street. Travel west on Fairfield you will reach the park in 3 blocks. If coming from McLoughlin Avenue, turn east onto Gloucester. Proceed approximately 8 blocks to Cornell and turn right. The park will be one block away.

Festival Contact

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