



## VENDOR GUIDELINES AND APPLICATION

Your participation as a **Music in the Park** vendor affords you access each week to hundreds of residents who are eager to support local restaurant owners, business owners, community organizations, merchants, artisans, and growers.

### Schedule

**Music in the Park** concerts occur on seven Tuesday nights from July 10 through August 21. Bands perform from 6:30-8:00 p.m. Vendors should be set up and open for business no later than 6:00 p.m.

### Reservations & Fees

Each booth stall measures approximately 10' x 10'. Additional space may be purchased on a space-available basis for an additional fee. Additional space may not be sublet to another vendor.

Vendors may choose among the following fee options:

**Season Pass** - \$85: Vendor space at all seven concerts.

**Day Pass** - \$15: Vendor space at one concert.

In order to participate, all vendors must complete a vendor application and send in the applicable fee payable to the *City of Woodburn*. Vendors may mail or drop off their booth fee at the *Woodburn Public Library* located at 280 Garfield Street in downtown Woodburn.

All vendors must abide by these vendor rules.

### Set-up and Operation of Vendor Stalls

- Booth set-up will begin at 5:00 p.m. at the north and east ends of Library Park. Vendors will have 60 minutes to arrive and set up their booth. Vendors should be open for business between 5:30 and 6:00 p.m.
- Please see John Hunter, Library Manager when you arrive to get your booth location and/or for any questions you may have.
- Vendors with special requirements may discuss with the Library Manager any request to use their vehicles in their booth display. A vehicle displays must be visually appealing and appropriate for the event.
- Late arrivals, set-up and restocking items will need to be carried into the market.
- Vendors may park in the lot at the corner of Arthur and First Street, the Plaza at First and Garfield or streets adjacent to the market. Provisions will be made for vendors displaying a handicap placard.
- Vendors must provide their own booths, tables and canopies. These structures must not be hazardous to the public or other vendors.
- The vendor's space must be kept neat and attractive. The vendors are responsible for cleaning up their space after the event ends, including removal of garbage and sweeping up any debris. Vendors must remove debris from the event as city receptacles may not be used for vendor garbage and debris. Vendors, whose products generate waste, must provide a receptacle for customer use.

## **Product Offering Guidelines**

Food for on-site consumption is especially popular. Food vendors must operate from a booth, cart, or stand. No motorized coaches will be allowed. Event organizers may limit the number of similar food vendors.

Craft items allowed for sale include all hand made goods such as quilts, pottery, paintings, dried or silk flower arrangements, bead work, woodwork, carvings, etc.

Fresh products of superior quality allowed for sale at the market include; vegetables, fruits, berries, herbs, flowers, plants, eggs, dairy products and food items made by the vendor such as cheese, sausage, fish and baked goods.

## **Regulatory Compliance**

- All vendors are responsible for meeting health requirements, obtaining all required state certifications, permits or applicable licenses before they will be permitted into the market. These must be available for review upon request.
- Vendors selling produce under the WIC and Senior Nutrition programs must comply with the standards set by those organizations, including the 75% rule which states that the vendor must grow or produce 75% of the products sold.
- Products labeled organically grown must be certified by the Oregon Tilth or by the Washington Department of Agriculture.
- Vendors are highly encouraged to display a sign or banner identifying their business name and products. This is to help educate the consumer on where products are coming from and which businesses are being represented at the market, as well as what you are offering.
- All growers, farmers and food vendors serving or offering samples of food must abide by the Oregon Department of Agriculture rules. Should you have any questions regarding these rules and regulations, please contact:

Oregon Department of Agriculture, Food Safety Division  
635 Capitol St. N.E.  
Salem, OR 97310-0110  
503-986-4720

If a vendor intends to sell products by the pound, the vendor must bring their own state certified scales. For information in certification please contact:

Oregon Department of Agriculture, Measurement Standards  
635 Capitol St. N.E.  
Salem, OR 97310-0110

## **Enforcement, Disputes, and other Provisions**

- Library Manager John Hunter has on-site authority to enforce all vendor rules.
- If a vendor violates the terms of this agreement, the Library Manager has discretionary authority to impose appropriate disciplinary action, which may include; a verbal or written warning and/or barring the vendor from participation in any or all future Music in the Park concerts. If barring the vendor is deemed necessary, all fees will be forfeited.
- The City of Woodburn reserves the right to prohibit anyone from selling and to prohibit any product from being sold at the market.
- A vendor may appeal any decision of the Library Manager concerning violation of these rules, by presenting a written appeal to Jim Row, Assistant City Administrator, City of Woodburn.
- Vendors selling food must provide and maintain at their own expense, comprehensive general liability insurance and comprehensive auto liability insurance with a combined single limit of at least \$1,000,000 per occurrence. Such insurance shall be primary to other insurance maintained by the City of Woodburn and shall name the City as additionally insured.



## 2018 VENDOR APPLICATION

Applicant First and Last Name: \_\_\_\_\_

Business or Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of food/product/service offered at booth: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please make checks payable to the **City of Woodburn**. Bring or mail your application and fee to Woodburn Public Library at 280 Garfield Street in Woodburn, Oregon 97071.

**Season Pass - \$85:** Vendor space at all seven concerts.

**Day Pass - \$15:** Vendor space at one concert.

Jul. 10  Jul. 17  Jul. 24  Jul. 31  Aug. 7  Aug. 14  Aug. 21

The applicant agrees to indemnify and hold harmless the City of Woodburn, directors, employees, representatives and agents, from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or relating to the applicant's activities at the **2018 Music in the Park** concerts.

All vendors who choose to participate in the Oregon Farmers' Market Nutrition Programs must learn and follow the rules outlined in the "2010 WIC Farmers' Market Nutrition and Senior Farmers' Market Nutrition Program Rules" form that is available as a pdf in this registration packet as well as online at:

[http://www.oregon.gov/ODA/ADMD/docs/pdf/pub\\_farmerguide.pdf](http://www.oregon.gov/ODA/ADMD/docs/pdf/pub_farmerguide.pdf).

I have read the market rules and agree to abide by the conditions outlined within.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_