



Vendor Information and Policies

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 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.

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 www.co.marion.or.us/hlt/ph/ehs for more information or call 503-588-5346.
- **Temporary Restaurant License:** Food vendors shall provide copy of Marion County Temporary Restaurant License issued by the Marion County Health Department. Visit [Food Licensing Program \(marion.or.us\)](http://www.co.marion.or.us/foodlicensing) for more information or call 503-588-5346.

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. 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.

EVENT INFORMATION AND HOURS

The event takes place in the Woodburn Downtown Plaza located off of NE 1st St. between Garfield St. and Hayes St. The event will be open according to the following schedule:

- Saturday June 22, 12:00pm-9:00pm
- Sunday June 23, 12:00pm-6:00pm

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.

SET UP AND TEAR DOWN

Vendors are permitted to set up starting no earlier than 8:00am on Saturday, the 22nd. Vendors must be ready to sell by 11:30am on both Saturday and Sunday. Security will be provided from Saturday evening through Sunday morning. Vendors must remove all supplies and equipment by 8:00pm on Sunday, June 23rd. **VENDORS ARE RESPONSIBLE FOR REMOVING ALL TRASH AND LEAVING THEIR BOOTH AREA IN A CLEAN CONDITION.**

For more information and questions, please contact:

Emily Duran

Events & Programs Manager

503-982-5239

emily.duran@ci.woodburn.or.us

**TASTE OF
WOODBURN**



**VENDOR
APPLICATION**

**Saturday, June 22 12:00pm-9:00pm & Sunday, June 23 12:00pm-6:00pm
Woodburn Downtown Plaza**

APPLICATIONS DUE JUNE 1st 2024

THIS IS ONLY AN APPLICATION. COMPLETION OF THIS APPLICATION DOES NOT GUARENTEE ACCEPTANCE. IF ACCEPTED, COPIES OF THE REQUIREMENTS MUST BE PROVIDED ALONG WITH ANY REQUIRED FEES.

Please complete this application and return to:

Beny Penuloza

Email: beny.betancourt@ci.woodburn.or.us

Phone: 503-980-2493

Address: City of Woodburn - 270 Montgomery St. Woodburn, OR 97071

Company Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____ Email: _____

Do you require access to electricity? Yes No

If yes, vendors will be allowed ONLY (1) 20 amp, 120V electric circuit (supply limited)

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

FOOD VENDORS ONLY

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

Appliance	Volt	Am

Please select one of the following based on the size of your vending booth (price is for both days):

- Food (10x10) - \$80.00 Food (10x20) - \$120.00
 Non-Food (10x10) - \$50.00 Artisan (10x10) \$40.00
-

Provide a brief description of your product or service:

Product List / Menu Item	Content / Ingredient / Equipment and Preparation Location	Price

Applicant acknowledges that if they are approved, the Applicant can use the approved space assigned by the event coordinator in the designated vending area. 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. Vendor understands that there are no refunds or rain checks due to inclement weather. The City reserves the right to refuse booth space based on event guidelines. If these guidelines are not upheld, vendor booth will be closed immediately and my funds will not be refunded.

Printed name of vendor

Signature of vendor

For more information and questions contact:
Emily Duran
Events & Special Programs Manager
Phone: 503-982-5239
Email: emily.duran@ci.woodburn.or.us

