

Oregon Bigfoot Festival & Beyond

Vendor Policies, Requirements & Safety Regulations

Accepted Vendors:

Vendors acceptance will be based on appropriateness, product uniqueness and the overall quality enhancing the Oregon Bigfoot Festival & Beyond experience as determined by Oregon Bigfoot Festival staff. **The number of vendors with the same or similar products will be limited, and determined by Oregon Bigfoot Festival staff.** The Oregon Bigfoot Festival staff reserves the right to refuse vendors which may choose to violate community standards of decency or otherwise infringe upon the right of others.

Booth Space:

All accepted vendors will be assigned a space for their booth. The basic booth configuration is 10 feet wide by 10 feet deep. Multiple spaces may be purchased and assigned contiguously, as space allows. **Sharing a booth is NOT PERMITTED.** Booth boundaries will be marked along the walkways or on the grass with a numbered flag in the center identifying each 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 and clear. Vendors will be allowed to sell and demonstrate only within their designated space.

Booth Space Assignments:

Vendor booth location of future years cannot be guaranteed; however, every effort will be made to honor requests. Oregon Bigfoot Festival staff reserve the right to place vendors within areas as deemed necessary to balance the festival, facilitate traffic flow and sales. Vendors **MAY NOT** move to another location without **PERMISSION** from Oregon Bigfoot Festival staff.

Booth Space Conditions:

All booth spaces are at Oaks Amusement Park, Oregon and the **MAJORITY** of the spaces are on grass. Most of the grass is flat, **BUT**, be prepared for some uneven ground. Some of the park is shaded by trees and other parts are out in the open. Oregon Bigfoot Festival is a **RAIN or SHINE**, outdoor event, and **YOU must provide your own “flame-resistant” canopies**, display tables, counters, racks, and seating. All equipment must be in safe working condition and conform to fire safety standards; all booths will be inspected by the **Fire Marshal**. **You may be required by the Fire Marshal to leave if you are not in their compliance.**

Water lines and electrical wires are located underground at Glenn Otto Park; therefore **NO STAKES, NAILS or ANYTHING DRIVEN or PUSHED into the ground are allowed.** Weighting or anchoring canopies **MUST be done COMPLETELY ON TOP** of the ground for your safety and the safety of others.

Booth Set-up and Break-down:

Setup and Break-Down instructions will be emailed the month a the event.

If you cannot stay or arrange booth coverage for the entire event, we ask that you forego the event. Vendors must remove everything from their booth including but not limited to; all boxes crates, debris, and other material related to their exhibit/booth. All booth space must be left clean and free of debris and/or damage to the Park/Grounds. Garbage must be bagged, tied, carried and place into the trash dumpster, and recycling needs must be placed in recycling bins. **Oregon Bigfoot Festival reserves the right to charge the vendor for any damage done to the property or any expense incurred to/for removal or disposal of any property, items, garbage or recycling after 8pm.**

Booth Vendor Responsibility:

Vendors are solely responsible for setting up, breaking-down and supervising your booth. Booths should not be unattended other than going to the restroom or getting something to eat. If you choose to leave your booth unattended for any reason, you are solely responsible for any harm or loss or any mayhem or any unfortunate mishap of any kind. ***You WILL NOT HOLD OREGON BIGFOOT FESTIVAL, LLC or ANY OF IT'S STAFF or IT'S ASSOCATES RESPONSIBLE FOR ANY UNFORTUNATE HAPPENING.***

No one under the age of 18 may occupy your booth unless accompanied by an adult.

Day of the Event: Checking-in and Parking

Details will be emailed to you one week before the event.

Day of Event: Unloading and Loading

Oregon Bigfoot Festival staff will happily guide you in and out of the park; please follow their guidance while unloading and loading to facilitate efficient and safe entry and exiting of the park.

VENDORS MAY NOT BE ABLE TO UNLOAD OR LOAD NEAR THEIR ASSIGNED BOOTH AREA.

Hand trucks are recommended (***NOT SUPPLIED***) **Oregon Bigfoot Festival will not assist in this service, please bring your own help.**

If you cannot stay for the whole event, we ask you to forgo the event. If you have a real life-threatening emergency during the event and need to leave, please contact the Event Manager, Katie Mercer and wait for staff to help you leave safely.

The requirement is that all Vendors stay for the whole event.

Electricity/Fire Hazard Requirements:

Electricity may be available upon request at the time of application for a fee per space with a electrical receptacle. The number of booths with access to electricity is limited in Oaks Amusement Park and request will be approved on a first-come basis. No electricity request will be available the day of the event. ***GENERATORS are NOT ALLOWED (Unless special approval by Event Organizer (fees may apply).*** All approved Vendors – not just those with electrical needs – will receive a copy of the Multnomah County Fire codes and will be accountable for following them. The Fire Marshal will be on site the morning of the event to check compliance by ***ALL*** Vendors.

All Vendors canopies must be made flame resistant. All electrical appliances and cords must meet applicable codes. You must provide your own heavy duty 3 -prong extension cords. Chaining of extension cords, or use of multi-plug strips is not permitted. ***If you exceed the capacity of a breaker (approximately 20amps) and it trips, you are out of electricity until the breaker can be reset. Resetting the breakers will be done by the Park staff as soon as the Park staff is available (Fees may apply).*** ALL vendors are responsible for having the appropriate fire extinguisher at their booth during the whole event.



Food Vendor Handling Requirements:

Food Vendors are responsible for compliance with sanitary regulations and must have an on-site person with a Food Handlers Card and receive a Temporary Restaurant License from Multnomah County. The Temporary License must be displayed at your booth during Oregon Bigfoot Festival hours of operation.

Food Vendor Insurance Requirements:

Food Vendors must provide proof of commercial liability insurance in the amount of \$1 million dollars, adding the Oaks Amusement Park and Oregon Bigfoot Festival staff as additional insured.

Licenses Required:

Any and all licenses including city, county, state, or federal inspections or permits required by law of any Vendor in the installation or operation of a booth is the sole responsibility and expense of Vendor prior to set-up.

Liability:

Oregon Bigfoot Festival LLC shall not be liable for any damages or other expenses that are incurred by the Vendor. Oregon Bigfoot Festival LLC assumes no responsibility for any injury, loss or damage to the property of the Vendor for any cause, whatsoever including, but not limited to : theft, fire, and vandalism, or other casualty before, during and after the event. The Vendor shall not damage, mark, or deface items on the park grounds and will be responsible for such damages.

Alcohol:

No Vendor shall consume, be under the influence of or have in their possession any alcohol or controlled substance (weed or other illegal substance). Oregon Bigfoot Festival staff has the right to ask any Vendor in violation of this policy to leave the park immediately. This violation will result in forfeiture of future Oregon Bigfoot Festivals.

Restrictions:

Oregon Bigfoot Festival staff has the right to restrict or remove a vendor, with out refund, if vendor is not in compliance with these rules and regulations or is found to be unsuitable or illegal. This restriction applies , but is not limited to: sound that is loud enough to be deemed as disruptive by neighboring vendors, display size, persons, conduct, printed matter, or anything of character that might be unsuitable or illegal for Oregon Bigfoot Festival.

Application and Payment:

An application submitted with payment constitutes a vendor's commitment to the Oregon Bigfoot Festival.

Cancellation and Refund Policy:

Oregon Bigfoot Festival is a “Rain or Shine” event. *NO REFUND* will be made.
