



Creswell Chamber of Commerce

Phone: 541-895-4398 * P.O. Box 577 * Creswell, Oregon 97426 * creswellchamber@gmail.com

April 26, 2018

It is time to start planning for our annual July 4th Celebration.

Present to June 11th:

Applications will be accepted from any business, resident or vendor. Priority will be on a first come first served basis.

June 11th to June 25th:

Late registration PRICE INCREASE - Applications will be accepted from any business, resident or vendor. Priority will be on a first come first served basis.

Applications must be filled out correctly and include payment in full to reserve your vendor booth. We will accommodate booth location requests as best as possible.

Non-food vendors – Free, promotional items are allowed, HOWEVER; food or beverages are **NOT** allowed. Free food and beverage promotional items are unfair to the vendors selling similar items.

We are looking forward to another great 4th of July celebration; should you have any questions, please don't hesitate to contact us at 541-895-4398 or creswellchamber@gmail.com.

There will be no refund for cancellations.

Not a current member? There are many benefits of membership including \$50 or more savings on booth fees (offsets a portion of membership dues!)

Visit our website (www.creswellchamber.com) to join on-line or download an application packet. Please contact the Chamber office if you are unsure of your membership status.

Sincerely,
Don Amberg
Chamber Administrator
Creswell Chamber of Commerce

Mission Statement

The Creswell Chamber of commerce is a member ship-based, Non-profit Organization that exist to help and support our Local Businesses and Organizations, strengthen the local Economy and enhance our Community.

JULY 4TH 2018 – BOOTH INFORMATION

Thank you for joining our celebration! We hope the following information will help clarify important booth issues/details and provide you with a more enjoyable and profitable event.

Set-up and Break-down of Booths:

- **Pre-assigning of Booth Locations:** We will once again pre-assign booth locations. Please let us know if you have any specific park location requirements; we will do our best accommodate requests.
- **Booth Setup “Traffic Jams”:** There is very limited vehicle access to the booth areas. Please help by not blocking the vehicle access lane and by “getting in and out” as quickly as possible. Vendor’s access is allowed from 7 to 10 AM for booth set-up. **Vehicles must then be parked away from the area until 5:00PM for take-down.** Please note: setup must be completed before the start of the parade at 10:00 AM as the roads will be blocked.
- **Booth Breakdown Time:** Booths can be broken down starting at 5:00 PM and should be completed by 5:30 PM.
- **Booth Sign Visibility:** We strongly recommend signage identifying your booth be printed with large lettering and placed high enough in the air that it can readily be seen above the crowds of people.

Water and Electrical Needs

- **Water hookups:** The park restroom utility room is the only source of potable water at the Park. We will provide a “community water line” out of the utility room with “Y” connectors. If you need to have continuous water directly to your booth, please let us know so we can plan appropriately for the location of your booth. **YOU ARE RESPONSIBLE FOR BRINGING YOUR OWN APPROVED HOSE TO DELIVER WATER DIRECTLY TO YOUR BOOTH.**
- **Electrical Hookups:** A multiple outlet electrical panel is provided on the east and west sides of park (15 amp max.) If you need to have electricity directly to your booth, please let us know so we can plan appropriately for the location of your booth. **YOU ARE RESPONSIBLE FOR BRINGING SUFFICIENT SIZE AND LENGTH OF HEAVY-DUTY UL APPROVED WEATHERPROOF ELECTRICAL CORD TO DIRECTLY DELIVER ELECTRICITY TO YOUR BOOTH.**

Compliance with Health Department Requirements

- Please follow all Health Dept. Regulations. It is **your responsibility** to obtain a temporary restaurant permit from Lane County at least one week before event. You must also have a licensed food handler present at all times. A health inspector is typically at this event, if you have any questions, please call the Lane County Health Department.

Promotional Items

- **Non-food vendors** – Promotional items are allowed with the exception: **free food or beverages are NOT allowed.** Free food and beverage promotional items are unfair to the vendors selling similar items.

Insurance

The Chamber requires a Certificate of Insurance in the amount of no less than one million (\$1,000,000) dollars to protect the Chamber against claims for personal injury or property damage that could occur because of the event. The certificate will name the Chamber as an additional insured. A copy of the certificate must be received no less than 14 days before the event.

July 4, 2018–Vendor Booth Application Form

Non-Profit Organization/Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Daytime Phone: _____ Email Address: _____

FOOD BOOTH

Please list the two proposed featured foods (in addition to beverage) or submit a menu:

1. _____

2. _____

NON-FOOD BOOTH Free, promotional items are allowed, HOWEVER; free food or beverages are NOT allowed. Free food and beverage promotional items are unfair to vendors selling similar items.

Craft: _____

Activity: _____

Other: _____

BOOTH NEEDS

Electrical Hook-up (add _____ Water Hook-up? _____ (additional \$10 fee for each service)
\$101x15 amp service? _____ (add \$10) _____

PLEASE NOTE- Vendors must provide their own heavy-duty cords and water hoses.

Other Needs: _____ Set-up Time: _____

(Booth Spaces are 10 ft. by 10 ft.)

Number of 10ft X 10ft Booth Spaces	Non-Profit & Individual NON-FOOD	Non-Profit & Individual FOOD	Commercial Chamber Member	Commercial *Non-Chamber Member
Booth Fees (before June 12)				
1 – (10 ft. by 10 ft.)	\$75	\$100	\$125	\$175
2 – (10 ft. by 20 ft.)	\$150	\$175	\$200	\$250
3 – (10 ft. by 30 ft.)	\$225	\$250	\$275	\$325
Late Registration–Booth Fees (subject to available space June 12–June 25)				
1 – (10 ft. by 10 ft.)	\$100	\$125	\$150	\$200
2 – (10 ft. by 20 ft.)	\$175	\$200	\$225	\$275
3 – (10 ft. by 30 ft.)	\$250	\$275	\$300	\$350

Booth Fee: _____ Electrical Fee: _____ Water Fee: _____

Total Fee Amount (Including Elec/Water): _____

Make checks payable to: Creswell Chamber of Commerce. There will be no refund for cancellations.

Mail or drop off completed form with total fees including electrical/water hook-up fees to:

Mail: Creswell Chamber of Commerce
 PO Box 577, Creswell, OR, 97426

Drop off: NEW LOCATION (If closed–Use drop slot next to door)
 95 W Oregon Ave, next to City Hall

Regular Chamber Office Hours: Monday-Friday 10:00 AM - 5:00 AM

If you have questions, please contact the Chamber Office: Phone 541-895-4398, email: creswellchamber@gmail.com

* Submit a Chamber Membership Application (and full payment) and enjoy Member Booth Prices

Office Use Only: Cash _____ Check _____ Check # _____ CC Receipt _____
 Date Received _____ Vendor Booth #(s): _____ Insurance certificate received _____