

2018 Sweet Home Capitol Christmas Tree Street Fair

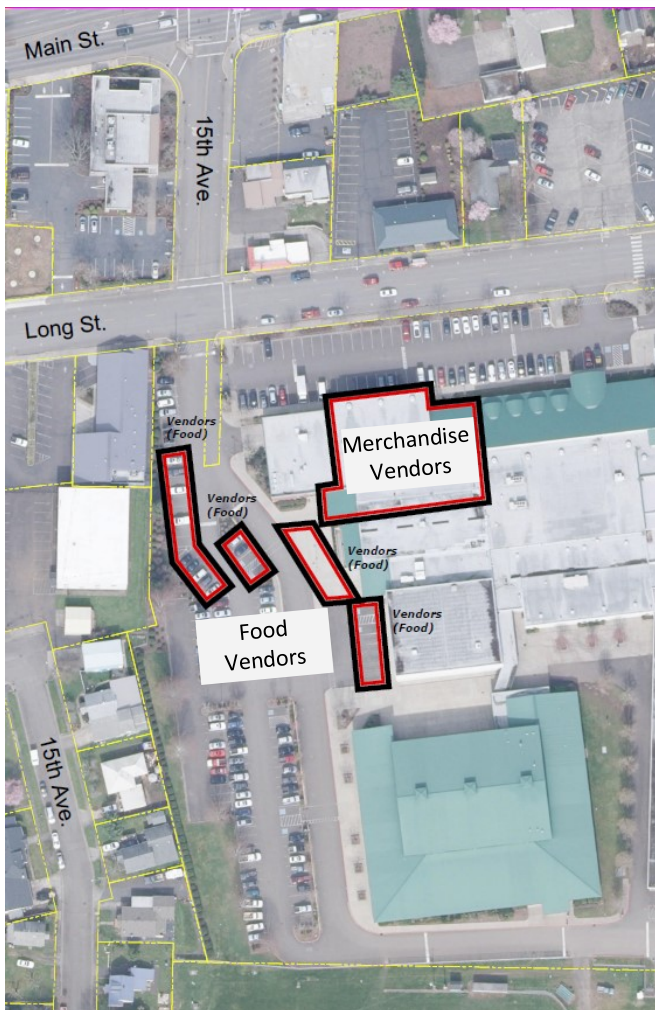
VENDOR APPLICATION

FRIDAY, NOVEMBER 9TH, 2018

STREET FAIR HOURS

FOOD VENDORS: 12-7:30PM

MERCHANDISE VENDORS: 12-5:30PM



Helpful Links:

Benevolent Restaurant License Application: complete if you are a non-profit organization
https://www.linncountyhealth.org/sites/default/files/fileattachments/environmental_health/page/1371/ben_app.pdf

Single Event Temporary Restaurant License: complete if you are not licensed in another county and are not a non-profit
https://www.linncountyhealth.org/sites/default/files/fileattachments/environmental_health/page/1371/lf_13_tempguide.pdf

https://www.linncountyhealth.org/sites/default/files/fileattachments/environmental_health/page/1371/temp_intermittent_seasonal.pdf

Notice of Mobile Unit Movement: complete if you already have a license with another county
https://www.linncountyhealth.org/sites/default/files/fileattachments/environmental_health/page/1371/temp_app.pdf



SWEET HOME'S CAPITOL CHRISTMAS STREET FAIR RULES



NOVEMBER 9TH, 2018 12PM

APPLICATION DEADLINE: OCTOBER 22ND, 2018

The Sweet Home Capitol Christmas Tree Committee is striving to provide a high quality event for the whole community. The following rules have been put in place to create a safe, comfortable, and enjoyable experience for all. Please read carefully. By signing your Vendor Application and Release & Waiver, you acknowledge that you, and anyone involved in your booth, will uphold all rules and guidelines set forth by the Sweet Home Capitol Christmas Tree Committee and the City of Sweet Home.

BOOTH & CANOPIES:

Booths must be professional looking and contain your work station and items within your marked boundaries. Only professional-type awnings and tents will be permitted.

The Sweet Home Fire Department requires that there be a 5 foot, unobstructed, fire lane behind and on each side of your booth. Adherence to Health and Fire Department regulations is mandatory.

Vendor location requests will be considered on a first come/first serve basis and honored when possible.

ADA REGULATIONS:

The Americans with Disabilities Act requires vendors to ensure patrons with disabilities can be readily served from their booths.

FOOD VENDOR:

Each food vendor will be required to display a valid Linn County Temporary Restaurant License and must provide a copy of this license prior to setting up food service.

APPROVED ITEMS:

Vendors are to sell ONLY the items for which they have been approved during the application process; any deviation from the accepted list must be cleared by the Vendor Coordinator.

SANITATION:

Your booth area shall be kept clean and free of clutter. There are trash receptacles in the Sweet Home High School parking lot that can be used. Cardboard is to be kept separate from the rest of the trash and placed next in the recycling receptacle.

SET-UP & TEAR DOWN:

The school will be open for set-up at 8:00 a.m., Friday, November 9th. You are responsible for set-up and tear-down of your own booth. To prevent accident or injury, any vendor wishing to leave early MUST notify a festival official. No vehicles will be allowed back on festival grounds before 8 p.m.

Merchandise vendor hours are 12:00 p.m. until 5:30 p.m. Food vendors open at 12:00 p.m. and shall remain open until 7:30 p.m.

PERSONAL PROPERTY:

Faulty electrical equipment belonging to vendors is not the responsibility of the Sweet Home Capitol Christmas Tree Committee or the City of Sweet Home or Sweet Home High School.

Each approved applicant will receive a confirmation letter, map, and directions upon approval of their application.

Please retain this page for your reference.



**SWEET HOME'S CAPITOL CHRISTMAS
STREET FAIR APPLICATION
NOVEMBER 9TH, 2018 12PM
APPLICATION DEADLINE: OCTOBER 22ND, 2018**



Please fill out the application completely and return it by **OCTOBER 22nd**. The application must be received in order to reserve a booth location. If received after the deadline, a \$50 fee will apply.

Vendor Business Name: _____

Vendor Booth Name: _____

Contact Person: _____ Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email Address: _____

Booth Type:

Trailer: Custom Size—pre-approval required

Maneuvering room needed? ☐ Yes ☐ No

Booth:

Food Vendor: (Must remain open November 9th, 12-7:30pm)

Choose 1: ☐ 10'x10' ☐ 20'x20'

Merchandise Vendor: (Hours November 9th, 12-5:30 or until 7:30pm)

Choose 1: ☐ 10'x10' ☐ 10'x20' ☐ 20'x20'

Running Water Needed? ☐ Yes ☐ No

Electrical Outlet Needed? ☐ Yes ☐ No

Do you have any special needs? _____

Please describe in detail what you will be selling: _____

I, _____, agree not to hold the City of Sweet Home or any of its agents responsible for any loss or damage to my property while on the premises of Sweet Home High School for the "Sweet Home Capitol Christmas Tree Street Fair" on Friday, November 9, 2018. I understand a reservation will not be held without a completed application in advance.

Signature

Date

Mail completed Application by October 22nd to:
Sweet Home City Hall 1140 12th Ave, Sweet Home, OR 97386
If you have questions, email Shirley Austin at: shiaustin221@gmail.com

RELEASE AND WAIVER

In consideration of acceptance of this application, the undersigned (if the undersigned is a group, each and every member of the undersigned participating in the 2018 SWEET HOME CAPITOL CHRISTMAS STREET FAIR) hereby release(s) and forever discharge(s), and hereby grant(s) to indemnify and hold harmless the 2018 SWEET HOME CAPITOL CHRISTMAS TREE COMMITTEE, the CITY OF SWEET HOME, and the SWEET HOME HIGH SCHOOL, and each, every and all of their officers, directors, members, agents, servants, and employees, of and from: (a) any and all loss, claim of loss, liability or damage arising out of any personal injury or property damage occurring to the Application (or any individual of which the Applicant is comprised); and (b) any personal injury or property damage occurring to any third person or entity arising out of, directly or indirectly, the participation of the Applicant (or any individual of which the Applicant is comprised) in the 2018 SWEET HOME CAPITOL CHRISTMAS STREET FAIR as the law allows. The Applicant assumes all risks incurred. The undersigned represents the persons of which the Applicant is comprised.

PLEASE READ AND FULLY UNDERSTAND THESE RULES. BY SIGNING YOUR VENDOR APPLICATION AND SIGNING THIS RELEASE AND WAIVER, YOU ACKNOWLEDGE THAT YOU, AND EVERYONE INVOLVED IN YOUR BOOTH, WILL UPHOLD ALL RULES AND REGULATIONS SET FORTH BY THE SWEET HOME CAPITOL CHRISTMAS TREE COMMITTEE AND THE CITY OF SWEET HOME.

APPLICANT: _____
(print name)

SIGNATURE: _____ DATE: _____

Mail completed Application by October 22nd to:
Sweet Home City Hall 1140 12th Ave, Sweet Home, OR 97386
If you have questions, email Shirley Austin at: shiaustin221@gmail.com

