

Annual Gladstone Community Festival

Vendor Packet

Dear Prospective Vendor,

The Gladstone-Oak Lodge Rotary is proud to once again host the Gladstone Community Festival, and we invite you to participate in this year's festivities. The Rotary club is looking forward to seeing you again this year, as your participation made the 2019 event the strongest in years.

The event will be held Friday through Sunday, the first weekend in August. (July 31 – August 2, 2020) Set up for the event will begin on Friday at 12:00 pm. The location of the event will remain the same, and will be held at Max Patterson Park in Gladstone, Oregon. Directions to the park are located on the last page of the vendor packet.

This vendor packet contains the following information and forms to help prepare you for this year's event. **It is very important that you review the Policies, Requirements, and Safety Regulations carefully.** By submitting the application, you agree that you have read, understand, and will follow all the regulations.

Vendor Policies, Requirements, and Safety Regulations

Vendor Application

Temporary Park Vendor License Application

Credit Card Information (Where applicable.)

We will be offering a sliding fee schedule for the general vendors. To receive the best pricing, you must send in your completed application and payment early. The sliding fee schedule is as follows with the associated dates.

Applications **received by April 30** qualify for a **\$75.00** booth fee.

May 1st through June 30th will qualify for a **\$85.00** booth fee.

Applications **received after July 1st** will be a **\$95.00** booth fee.

Food vendor fee will be a flat fee of \$150.00 for a booth space and is not subject to the sliding fee scale. **Non-profit booths will be a flat fee of \$50.00** for a booth space.

Applications can be only approved, and booth spaces reserved with a full payment of fees and completed supporting paperwork. Checks can be mailed along with your application and other required documents to:

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

Please visit the Gladstone Community Festival website to check out last year's event and to view updates about this year's festival. **www.gladstonecommunityfestival.org**

If you should have any questions please do not hesitate to contact the vendor coordinator at gcfvendor@gmail.com. Bob Everett, event chairman, can also be contacted at reverett78@yahoo.com or at (503) 201-0785.

Gladstone-Oak Lodge Rotary wants to thank you so much for your support of the Gladstone Community Festival. Know that your participation is allowing our club to give to causes locally, nationally, and internationally to work for the betterment of our world.

Come join us for the fun and we are looking forward to seeing and visiting with you this summer.

Bob Everett - Festival Coordinator

Brad Vollmer- Vendor Coordinator

Gladstone Community Festival

Vendor Policies, Requirements, and Safety Regulations

ACCEPTED VENDORS

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

BOOTH SPACE

All accepted vendors will be assigned a space for their booth consisting of a configuration that is 10 feet wide by 10 feet deep. 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

Vendor booth locations of previous years will not be guaranteed; however, every effort will be made to honor requests. 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, 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 of the Festival weekend, from 12 till 3 pm. 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 there 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 6 pm. There will be a movie in the park later Friday evening, which does draw many families. Vendors are welcome to stay until it begins or during the movie.

Breakdown: Vendors can begin breaking down on Sunday at 4:30 pm and must be completely out of the park by 6:00 pm. 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, but not limited to, 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 6 pm.

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 both Friday and Saturday nights.** No one under the age of 18 may occupy the booths unless accompanied by an adult.

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-prog 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 \$5.00.** 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 evenings. 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. The cost will be \$75.00 until April 30th, \$85.00 from May 1st to June 30th, and \$95.00 from July 1st until the day of the Festival for a 10 foot by 10 foot space for general vendors. Vendors may purchase multiple booth spaces with the appropriate fee. Food vendor booth fees will be \$150.00. Non-profit booths will be assessed \$50.00 for handling fees. Non-profit groups seeking a booth will need to submit proof of their non-profit status. 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. Requests for refunds must be made in writing and received by the Festival staff no later than June 30th. Upon approval, a refund will be granted and mailed within 60 days.

DIRECTIONS TO MAX PATTERSON PARK

Max Patterson Park is located east of the main street (Portland Avenue) in Gladstone, Oregon. Vendor's 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.

Gladstone - Oak Grove Rotary Foundation

Donation Form

Credit Card Charge Request

Organization/Company Name

Name & Title

Phone Number

Credit Card Number

Exp Date

CVV Number (3 digit number on back of card)

Account Billing Address Zipcode

Donation Amount

Purpose of Donation

Signature

By signing this request form, I certify that I am authorized to represent the above noted organization, and have been directed by that organization to offer this financial donation. I/We also agree to hold harmless, the Gladstone-Oak Grove Rotary Foundation, and also the Rotary Club, from any financial liability, caused by any misrepresentation of facts that I have provided or inferred.

Gladstone Community Festival Vendor Application

Gladstone-Oak Grove Rotary
P.O. Box 2
Gladstone, OR 97027

Please fill out this Vendor Application and the Temporary Park License Vendor Application. Please mail the applications and any other supporting documentation with your payment to the above address by July 17, 2020.

Please make checks payable to Gladstone Community Festival.

For more information please contact: gcfvendor@gmail.com or Bob Everett at reverett78@yahoo.com or (503) 201-0785

Name of Organization / Individual: _____

Contact Person: _____ E-mail: _____

Phone (Home): _____ (Cell): _____

Website: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Description of your booth and what items you are selling: _____

Number of 10' x 10' space(s) needed: _____ @ \$75.00 (through April 30th)
_____ @ \$85.00 (May 1st through June 30th)
_____ @ \$95.00 (July 1st and after)
Non-Profit (# of spaces needed): _____ @ \$50.00
Gladstone Temporary Business Fee _____ @ \$5.00

Total Fee: \$ _____

Please include: Photo ID (copy) Gladstone Mobile Vendor Permit and Mobile Business License

Payment (mark one): Check _____ Credit Card: _____ (please fill out enclosed form)

Electricity Needed (mark one): Yes _____ No _____

Returning Vendors - Same location? Yes _____ No _____

I, the undersigned, agree that I have read and understand the Vendor Policies, Requirements, and Safety Regulations regarding the Festival and agree to abide by these. I understand that the Festival staff will have final authority. Noncompliance may result in removal of me/my organization from the Festival without refund. I understand that I am not registered as a vendor until I have paid my fees. I understand that my fee will not be refunded if all or part of the Festival is canceled due to inclement weather or other acts of God over which the Festival has no control over. The Festival is a rain or shine event. I further understand that my fees will not be refunded if I am accepted and choose not to attend. I, the undersigned, hereby agree to assume all risk of injury, property loss or theft, damage to persons and property, and/or death, and to indemnify and hold harmless the City of Gladstone and Gladstone-Oak Grove Rotary, their officers, employees, and event volunteers from any liability for injuries, property loss or theft, or claim for damages, damage to goods, or death that may arise in connection with my participation in the Festival event. **Signer must be 21 or older.**

Signature: _____

Print Name: _____ Date: _____

Payment Date: _____ Check #: _____ Check amount: _____ Credit Amount: _____

Temporary Vendor License: _____ ID: _____