

WEST LINN ARTS FESTIVAL



2009 FOOD VENDOR APPLICATION AND CONTRACT

Application deadline is April 15, 2009

PLEASE PRINT LEGIBLY.

**All communication will be via email. Exceptions can be made upon a request by the Applicant.
Please check our website for updates at: www.westlinnartsfestival.com**

Vendor: _____
Business Name (please print) E-mail address

Contact: _____
Contact name (please print) Telephone Fax

Mailing Address: _____

1) VENDOR'S DUTIES AND OBLIGATIONS

- a. Complete all application/acceptance procedures as set forth in this contract. **Application must be submitted by April 15, 2009. Vendor selection and notification will be on May 15th.**
- b. Comply with all Clackamas County Environmental Health food-handling requirements during all festival hours, including the obtaining of all licenses and food handler's permits. Also obtain any necessary permits for propane fuel use from the City of West Linn Fire Marshall.
- c. Adequately staff booth during Festival hours, and inform all personnel of site rules and layout.
- d. Provide professional booth with sanitary food preparation and storage capacity, including tent or other covering structure approved by WLAF, in the location designated by WLAF.
- e. Adhere strictly to the menu approved by WLAF. WLAF has the right to deny display and sale of unapproved or inappropriate items.
- f. Provide WLAF with a current Certificate of Liability Insurance showing amount of coverage not less than \$1,000,000 (one million dollars) with "West Linn Arts Festival" listed as a loss payee.
- g. **Remit booth fee of \$200.00 by July 1st, 2009.** (Checks payable to "West Linn Art Festival")
*** Base Fee for a 10' x 10' space is \$200.00 ***
- h. **Include a separate check for \$50.00 (fifty dollars) as a refundable cleaning deposit.** This check will be destroyed after the Festival if Vendor's booth area is completely clean, free of garbage, and has been free of goods and clutter throughout the festival.
- i. Be responsible for ice and proper refrigeration of all perishable foods during the festival.
- j. Provide appropriate connections for standard electrical power. Vendor will pay all costs for extra power use, special connections or other modifications.
- k. Clean booth area at festival closing, utilizing recycling and refuse disposal at designated sites.

2) WEST LINN ARTS FESTIVAL (WLAF) DUTIES AND OBLIGATIONS

- a. Provide a standard 10' x 10' booth space, vendor to remit total fee of \$200.00 by July 1st. Additional space and/or fees are negotiable and subject to availability.
- b. Limited electrical power (110v) will be available.
- c. Provide potable water, commissary facility, garbage/wastewater disposal, recycling services, and overnight security.

3) GENERAL TERMS

- a. Any and all changes to this contract or other agreements between Vendor and WLAF must be submitted in writing, signed by both parties, and attached to this document.
- b. All notices required by this contract shall be in writing and mailed to the registered addresses.
- c. **Noncompliance with requirements may preclude participation in future WLAF festivals.**

Vendor signature: _____

WLAF signature: _____

Date: _____

Date: _____

Please mail your initial application to

**West Linn Arts Festival
PO Box 634
West Linn, OR 97068**

Your initial application must include the following:

1. Your application form, filled out completely, legibly, and *signed*.

****** DO NOT SEND MONEY WITH YOUR APPLICATION!! ******

2. A copy of your intended menu, with descriptions/explanations of food items if necessary.

3. Any recommendations, photos, or documents that positively support your application.

The contract includes timelines for all fee payments. Please respect them. We'll send you an information packet with festival details, booth locations, etc. in mid-August.

Please be courteous to residents and neighborhood businesses by keeping the sidewalks clean and clear of *all* booth equipment. Vendors who do not respect this request may forfeit their cleaning deposit. Consider using a tarp or other ground cover to contain grease and spillage, enabling easier post-festival street clean-up. Thanks for your understanding and cooperation.

This year we continue to emphasize a "green" festival. We encourage you to use recyclable containers, biodegradable dishware, and any other innovations that you can employ. We will have clearly marked recycling bins for vendors and patrons.

Thanks again for your enthusiasm and support. Please feel free to write if you have any questions. May you have a fine and profitable festival season!

Best regards,
Seth Talbot
stbtt@att.net