



2025 Sweet Home *Harvest Festival* **Vendor Handbook**

FOR MORE INFORMATION:



www.sweethomeor.gov



541-818-8029



Vendor Handbook

2025 Sweet Home Harvest Festival

SATURDAY, OCTOBER 4, 2025

RULES & GUIDELINES

As a vendor at the 2025 Sweet Home Harvest Festival, it is your responsibility to become familiar with the following rules, conditions, provisions, and information. It is also your responsibility to make sure that all staff or volunteers who are working at your booth also receive a copy of this guide and are knowledgeable of our rules.

ATTENDANCE AND SIZE:

The 2023 Sweet Home Harvest Festival was attended by approximately 2,000 visitors throughout the day. We had approximately 5 acres of space with live entertainment, a food court, a kid zone, tree climbing, a chili cook-off, a pie bake-off, and over 75 vendors.

VENDOR AND EVENT HOURS:

Every single attendee deserves to experience the full Harvest Festival whether they come first thing as we open or for the last couple hours of the day. With this, we require vendors to remain open from 11:00 am to 4:00 pm on Saturday October 4th.

VENDOR MOVE-IN / SET-UP DATES AND TIMES:

Food trucks assigned to the food court area shall move between **6:00 a.m. and 8:00 a.m.** on Saturday, October 4th. Early setup on Friday, October 3rd may be permitted if coordinated in advance with City staff.

Move-in for vendors shall be **7:00 a.m. to 10:00 a.m.** on Saturday, October 4th. All booths must be installed and ready for business no later than 11:00 am.

Vehicles will be permitted in the park during set-up of booths for unloading only. Unattended vehicles in fire lanes or interfering with traffic or another exhibit space, may be removed by a tow truck if we are unable to find the owner of the vehicle. Please relocate your vehicle to a parking lot after unloading and before you set up your booth.

All vendors must check-in PRIOR to any set-up. Upon check in, you will be provided with a vendor packet and be guided to your booth space. Should a vendor set-up in the wrong space, the vendor agrees to move to its proper location at the vendor's own expense and without protest.

1. Check in with Harvest Festival staff at the public parking lot between 12th and 13th Avenue (1141 12th Avenue).
 - a. **Enter from the 13th Avenue side.**
 - b. Harvest Festival Staff will give you your vendor packet with your vendor booth number and location.
 - c. Harvest Festival Staff will guide you to the staging area and then to your booth location in the park.
2. Proceed to the park (follow staff directions and the provided map).
3. Proceed to your booth location as instructed.
4. Unload your items. You will have 15 minutes to unload (do not set up your booth until you've parked your car.)
5. Park your car at one of the designated parking locations (you will receive a vendor traffic and parking map with your vendor packet).
6. Set up your booth. **Vendors will not be allowed to set up without first checking in with staff at 1141 12th Avenue.**

All vendors must follow the instructions of our Harvest Festival Staff.

VENDOR MOVE-OUT / TEAR DOWN DATES AND TIMES:

Vendors may begin breaking down **after 4:00 p.m.** on Saturday October 4th (Review 'Vendor and Event Hours' on page 2). Vehicles will not be allowed into the grounds until the all-clear order has been given by Harvest Festival Management. We will not allow vehicles on the grounds while there are still attendees present on the paths. All booth items must be removed from the Harvest Festival by 7:00 pm on Saturday, October 4th. Harvest Festival staff will be on duty until the stage and sound equipment is removed. Local law enforcement shall periodically patrol the Harvest Festival grounds until all vendors have left. During dismantling, Vendors will be expected to remove all trash and debris from their exhibit area and place it in the appropriate trash or recycling containers provided by the Harvest Festival. Any articles or materials not removed from grounds by 7:00 pm on Saturday, October 4th, without prior arrangements with the Harvest Festival Manager, will become the sole property of the Sweet Home Harvest Festival. Harvest Festival Management reserves the right to dispose of such property in any manner it may deem in the best interest of the Harvest Festival.

***Please be patient during move-in and move-out. Quick tempers and anger do not get anyone moved in or moved out faster. Be very cautious of pedestrians, trucks, forklifts, etc.*

THE SWEET HOME HARVEST FESTIVAL HAS THE RIGHT TO LIMIT VENDORS AND PRODUCTS:

To provide an environment where all vendors have the opportunity to do well, the Harvest Festival Manager at the Harvest Festival has the exclusive right to limit the products sold at the festival and/or deny vendor applications with products that we feel are not conducive of our audience or are already represented. All decisions of the Harvest Festival Manager are final.

SPONSOR PRODUCTS AND SPACES:

As a major event, sponsorships are very important and, in many cases, take priority over other vendors. Because of this, certain product categories and vendor spaces may be reserved for

“Sponsorship Only” holds. This might potentially prevent some vendors from selling products similar to those offered by the sponsors.

APPLICATION PROCESS:

Vending at the Sweet Home Harvest Festival is not guaranteed with an application submission, even if you have been a previous vendor. The Vendor Application is available on our website for anyone to access. We do not print or accept paper applications or make the application available in any other format. It is important that all vendors use our online portal so that they are tracked in our vendor database.

Our Harvest Festival Manager will email the application link out to all previous year's vendors. It is your responsibility to provide an updated email address and contact our office if the previous contact information is not accurate after the festival.

The full application must be filled out, any applications missing pertinent information will be rejected.

Vendor space is on a first come, first serve basis. If you are a returning vendor, you may request a space that you had a previous year, however there is no guarantee that you will be assigned that space. If that space is no longer available, the Harvest Festival Manager will assign you a space as close to the requested space as possible.

Upon acceptance, vendors will be sent an email confirming the receipt of their application. Vendor spaces are not assigned until payment has been received. You will be informed of your space location when you receive your vendor packet during check-in on October 4th.

RATES AND FEES:

- Food Vendors in the 'food court' area (electrical outlets available upon request and on a first come, first served basis).
 - Food Trucks, 10'x20' space maximum, are \$50 per space.
 - Food Booths in the food court area 10'x10', 2 booths max, are \$25 per booth space.
- All Other Vendor Spaces are 10'x10'
 - 2 spaces maximum.
 - \$25 per booth space.

PAYMENT POLICY:

Payments can be made online or at City Hall, 3225 Main Street, Sweet Home, OR 97386. Once you submit your application, the website will redirect you to the online payment portal. If it does not redirect, you can go directly to the online payment portal; go to 'pay my bill' on the website, then go to Municipal Payments, then Parks and Recreation Items, and then Harvest Festival. The fee is based on a 10'x10' booth space. If you would like a 10'x20' booth space or are a food truck, please enter 2 spaces for a total of \$50.00. Once your payment is received your booth space will be reserved.

Online payment portal link (copy and paste into your browser):
<https://www.xpressformsbuilder.com/viewer/c8102b53-3ff8-45e2-ab3e-227ceca299b6>

No refunds will be issued at any time for any reason.

VENDOR AGREEMENT

In consideration of your entry, you, then vendor, hereby consent to participation in the herein described activities, Harvest Festival on October 4, 2025. You hereby, for yourself, your heirs, executors and administrators do hereby expressly and forever waive and release any and all claims against and agree to hold harmless the City of Sweet Home and all their respective officers, employees, agents, and/or representatives, successors or assigns of any by kind from any and all claims which may be made for damages and/or injury to property or persons occasioned by any cause whatsoever, arising as a result of or in connection with the participation of you, the vendor, in the herein mentioned activity. By participating in the herein mentioned activity(ies), you understand the potential risk for injury. You also agree to allow any photos or pictures taken during the activity(ies) to be used in promotions of activities offered by the City of Sweet Home.

CANCELATION:

Please inform the Harvest Festival Manager, as soon as possible, if you intend to cancel your booth space registration. This will allow staff to provide a vendor space to vendors on the waiting list. No refunds will be issued with your cancellation.

VENDOR RULES:

At the Sweet Home Harvest Festival, we are dedicated to creating an enjoyable, family-friendly, and inclusive environment for all our attendees. We value the diversity of our vendors and recognize that the Harvest Festival is a proper forum for the free exchange of ideas necessary to a free society but reserve the right to regulate all activities and vendors on the grounds with regard to time, manner and place in pursuance of our valid interest in maintaining peace and order, promoting a family-friendly environment, and protecting the general public.

We ask that all vendors comply with the following rules to achieve that goal. The Sweet Home Harvest Festival management has the authority to remove any vendor at any time for violating these rules.

1. All products and displays must stay within the purchased booth size. There is a STRICT 5' set-back required from the paths for safety reasons. Vendors will not be allowed to go past this 5' mark. Vendors who must be repeatedly warned may not be allowed to vend at the Harvest Festival in the future.
2. Vendors must contribute to the creation of a welcoming atmosphere that respects the diverse backgrounds and sensitivities of our guests. Vendors are expected to utilize language, imagery, and behavior that is respectful and non-offensive. The use of explicit, offensive, or inappropriate language, symbols, or imagery in signage, marketing materials, or products is strictly prohibited.
3. Vendors must ensure that the products they sell, or display, are inoffensive and align with our family-friendly event standards. The sale of items referring to or promoting hate speech, sexually explicit, alcohol abuse, illegal substances, violence, or any other offensive content is strictly prohibited.
4. All vendor booths are subject to inspection from the Harvest Festival Management.

5. Vendors shall not deface the Harvest Festival facilities or property in any way. Use of staples, paint, tape, pins, etc., unless specifically approved by the Harvest Festival Management, will not be permitted.
6. No stakes will be used on or near underground utility or sprinkler lines. Any damage to utility or sprinkler lines will be at the cost of the vendor that caused the damage.
7. Canvassing (polling, signature gathering, etc.) or sale outside of your booth space is not allowed. Advertising of any kind must stay in your booth space and no flyer, poster, or leaflet may be placed anywhere else on the grounds.
8. Vendors must have their booth staffed when the Harvest Festival is open to the public and must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests and/or employees.
9. The Sweet Home Harvest Festival is a non-smoking festival. Smoking is prohibited in booths, inside buildings, or within the main boundary of Sankey Park. There will be a designated smoking area across 14th Avenue near the intersection of 14th Avenue and Hawthorne Street.
10. Canopies should be weighed down. The Harvest Festival is not responsible for damage to canopies or property due to wind. The Vendor is responsible for those damages and damages that their canopy or products cause to other vendors and the facility.
11. Service animals are always welcome on the grounds, but we ask that you leave pets at home. If animals are integral in your vendor space to sell an animal-related product, please address this with the Harvest Festival Manager prior to Harvest Festival.
12. Food or beverages may not be given away without the consent from the Harvest Festival Manager and then it can be sample sized only (no greater than 3 ounces). Sales of ready-to-consume food or beverages must comply with the Linn County Health Department Guidelines.
13. Vendors are responsible for having a clean booth space. All trash must be placed in designated trash cans. Items or cardboard that are too large to fit in the trash cans must be taken with the vendor at clean up. Do not leave oversized items next to the trash cans or on the Harvest Festival grounds.
14. Booth spaces must be 100% cleaned up on leaving the grounds at the end of the Harvest Festival – this includes removing all trash, cardboard, zip ties, etc. Those who leave trash behind in booth area may be subject to a cleaning fee or not be permitted to vend at the Harvest Festival in the future.
15. The Harvest Festival includes live music, so sound devices are not allowed during the Harvest Festival, including but not limited to PA systems, musical instruments, and radios.
16. Vendors are prohibited from subleasing or sharing their booth with another party. The allotted space is for the sole and exclusive use of the vendor named on this Vendor Agreement.
17. The Harvest Festival Management reserves the right to stop or remove from the Harvest Festival or relocate any vendor performing any act or practice which, in the opinion of the Harvest Festival Management, is illegal; interferes with the performance of other vendors; causes apprehension to Harvest Festival guests or other vendors; creates a health, safety, or fire hazard; or violates any rules stated herein.
18. Any drawings or raffles must comply with Oregon State Laws.
19. Vendors and their staff are expected to maintain professionalism, courtesy, and respect in all interactions with event attendees, fellow vendors, and event staff. Vendors will refrain from mentioning their competitors or their products or services in a derogatory manner or in any other way disparaging another vendor who is also participating in the Harvest Festival.

20. Any unruly conduct, intoxication, use of foul language or refusal to follow rules may be considered grounds for immediate expulsion from the Harvest Festival. Such Vendors may not be invited to return to subsequent Harvest Festivals.
21. Any form of harassment, discrimination, or offensive behavior will not be tolerated and may result in immediate removal from the event with no reimbursement of vendor fees.
22. The Harvest Festival Management reserves the right to refuse vendors or products which may violate community standards of decency or otherwise infringe upon the rights of, or cause bodily harm or intimidation to, the staff, vendors, or Harvest Festival guests, and to refuse space, or shutdown a space when deemed unsuitable by the Harvest Festival Management.
23. Vendors shall comply with those laws, rules, regulations and codes of the State of Oregon, Linn County, and the City of Sweet Home that may include but are not limited to workers' compensation insurance, health and safety, fire safety and utilities.
24. All matters covered or not covered in these Rules of Conduct are subject to the decision of the Harvest Festival Manager or designated representative, in their official capacity, which shall be final. The event organizers reserve the right to review, evaluate, and restrict vendor booths, products, signage, and conduct to ensure compliance with this policy.

SELECTION PROCESS:

The Harvest Festival Manager will evaluate each vendor application and approve or reject based on the following criteria:

- Turning in a complete application with all sections filled out as requested.
- Application submission shows compliance with policies and rules established above.
- Vendors who have a history of violating the policies and rules of the Sweet Home Harvest Festival or have been removed from our event will not be invited to participate this year.

Vendors who believe they have been unfairly or incorrectly assessed under this policy may submit an appeal to the Harvest Festival Manager. The appeal will be reviewed promptly by the Harvest Festival Management Team, and a decision will be communicated in a timely manner. Decisions made by the event organizers are final.

By participating as a vendor at the Sweet Home Harvest Festival, you agree to adhere to this Vendor Policy. We appreciate your cooperation in creating an enjoyable and respectful atmosphere for all attendees. If you have any questions or concerns about this policy, please contact our event organizers for clarification.

Thank you for your understanding and support in making the Sweet Home Harvest Festival a memorable experience for everyone.