



4th of July Celebration Vendor Policies & Information

Friday, July 4th 5:30-10:30pm
Centennial Park - 900 Parr Rd. NE Woodburn, OR 97071

SELECTION PROCESS:

Selection and placement of vendors is at the sole discretion of the City and event staff. The City reserves the right to refuse or assign space at any time. Event staff will review applications as received and will approve vendors based upon quality of products offered, the degree to which the applicant will contribute to the diversity of event offerings, product pricing, vendor experience, and the quality of booth setup (pictures help demonstrate). Vendors may request booth type, however spaces are assigned by staff based on availability and space.

GENERAL:

The vendor fee includes booth space, which may be located on grass, gravel, dirt, or pavement. Vendors are responsible for providing their own tables, chairs, and canopies. Vendors are not permitted to occupy any area outside of their allotted booth space. Vendor supplies/ equipment must not obstruct patron traffic or otherwise interfere with the aesthetics or effective operation of the event. Vendors are only permitted to sell items that are listed on their approved application and must clearly post pricing at their booth for every product available for sale. Vendors may not transfer their booth to any individual not listed in the approved application. Signage and banners must be clean and professional in appearance. Electricity will be available at most booth locations, with priority given to food vendors.

CLEANLINESS/HOUSEKEEPING:

Vendors must display a sign or banner identifying their business name and/ or product offerings. Vendors are required to maintain the cleanliness of their vending area, which includes regular litter pick up. **VENDORS MUST PLACE ALL GARBAGE IN THE EVENT DUMPSTER LOCATED AT THE PARK, NOT IN THE GARBAGE CANS USED FOR EVENT GUESTS.** Vendors must NOT dump contaminated water, grease, oil, bleach water, old coffee, etc. in the park or storm drainage system. A grey water system will be provided for vendor convenience. Vendors must use provided recycling and/or composting containers for these materials.

INSURANCE:

All merchandise and food vendors **SHALL BE REQUIRED** to provide and maintain comprehensive general liability insurance of \$2,000,000 total with a combined single limit of \$1,000,000 per occurrence. Such insurance shall be primary to other insurance maintained by the City and shall name the City as additionally insured.

FOOD VENDORS ONLY:

Food Handler's Permit: Food vendors shall attach a copy of a valid Food Handler's Permit issued by the Marion County Health Department. Visit [Food Handler Training](#) for more information or call 503-588-5346.

Food Licensing Program: Food vendors are required to secure a Marion County Health Department Temporary Restaurant License. A copy of the license and all required food handlers cards must be on hand during the event.

For more information call 503-588-5346 or visit their [Food Licensing Program](#) page. Food trucks need a fire safety permit and should contact the Woodburn Fire District for more information at (503) 982-2360.

PROHIBITED ACTIVITIES:

Vendors are only permitted to sell items which were listed in their approved application. Vendors are prohibited from soliciting outside their rented booth area. Vendors are not permitted to play music or utilize sound emitting or amplifying devices; including bullhorns, megaphones, CD players, and PA systems. Smoking is not permitted in the park during the event. Any noncompliance is grounds for removal from the event with no refund of fees or reimbursement for expenditure.

ELECTRICITY:

Electricity will be available at most booth locations, with priority given to food vendors. As available, vendors will be provided with access to ONE 20 amp, 120 volt circuit. All electrical equipment MUST not require more capacity than can be supplied by one 20 amp, 120 volt circuit. All electrical equipment must be in sound operating condition.

SET UP AND TEAR DOWN:

Vendors are permitted to set up starting no earlier than 12:00pm on Friday, July 4th. Security will be provided overnight. Vendors must remove all supplies and equipment by 12:00pm on Saturday, July 5th. VENDORS ARE RESPONSIBLE FOR REMOVING ALL TRASH AND LEAVING THEIR BOOTH AREA IN A CLEAN CONDITION.