



Estacada Area Community Events

Mailing Address: P.O. Box 2160 Estacada, OR 97023

Email: vendor@estacadatimberfestival.com Fax: 1-800-630-7858

Event Site: 30878 NW Evergreen Way, Estacada, OR 97023

Event: Estacada Timber Festival

Vendor Handbook

Updated: 2/8/2018

1. SPACE – Outdoor space rental is for (1) one area space of 12 ft x 14 ft for non-food vendors, 12x14 for food vendors, and 20x20 for audience participation vendors.. 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 one half hour prior to the event start time and remain staffed until at least 10:00 pm. Booths may stay open longer if desired.

3. SET-UP – We recommend setting up your booth on July 3rd from 1pm to 6pm. All Set up must be complete on July 4th by 10am and all vehicles must be in designated parking areas. **During the festival you are allowed to have one supply vehicle in the vendor parking area.** You will also be provided with a parking permit for one additional vehicle for the general parking area that can come and go during event hours. You are responsible for supplying **your own equipment, etc.** for maintaining goods in your space throughout the duration of event. EACE will not provide fork lifts, etc.

4. RELEASE TIME – **NO VEHICLES WILL BE ALLOWED IN OR OUT UNTIL AFTER THE FIREWORKS DISPLAY HAS ENDED AND THE SPECTATORS HAVE HAD AMPLE TIME TO EXIT.** (*Approx 11PM on the 4th*)

5. REFUNDS - NO REFUNDS WILL BE GIVEN FOR ANY REASON.

6. FOOD LIMITATIONS - We are limiting main items so that no more than 2 or 3 vendors can serve the same main item(s). Main Items are (1) Hot dogs/Corn dogs/Sausages (2) Hamburgers (3) Deli Sandwiches (4) Hot Sandwiches including pulled pork and Philly cheese steak (5) BBQ Ribs (6) Steaks (7) Italian Food (8) Mexican; Taco, Burritos Etc (9) Hand scooped Ice Cream (10) Hot Specialty Drinks not including standard coffee (11) Frozen Treats like pre-made ice cream and Icee/Slushee (12) Pretzels (13) Elephant ears (14) Oriental noodles and stir fry (15) Kettle Corn (16) Jerky (17) fresh fruit and vegetables (18) Seafood (19) Pizza (20) Baked good and pastries. Other items not on this list may be limited, please ask if you have questions if your menu item is grouped in to one of the limited food categories. Smaller items such as soft drinks, french fries, chips, candy and water are not limited as to how many vendors can sell them. All food items are first come first serve as to who wants to sell what. Please ask before you buy supplies!

7. USE OF THE NAME BIG BANG or Timber Festival. Estacada Area Community Events has the exclusive use of the phrase “Big Bang Fireworks” or “Estacada Timber Festival” during this event. No vendor shall sell merchandise with Big Bang or Timber Festival written on it or profit from the use of the phrases without prior written authorization from EACE, signed by two board of directors of EACE.

8. 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.

9. PERMITS. Any permits, health license, must be present on site each day of the event.

10. POWER SOURCES AND CORDS – ALL GENERATORS *MUST BE APPROVED BY EVENT STAFF NO LATER JUNE 28th BY 2:00 PM* 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. EACE is not responsible for the safety of the cords. EACE is 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..

11. INSURANCE – All food booth vendors and entertainers must provide a copy of General Liability Insurance for not less than \$2,000,000.00 with the **Estacada Area Community Events & Portland General Electric Company**, as additional insured. This section applies to all vendors who serve food and/or drink and all vendors that require audience or patron participation.

12. 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.* **ALL VENDORS MUST REMOVE ANY COOKING OILS/FOOD/SAUCES FROM THE SITE DO NOT PUT IN DUPSTER.** Failure to comply will result in the possible barring from participation in future events by the Estacada Area Community Events You will be invoiced for any cleanup or disposal fees. Use designated garbage location only or remove the garbage from the event location. **All Cleanup must be complete by 11am July 5th**

13. WEATHER – Weather conditions shall in no way affect this contract. 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.**

14. 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.

15. 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.

16. 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.

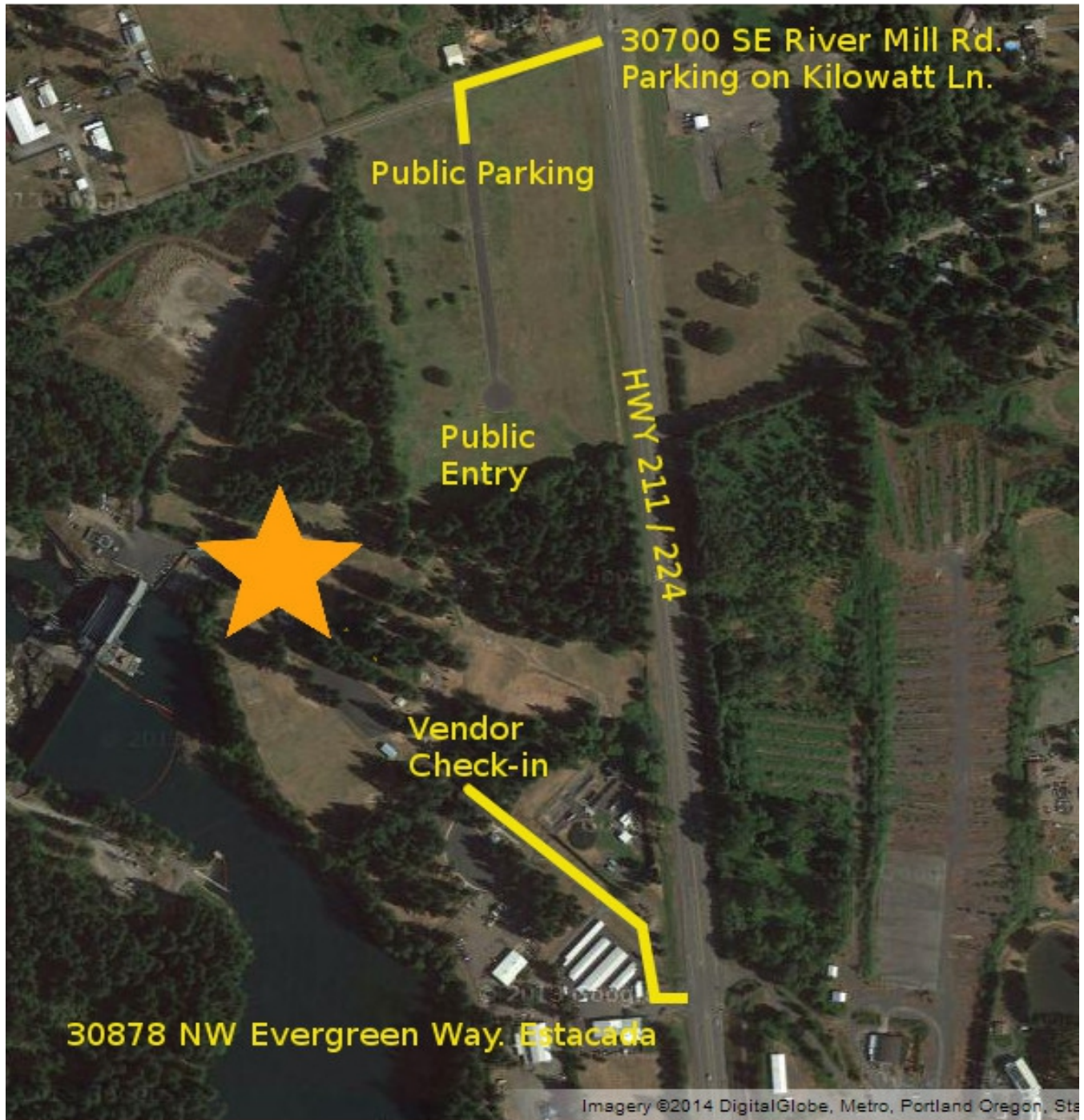
17. ADVERTISING AND DECORATIONS – Vendors shall provide their own signs identifying their exhibit. The sign should name the sponsoring firm or organization as well as the products and prices offered. Decorations in good taste and repair, fitting the theme of the event are encouraged to add to the festive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

18. 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.**

19. RELEASE OF LIABILITY. All vendors must Agreement to the Release from Liability provided by EACE & available on our website. Estacada Area Community Events **RESERVES THE RIGHT TO REFUSE SERVICE OR ADMISSION TO ANYONE**

20. TICKETS – Each Vendor will receive 2 free vehicle passes and 5 entry passes. Food trucks do not count toward

total vehicle count. Additional parking and entry tickets may be purchased at the gates. Please check in at the vendor gate (Main Timber Park Entrance) to check in and pick up your passes. No Campers or RV's Allowed!



Hours for Set-up July 3rd 1pm to 6pm & July 4th 8am to 10am

Hours for Clean-up July 4th 10pm – 12am & July 5th 8am to 11am

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