

Celebrate Molalla

Your Voice ~ Your Community

September 22, 2018

Vendor Guidelines



Event Hours: 4th Street to 5th Street - 10:00am-8:00pm – Food Vendors and Music

Event Hours: 5th Street to Dibble House - 10:00am-6:00pm - All Other Vendors

Booth size 12'x12' - \$40.00 Other sizes are subject to approval and will be priced proportionally.

Non-profit organizations will not be charged a booth fee.

Application and Space fee must be submitted no later than August 17, 2018.

There is no electricity available. Generators up to 70 dba will be allowed.

All Vendors

- Vendor must always operate in a courteous, professional manner.
- Vendors will supply their own tents, tables, supplies, etc. Vendors are invited to bring walls or canopies to use in the set-up of their space.
- Vendor set-up hours are from 6:30am to 9:30am.
- **All vehicles must be removed from the event area by 9:30am with no exceptions.**
- Vendors will be open ready to sell at **10:00am** and will stay until the event closes in their section.
- If a vendor sells out of product, they will make a "sold out" sign and may leave their tent. The booth cannot be taken down until closing time.
- Tear-down will be at 6:00pm in the section from 5th Street to the Dibble House.
- Someone should always be in the booth. If you need a personal break, please be considerate and post a sign.
- Vendor will wear a name tag always. First name only is acceptable.
- All vendors will have signage at their booth identifying the business name and location.
- Artists and Artisans will demonstrate or teach about some aspect of their work.
- Vendors should not have pets, other than service dogs, in their space.
- Vendor space will be kept neat and clear of debris. A dumpster will be on site for trash.
- All vendors using any sort of open flame must have a certified fire extinguisher on hand.

- Vendor shall not sell prohibited items including firearms, animals, pornographic material, items made from endangered species, items violating trademark regulations, or any other item found objectionable by management.
- No mass produced or commercial products will be sold at this event.
- Application and Space fee must be submitted no later than **August 17, 2018**.
- Cancellation must be received in written form (email is acceptable) by August 27 to receive a refund. Vendors who cancel after **August 27, 2018** will not receive a refund.

Additional requirements for Food Vendors

- Will provide a Certificate of Product liability Insurance naming the City of Molalla as additional insured.
- Must satisfy all state and county safety and license requirements.
- Will submit a copy of their Food Handler permit, insurance binder, menu, and prices, with the Vendor Application no later than **August 17, 2018**.
- No Styrofoam serve ware is allowed. Any vendor who uses Styrofoam products will not be invited to participate again.
- **All canopies and tents** under which cooking takes place, shall have a permanent attached label stating that the material is made of a fire-resistant product. If there is no label, then the material must be treated with a fire-resistant product. The empty bottler or receipt must be readily producible and on site.

There is no security or electronic monitor on site. Vendors agree that the City shall not be held responsible or financially liable for any personal injury, damaged or stolen merchandise or personal property, or losses of any kind. Vendors assume all liability for loss or damage to the venue property and waive any claim against the City.

By signing below, I agree to abide by these Vendor Guidelines

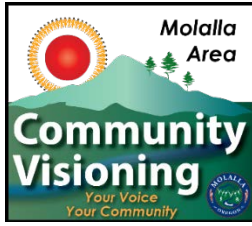
Print Vendor Name

Signature

Date

Sign and date this form and return it with the completed Vendor Application and full booth fee.

Contact Leota Childress at lchildress@cityofmolalla.com



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Vendor Application

Name:

Business Name:

Address:

Phone:

Email:

Booth size: 12'x12' \$40.00 - Other sizes are available and will be priced proportionally.

- Category:
- Food
 - Artist/Artisan
 - Beer/Wine
 - Local Product/Produce
 - Other (Explain)

Items (Food vendors include menu and prices.)

Delivery of application does not guarantee acceptance. If your application is not accepted your payment will be returned.

Signature

Date

Make Check Payable to City of Molalla

Mail to:

City of Molalla
Attn Councilor Childress
PO Box 248
Molalla OR 97038

Deliver to:

City Hall
Attn Councilor Childress
117 N Molalla Ave
Molalla OR 97038

Contact Leota Childress at lchildress@cityofmolalla.com