



~2024 Vendor & Crafter's Guidelines & Rules~

Check-In, Set Up & Break Down *(In General)*

All vendors must Enter & Check-In at the SH Singing Tree information tent on Long St.

Each vendor is provided with a 10' x 10' space which can accommodate a 10x10 tent, or if requested and paid for a larger size booth. If you go outside the assigned space, you will have to pay for additional space!

Each vendor will provide their own tent, leg weights, tables and chairs for displaying the merchandise.

Volunteers will be present to direct vendors to their assigned area for set-up beginning at **7:00 am**. (Look for the **ORANGE TENT** at entrance) Please do not arrive prior to this time for set up. Your booth assignment, with the booth number, will be displayed on the ground with tape – your FRONT will be indicated by the arrow next to your number. All vendors must be completely set up 15 minutes prior to the event start time and remain set-up and in place until the event end time.

Vendors will be allowed to proudly display business banner and signage to identify their business as long as not blocking your neighbors display.

While Event premises are being occupied under this agreement, the Arts and Crafts fair sponsored by the SH Community Singing Christmas Tree (SHCSCT) will provide no insurance; liability insurance must be procured and paid for by the exhibitor. I hereby relieve the management of the safe keeping of the property while said properties are at this festival.

There is limited electricity & running water available to vendors at this event.

Restroom facilities - A porta potty will be available on site.

Vendor Fees

Vendor fee is Non-Refundable. In case the event must be cancelled for reasons out of organizer's control (i.e. extreme inclement weather as tornadoes and hurricanes (it's Oregon – it always rains), government imposed regulations, Act of God, venue related issues, etc.), event will be rescheduled and the new date will be announced to all registered vendors in the event. Refunds will not be given due to already incurred expenses on organizer's behalf as advertising and promotion, permits and licenses, venue rental fees, etc. In case the organizer must cancel the event with no rescheduled date set, vendor fees will be refunded.

Space Fee: Single Apx. 10' x 10' \$30 ~ *w/Donated Raffle Prize \$25

Double Apx. 10' x 20' \$50 ~ *w/Donated Raffle Prize \$45

**A donated raffle prize is appreciated and can be left at the SH Singing Tree Information "Orange" Tent*

Food Vendors Permits

First and foremost, it is the Food Vendor's responsibility to complete and submit the Temporary Food Permit Application from the city/county the event is taking place – for this Arts and Craft event in Sweet Home which is:

Linn County Health Department.

<https://www.linncountyhealth.org/eh/page/food-pool-and-lodging>

- Responsible for keeping food area attractive before, during and after the festival.
- Vendor and their employees shall use every measure to protect festival site from all damages. Vendor shall be responsible for damage caused by him or her to buildings and grounds
- Vendors are prohibited from selling any alcoholic beverages at the event.
- Provide professional and courteous personnel
- Health Inspectors could be on site to inspect the food.
- Comply with all health and fire permits, where applicable, at own expense.
- Insure that grease and abrasives will not be disposed of on event property.
- Vendor and their employees shall use every measure to protect festival site from all damages. Vendor shall be responsible for damage caused by him or her to buildings and grounds.
- Vendor will remove all trash in immediate food area during set up and breakdown. Trash receptacles in food area cannot be used for discarding food, grease or other waste materials. No trash is allowed to be left in food area after breakdown.
- Plastic gloves shall be worn by all persons handling food. No contact with money shall be allowed by persons handling food.
- All appropriate Fire Extinguisher equipment must be on site at your booth the entire time period of event.

Load In/Load Out

- Due to Sportsman's Holiday Parade taking place at 11:00 am, Long Street will be closed down starting at **9:30 am**. Vendors will need to have their vehicles unloaded and parked by **9:00 am**. Vendors who arrive after the streets have been closed down will have to park off site and hand carry their merchandise to the event site!! NO EXCEPTIONS!
- You will be allowed to drive on site or close proximity to your vendor space to unload your vending items. You will then drive your vehicle to a street parking area or parking lot to the South of Long Street. You are NOT ALLOWED to keep your vehicle parked at your vendor space for the duration of the event. ALL vehicles will need to be moved from the event site and parked on the public street. Please be considerate to all other vendors and make sure you do not interfere with someone else's set up.
- Vendors must limit themselves to one vehicle within the event site, unload the equipment/product and remove the vehicle prior to set-up.
- No vehicles will be allowed on the event's grounds after 9:00AM

Vendor Spots

- Each vendor is provided with a 10' x 10' (apx.) space which can accommodate a 10x10 tent. If you need more space, an additional space can be reserved for you PRIOR to the event.
- Vendors need to provide their own set up, including tent, tables and chairs for displaying the merchandise. Vendors understand that are responsible for all needed display props, including table/chairs/hanging materials/signs/etc.
- Electrical requirements are very limited. Please contact the event organizer for any electrical needs.

Applications

- All applications and fees will need to be returned to our mailing address or to the event coordinator, Edie Wilcox, by **Tuesday, June 18, 2024**
- No refunds will be made unless the application is *not accepted. Refunds will not be made due to cancellation on the part of the exhibitor. Failure to comply with the above stated rules will result in eviction from the event & loss of any money paid.
- Vendors can distribute flyers, business cards, coupons, menus, or other material to patrons within their vendor booth area.

*Duplicate small business companies are not allowed. i.e.: 2 Watkins Dealers

Booth Set Up

- Volunteers will be present to direct vendors to their assigned area for set-up beginning at 7:00 am.
- Due to Sportsman's Holiday Parade taking place at 11:00 am, Long Street will be closed starting at **9:30 am**. Vendors will need to have their vehicles unloaded and parked by **9:00 am**. Vendors, who arrive after the streets have been closed, will have to park off site and hand carry their merchandise to the event site! NO EXCEPTIONS!
- All vendors must be completely set up **15 minutes** prior to the event start and remain set-up and in place until the event end time.
- To prevent accident or injury, any vendor wishing to leave early MUST notify the event coordinators. With permission, booths can be packed-up and "walked-out" will be allowed to do so.
- No vehicles will be allowed on the event's grounds after set up.
- Vendors will be allowed to proudly display company banner and signage to identify their business.
- Break down of vendor booths needs to start within a ½ hour after the event ends.
- All paid vendors will receive a Vendor Layout one week before the event.

We will sell while the parade is running.... Until about 3 pm

If you have any questions or need more information –

Message us on FACEBOOK: SHSingingTree

Email Coordinators:

wilcox0487@comcast.net

kbwings@gmail.com

Need to talk to a real person:

Edie ~ 541-401-0188

Kari ~ 541-401-5837



~ CRAFTER/VENDOR APPLICATION 2024 ~
OUTDOOR CRAFT & VENDOR FAIR
~ July 13th ~ 9 a.m. to 3 p.m.
~ SHHS Parking Lot – 1600 Block of Long Street~

Business Name _____

Contact Person _____

Address _____

Email _____

Please print clearly

Website/Facebook _____

Phone _____ Type: Home ___ Cell___

Please list products or services that will be displayed at your booth.

I have read and agree to the guidelines/rules set forth in the 2023 Craft/Vendor Fair Guidelines & Rules.

Signature _____ Date _____

After reading all of the guidelines/rules, if you have any questions or need more information –

Message us on FACEBOOK: SHSingingTree

Email Coordinators: wilcox0487@comcast.net kbwings@gmail.com

Need to talk to a person: Edie 541-401- 0188 or Kari 541-401-5837

Completed Application and Fee must be received no later than **Tuesday, June 13, 2024**

Sweet Home Community Singing Christmas Tree

PO Box 554

Sweet Home OR 97386

(Please keep the attached 2024 Craft/Vendor's Guidelines & Rules for future reference)

Date Received: _____ Single (\$30) _____ Double (\$50) _____ Form of Pmt: _____