

**West Columbia Gorge Chamber of Commerce
P.O. Box 245
Troutdale, OR 97060**

Dear Prospective Vendor:

The presenting sponsor Key Bank would like to invite you to participate in the 38th Annual Troutdale SummerFest, Arts and Crafts Fair, to be held on July 17, 2010, at Glenn Otto Park, Troutdale, Oregon.

The SummerFest Committee is already researching additional events and parade entries for this year.

Through the generosity of our sponsors last year, we substantially increased our marketing and improved the visibility of the event across the region and were able to recruit more entertainment.

The Troutdale parade is scheduled to be bigger and better than ever with more bands such as Get a Life Band, Boom Pirates and more. As the parade marches through Historic Downtown Troutdale to Glenn Otto Park, the SummerFest festivities will continue in Glenn Otto Park where adults and kids of all ages will be entertained with more live bands, Buttons the Clown, Turkey Desperados, with more entertainment yet to be announced. If that is not enough, we hope to have you as a Vendor. Come join the fun.

Enclosed you will find a Vendor Application, Troutdale Temporary Vendor Permit, and the Rules & Regulations for the SummerFest event.

The vendor booth fee is \$50.00, which includes the Troutdale Temporary Vendor Permit. Space is limited, please register early. Applications, Troutdale Temporary Vendor Permit, and fees are due by July 1, 2010.

Should we receive applications from exhibitors or vendors offering duplication products or food, the earliest post marked application, with fees paid, will be selected. The number of food booths and booths with electricity is limited and will be accepted on a first reserved-first served basis.

If you have any questions, please feel free to contact West Columbia Gorge Chamber of Commerce, (503) 669-7473 or info@westcolumbiagorgechamber.com, or www.westcolumbiagorgechamber.com.

Sincerely,

Summerfest Exhibitor & Vendor Coordinator

Vendor Application

The Troutdale SummerFest and Parade is scheduled for Saturday, July 17, 2010.

The West Columbia Gorge Chamber of Commerce (WCGCC) is coordinating sponsor of Summerfest.

The Troutdale Lions Club is the coordinator for the Arts & Crafts Exhibits and Food Vendor booths at Summerfest.

Please make checks payable to WCGCC. Credit card payment can be made by contacting the WCGCC at 503-669-7473. However, to schedule a booth, please fill out the following application/agreement and send it with payment by July 1, 2010 to the Troutdale Lions Club, P.O. Box 673, Troutdale, OR 97060.

Name of Organization / Individual _____

Contact Person _____ Email _____

Phones Day _____ Evening _____ Cell _____

Address _____ City _____ State _____ Zip Code _____

Descriptions of all items for sale & prices (attach extra sheet if necessary, and please feel free to send pictures,

catalogs or menus that further exemplify your products; this will help avoid duplication):

Number of 10X10 Booths Needed _____ X \$ 50.00 = _____

Electrical: Yes ___ No ___ Electricity Fee \$ 10.00 + _____

Total _____

For more information contact: West Columbia Gorge Chamber of Commerce, (503) 669-7473 or info@westcolumbiagorgechamber.com, or www.westcolumbiagorgechamber.com.

RELEASE: I the undersigned, agree that I have read and understood the Rules and Regulations regarding the Summerfest and agree to abide by these Rules and Regulations and understand that the Summerfest Staff will have final authority. Noncompliance may result in removal of the organization/individual from Summerfest without refund. I understand that my fee will not be refunded if all or part of the Summerfest is cancelled due to inclement weather or other acts of God over which the Summerfest has no control. I further understand that my fee will not be refunded if I am accepted and choose not to attend.

I the undersigned, hereby agree to assume all risk of injury, property loss or theft, damage to persons and property, and/or death, and to indemnify and hold harmless the City of Troutdale, the West Columbia Gorge Chamber of Commerce, or the Troutdale Lions Club, its officers, employees, and/or volunteers from any liability for injuries, property loss or theft, or claim for damage, damage to goods, or death that may arise in connection with participation in the Summerfest event.

I the undersigned have read and understand the above statement and rules and agree to comply with the terms of this agreement.

Signature: _____ Print Name: _____ Date: _____

38th Annual Troutdale

SUMMERFEST

Troutdale Summerfest Rules and Regulations

SUMMERFEST DATE: Saturday, July 17th, 2010

Summerfest Hours 10 a.m. till 5 p.m.

Set-Up: 7 a.m. till 10 a.m. Break-Down: 5 p.m. till 7 p.m.

ACCEPTED VENDORS:

All arts & crafts exhibitors and food vendors are eligible to apply. Acceptance will be based on appropriateness, product uniqueness, and if the product will enhance the overall experience and quality of the Summerfest. There will be a limit to the number of exhibitors and vendors with the same or similar product. We will try to limit duplication. Should we need to limit duplication, the earliest post marked application, with fees paid, will be selected.

The Summerfest Staff reserves the right to refuse exhibitors and vendors which may violate community standards of decency or otherwise in fringe upon the right of the others and to refuse booth space when deemed unsuitable by the Summerfest Staff.

BOOTH SPACE:

All accepted arts & crafts exhibitors and food vendors will be assigned a booth space(s). The basic booth configuration is 10 feet wide by 10 feet deep. Multiple spots may be purchased for a larger space, as space allows. Sharing a booth is only permissible if both applicants have provided an application and the application is approved by Summerfest Staff.

Booth spaces will be marked with a flag in the center of each booth space. Booth boundaries are marked along the walkways or on the grass.

Booths must conform to size restrictions and not infringe on neighbors booth space. No displays, signs, decorations, banners, advertising matter or exhibits may extend outside the defined boundaries of the assigned booth space. Aisles, walkways, and overhead spaces must remain open. Exhibitors and vendors may not post signs outside their designated booth space.

Exhibitors and vendors can sell only within their designated space.

BOOTH SPACE ASSIGNMENTS:

Specifically selected booths cannot be guaranteed, however every effort will be made to honor your selection. We reserve the right to place exhibitors and vendors within areas as deemed necessary to balance the Summerfest and facilitate traffic flow and sales.

Exhibitors or vendors may not move to another location without permission from the Summerfest Staff.

BOOTH SPACE CONDITIONS:

All booth spaces are at Glenn Otto Park, most of the spaces are on the grass, with walkways to the front of the booths.

Most of the grass is flat but be prepared for some uneven ground, no hills. Some of the park is shaded by the trees and other parts of the park are not.

This is an outdoor event and you must provide your own canopies, display tables, counters, racks and seating. All equipment must be in safe working condition and conform to fire safety standards.

Water lines and electrical wires are located under ground at Glenn Otto Park. No stakes, nails or anything driven or pushed into the ground are allowed. Weighing or anchoring canopies must be done completely on top of the ground. NO EXCEPTIONS.

ELECTRICITY:

Electricity is available by request only in advance for a \$10.00 fee. Electricity is limited, first reserved-first served basis. No electricity requests will be available upon arrival if not requested in advance.

You must provide your own heavy duty 3 prong extension cords. All electrical appliances and cords must meet applicable codes. Breakers are approximately 20 amps. No multi-plug strips permitted. When you exceed that capacity, and trip the breaker, you are out of electricity until breaker can be reset. Resetting the breakers will be done by Summerfest Staff as soon as Summerfest Staff is available.

Generators are not allowed.

APPLICATION & PAYMENTS:

The Arts & Crafts Exhibitors and Food Vendor Registration Form must be submitted with payment. Application deadline is July 1, 2010.

Make checks payable to WCGCC (West Columbia Gorge Chamber of Commerce), and mail to Troutdale Lions Club, P.O. Box 673, Troutdale, OR 97060. There is a \$25 "Returned Check" fee. Credit card payments can be made by contacting the WCGCC at (503) 669-7473.

An application is a commitment to the Summerfest. See cancellation and refund policy below.

CANCELLATION & REFUND POLICY:

Summerfest is a "Rain or Shine" event with no rain date scheduled. No refunds will be made due to weather conditions.

Absolutely no refunds will be given after July 1, 2010. Refunds prior to July 1st must be requested in writing and received by Summerfest Staff no later than July 1, 2010. Upon approval a refund will be granted.

SET-UP & BREAKDOWN:

Set- Up: Exhibitors and vendors will be required to set up their booth in advance of the Summerfest opening. You may set up your booth between 7 a.m. and 10 a.m. You must be completely set up by 10 a.m. Absolutely no set up during Summerfest hours 10 a.m. to 5 p.m.

Breakdown: Exhibitors and vendors can begin breaking down no earlier than 5 p.m. and must be completed by 7 p.m.

Booths cannot be dismantled before the 5 p.m. closing or you risk not being invited to participate in future Summerfests.

Summerfest is "Rain or Shine" event – No breakdown before 5 p.m.

Each exhibitor and vendor must remove their exhibit including, but not limited to, all boxes, crates, debris and other material related to their exhibit or use of the display space at Summerfest. We reserve the right to charge the exhibitor or vendor for any expense incurred for removal and disposal of any property item left after 7 p.m.

SITE CLEAN UP & GARBAGE:

Please keep your area neat and clean. Site must be left clean and free of debris and/or damage to grounds. Garbage must be bagged, tied and carried to trash dumpster.

UNLOADING, LOADING & VENDOR PARKING:

Vendors will be able to unload vehicles near their assigned booth area. Vehicle must be removed from the Summerfest access road once unloaded. Hand trucks are recommended to assist in unloading and loading.

The Summerfest access road is considered a fire lane and cannot be accessed by vehicle during the Summerfest hours of 10 a.m. and 5 p.m. No vehicle traffic will be allowed on the access road between 10 a.m. and 5 p.m. Also during unloading and loading a limited number of vehicles can be on the access road at one time. Summerfest Staff will direct you when you can access the road. Same applies for loading.

Vendors will be asked to park in a pre-designated area. The parking area is in a grass field across the street from Glenn Otto Park. To be eligible for free vendor parking a parking pass must be issued prior to parking in the field.

No overnight camping or parking is permitted at Glenn Otto Park.

INSURANCE REQUIREMENTS:

Food vendors and children's activities (i.e. inflatable slides and/or bounces) – must provide proof of commercial liability insurance in the amount of \$1 million, adding the City of Troutdale, West Columbia Gorge Chamber of Commerce, and the Troutdale Lions Club, P.O. Box 673, Troutdale, OR 97060, as an additionally insured.

LICENSES:

Any and all licenses including city, county, state, or federal inspections or permits required by law of any exhibitor or vendor in the installation or operation of your booth is the sole responsibility and expense of the exhibitor or vendor prior to setup.

The City of Troutdale requires a Temporary Park Vendor License. The application fee is waived for Summerfest exhibitors and vendors but the application must be completed and sent in with your application. The City of Troutdale Temporary Park Vendor License will be issued at check in and must be displayed in your booth during Summerfest hours of operation.

FOOD HANDLING REQUIREMENTS:

Vendors providing food are responsible for compliance with sanitary regulations and must have on site a person with a Food Handlers Card and receive a Temporary Restaurant License for the Multnomah County Environmental Health, www.mchealthinspect.org.

The Temporary Restaurant License must be displayed in your booth during Summerfest hours of operation.

ELECTRICITY & FIRE HAZARD REQUIREMENTS:

Those utilizing electricity or other fuels are responsible for compliance with fire and safety regulations. For information and/or details, contact the Gresham Fire Department, (503) 618-2355. Food vendors are responsible for having the appropriate fire extinguisher at their booth during the Summerfest hours.

Canopies must be flame resistant.

ICE AVAILABILITY:

No ice is available on site. No refrigeration is available to store ice on site.

ALCOHOL:

No vendor shall consume or have in their possession any alcohol and/or controlled substance.

All alcoholic beverages are allowed in designated areas only.

RESPONSIBILITY:

Participants are solely responsible for setting up and supervising their booth. Booths should not be unattended other than going to the restroom or getting something to eat. No one under the age 18 will occupy the booths unless accompanied by an adult.

RESTRICTIONS:

The Summerfest Staff reserves the right to restrict or remove an exhibit, without refund, if it is not in compliance with the rules and regulations or is found to be unsuitable or illegal. This restriction applies, but is not limited to: noise, display size, sound systems (i.e. radios, televisions, stereos, VCRs, DVDs), persons, conduct, printed matter, or anything of character that might be unsuitable or illegal for the Summerfest.

LIABILITY:

The Summerfest shall not be liable for any damages or other expenses that are incurred by the exhibitor/vendor. The Summerfest assumes no responsibility for any injury, loss or damage to the property of the exhibitor/vendor for any cause whatsoever including, but not limited to: theft, fire, and vandalism, or other casualty. The exhibitor/vendor shall not damage, mar, or deface item left on the grounds. The Summerfest assumes no responsibility for the loss or damage to any item left in the exhibit area during Summerfest.

DIRECTIONS:

Glenn Otto Park is located east of Troutdale, Oregon and along the Sandy River. Address: 1106 East Historic Columbia River Highway, Troutdale, OR 97060.

I-84 East toward Troutdale/Hood River, Take EXIT 17 ramp to NW 257th Ave, Turn RIGHT on 257th Ave, Turn LEFT onto W Historic Columbia River Hwy, Turn RIGHT into Glenn Otto Park.

I-84 East toward Troutdale/Hood River, Take EXIT 18 toward Lewis and Clark State Park / Oxbow Regional Park, Turn LEFT onto Crown Point Hwy, Turn RIGHT onto E. Columbia River Hwy, Cross over the Sandy River bridge, Turn LEFT into Glenn Otto Park.

CITY OF TROUTDALE

104 SE Kibling Avenue, Troutdale, OR 97060 (503) 665-5175

TEMPORARY PARK VENDOR LICENSE APPLICATION

PLEASE PRINT CLEARLY TEMPORARY VENDOR LICENSE NUMBER -

Vendor Name Phone _____

Vendor Type Contact Person _____

Vendor Address (no P.O. boxes) City, State, Zip _____

Mailing Address (if different) City, State, Zip _____

Email Address _____ Fax _____

Number _____

Name of Community Event _____ Name of City Park _____

I hereby certify that the information contained herein is true to the best of my knowledge. I agree and understand that the City of Troutdale, in evaluating this application, may review my criminal history and the criminal history of any employee who is going to work for the business, which is the subject of this license. I agree to abide by all applicable codes and ordinances of the City of Troutdale and to correct any hazards or violations as they may pertain to the above business.

SIGNATURE: DATE:

CITY OF TROUTDALE

104 SE KIBLING AVENUE * TROUTDALE, OREGON 97060-2099 * (503) 665-5175

TEMPORARY PARK VENDOR LICENSE

NO. _____ DATE ISSUED: _____

NAME/COMPANY: _____

ADDRESS: _____

IS HEREBY LICENSED AS A TEMPORARY VENDOR

Beginning _____ through _____

at _____ Park

Community Development Director

Please display this license at your location during the event.