



2024

Vendor Application

August 16-18, 2024

City of Woodburn
270 Montgomery Street
Woodburn, OR 97071
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Vendor Policies

SELECTION PROCESS

Selection and placement of vendors is at the sole discretion of the City and the Fiesta Vendor Committee. The City reserves the right to refuse, or assign space at any time. The City and the Fiesta Vendor Committee will review applications as received and will approve vendors based upon quality of products offered, pricing, the degree to which the applicant will contribute to the diversity of event offerings, product pricing, vendor experience, quality of booth setup (pictures help demonstrate), and the degree to which the applicant's products are consistent with the nature of the event. Additionally, food vendor applications will be evaluated on the quality and freshness of food prepared and sold. Vendors may request booth **type** (described below), however spaces are assigned by the committee based on availability and the timeliness of when applications are submitted. **THE CITY RESERVES THE RIGHT TO PROHIBIT THE SALE OF CERTAIN ITEMS LISTED IN THE VENDOR'S APPLICATION.** Vendors are required to submit their insurance documentation (described below) within 10 days of the event. **APPLICATION FEES MUST BE SUBMITTED BY THE DEADLINES LISTED ON PAGE 4.**

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. **Please see Woodburn Fire District Public Event Requirements for information on fire safety protocols located on our website at <https://woodburn-or.gov/community-services/webform/fiesta-vendors>.** 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. **VENDORS ARE ONLY PERMITTED TO USE LOW WATTAGE FLORESCENT OR LED LIGHTING.**

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. Vendors shall provide the City a copy of such a certificate of insurance **AT LEAST 10 DAYS PRIOR TO ENTERING THE PARK FOR EVENT PREPARATION AND SET UP.**

BEVERAGE POLICY

Alcohol is not permitted on site during the Fiesta. If there is a beverage sponsor for the event, vendors will be subject to the terms of the sponsorship contract. **BEVERAGES SHALL NOT BE SOLD IN GLASS CONTAINERS.**

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 REFUSE 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.

PERMITS

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.

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. Vendors are not permitted to occupy or place any items in the area outside their allotted booth space. Unless otherwise permitted by law, animals are not permitted in any vendor booth or space. **TARPS MAY NOT BE USED BY VENDORS DURING THE EVENT'S OPEN HOURS.** Any noncompliance is grounds for removal from the event with no refund of fees or reimbursement for expenditure.

VEHICLES

Vendors are permitted to bring vehicles into the park to unload supplies **FOR NO LONGER THAN 30 MINUTES DURING HOURS THAT THE EVENT IS CLOSED TO THE PUBLIC.** No vendor vehicles will be permitted in the Park during the hours the event is open to the public. Each vendor will be permitted to park **ONE** vehicle and one trailer in the vendor parking area at the rear of the park (entrance off Queen City Blvd). Only vendors with the appropriate vendor parking pass will be permitted to park in the vendor parking lot. Unauthorized vehicles will be towed at the owner's expense.

EMPLOYEE WRISTBANDS

Vendors will be granted a limited number of wristbands for employees to enter the park. Vendors & employees are encouraged to enter the park through vendor entrance (off Queen City Blvd). Vendors who enter the park through the main entrance will be required to pass through the security check point. Employees in designated vendor vehicle must show their wristband and placard at the entrance gate. Wristbands are only for vendors. Vendors must list the names of all employees on their application.

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. **PLEASE LIST ALL ELECTRICAL APPLIANCES AND VOLTAGE/ AMPERAGE USAGE ON THE APPLICATION FORM.** All electrical equipment must be in sound operating condition and will be tested for use during set-up on Thursday, August 15, 2024. Electrical equipment that is not in sound operating condition will be disallowed.

HOURS OF OPERATION

The Fiesta event will be open according to the following schedule:

- Friday August 16 , 12:00 PM – 11:00 PM
- Saturday August 17, 10:00 AM - 11:00 PM
- Sunday August 18, 10:00 AM - 10:00 PM

The City reserves the right to change the event hours at any time. The event will occur outdoors, and as such, inclement weather is a possibility. The event will be conducted rain or shine. **VENDORS ARE REQUIRED TO BE READY AND OPEN FOR BUSINESS DURING ALL EVENT HOURS LISTED ABOVE UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE.** Vendors may open for business prior to the stated time above but may **NOT** be open for business *after* the event hours. The admission gates may open early for the soccer tournament and vendors have the option of opening early for business, as well.

SET UP AND TEAR DOWN

Vendors are permitted to set up from 8:00 AM until 5:00 PM, Thursday, August 15, 2024. All food vendors and **NEW vendors are required to attend the 10:00am orientation meeting to go over event policies.** Overnight security will be provided from Thursday evening through Monday morning, August 19, 2024. Vendors must remove all supplies and equipment by 12:00 PM, Monday, August 19, 2024. **VENDORS ARE RESPONSIBLE FOR REMOVING ALL TRASH AND LEAVING THEIR BOOTH AREA IN A CLEAN CONDITION.**

PROMOTION & SPONSORSHIPS

Additional promotional and sponsorships opportunities are available to all vendors for an additional fee. Indicate your potential interest on the application form.

ARTISAN AND NON-PROFIT VENDORS

Artisan and non-profit organizations must abide by all guidelines and fees. An artisan is defined as those whose artwork, trade, handicraft and/or cottage craft products displayed and/ or offered at the event are original creations by the artisan, produced in limited quantities, and are handmade works of art, as determined by the City and/ or vendor committee. Work created by a large production process, kits, commercial design and workshops are not considered an original creation and shall be categorized as a non-food vendor. Any non-profit organization providing food items shall be categorized as a food vendor and shall meet all guidelines and fees under that category. To be considered a non-profit organization, the organization must be registered as a non-profit with the State of Oregon. There may be some volunteer opportunities for non-profits to off-set the cost. Contact the office at 503-982-5239 for more details.

APPLICATION DEADLINES, ACCEPTANCE & CANCELLATION

Deadline	Deadline Date	Discount
Early Bird Special	May 1, 2024 by 5:00 PM	10%; with full payment
Final Deadline (space permitting)	June 30, 2024 by 5:00 PM	No discount; 100% payment due

ANY PAYMENT MADE AFTER JULY 31, 2024, MUST BE CASH OR CREDIT CARD ONLY, NO EXCEPTIONS!

Insurance documentation must be provided within 10 days of the event and any required county health permits must be secured prior to the start of the event. Failure to meet the established deadlines may result in the application being denied.

CANCELLATION

TO RECEIVE A FULL REFUND, CANCELLATIONS MUST BE MADE IN WRITING NO LATER THAN FRIDAY, JULY 19, 2024, BY 5:00 PM.

FEES AT A GLANCE

SPACE	SIZE	TOTAL COST	EARLY BIRD COST
Food (Pavilion)	12'x17'	\$770	\$695
Large Food	10'x30'	\$935	\$845
Medium Food	10'x20'	\$770	\$695
Small Food	10'x10'	\$495	\$445
Non-Food	10'x20'	\$715	\$645
Non-Food	10'x15'	\$605	\$545
Non-Food	10'x10'	\$495	\$445
Non-Profit	10'x10'	\$300	\$270
Artisan	10'x10'	\$100	\$90

2024 Fiesta Mexicana Vendor Application

City of Woodburn - 270 Montgomery Street • Woodburn, OR 97071

Please complete and submit this application by email (emily.duran@ci.woodburn.or.us), mail or in person.

DO NOT MAKE PAYMENT UNTIL FIESTA STAFF APPROVE YOUR APPLICATION.

Please review new and existing vendor policies, pages 2-4.

Contact Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____ Website: _____

Check Booth Preference:

- Large Food 10'x30' (\$935) Med. Food Pavilion 12'x17' (\$770) Medium Food 10'x20' (\$770)
- Small Food 10'x10' (\$495) Non-Food 10'x20' (\$715) Non-Food 10'x15' (\$605) Non-Food 10'x10' (\$495)
- Artisan 10'x10' (\$100) Non-Profit 10'x10' (\$300)

Do you require access to electricity? Yes No

Please indicate type your vending booth will be: Mobile Food Truck Trailer Canopy/Tent

The following information will be used in our selection process for all vendors (attach additional pages if necessary):

Product List / Menu Item	Content / Ingredient / Equipment and Preparation Location	Price
Ex: Hamburger	Wheat Bread, Ground Beef, Onion, Lettuce, Mustard, etc. cook on propane grill, refrigerator for produce and meat at Park	\$5.00

***REQUIRED** Please provide a description of all electrical equipment you will be using below.

Appliance	Volts	Amperage

How many employee wristbands would you like to request? _____

Name of Employee	Name of Employee

Are you interested in additional Fiesta promotion for your business through Fiesta Advertising for an additional fee? Yes No

Indemnification:

Vendor agrees to release, indemnify, defend and hold harmless the City of Woodburn, its officers, agents, employees and volunteers from and against all liability, claims, costs, and expenses for any and all injuries, deaths, losses or damages arising from or in connection to vendor’s participation in this event.

Acceptance:

I understand that there are no refunds or rain checks due to inclement weather. The City reserves the right to refuse booth space. I understand that booth space is assigned according to the selection process outlined on page 2. The City cannot guarantee booth assignments. I understand and agree to abide by all the above described vendor policies. If these policies are not followed, my booth will be closed immediately and my funds will not be refunded.

Print Name: _____

Signature: _____ Date: _____

Office Use Only: (Code #4744)

Received date: _____ Amount: \$ _____ Early Bird: yes / no

Received by: _____ Payment Type: Check # _____ Cash Credit Card