

Date Received:

(official use only)

Food Vendor Application & Agreement

ASTORIA-WARRENTON CHAMBER OF COMMERCE
CRAB, SEAFOOD & WINE FESTIVAL APRIL 27, 28, & 29, 2012

DUE: January 20, 2012

Checklist of items to be INCLUDED with application:

- _____ Festival Payment (payable to AWACC)
- _____ Certificate of Liability Insurance (\$1,000,000 coverage)
 - listing AWACC, Wadsworth Electric & the Clatsop County Fairgrounds as "additional insured"
 - *please note date of renewal if it occurs after the application is received**
- _____ Clatsop County Temporary Restaurant Application and fee of \$60 payable to the Clatsop County Health Department.
 - Food product promotion with a 2 oz or less sample does not require licensure.
 - **Contact Maureen Taylor with the Health Department with any questions at 503-325-8500 ex 1927 or mtaylor@co.clatsop.or.us**
 - **Application & payment need to be included with Festival application!**
- _____ Check list + Business information (page 1)
- _____ Product information (page 2)
- _____ Vendor Booth Order (page 3)
- _____ Signed Rules and Regulations Document (page 4)
- _____ Electrical Order Form – signature required for all vendors (page 5)
- _____ Hold Harmless Agreement (page 6)

Your application WILL NOT be considered "received" until ALL of the above items are completed and returned with payment(s) to the Astoria Warrenton Chamber of Commerce.

Business (as printed in official Crab Guide publication): _____

Parent Company _____

Contact Name _____

Business Phone Number _____ Cell Phone _____

Address _____

Email address _____

<h1>List all of the items you intend to sell</h1>
Please note – we limit the number of vendors selling the same or similar products.
Vendors cannot sell products with the festival logo.

If you use a deep fryer or your cooking creates grease laden vapors you must provide a Type K commercial kitchen liquid foam extinguisher in your booth. The Fire Marshal will be on site to verify compliance. If you are using propane, you must provide a 50' propane hose to insure adequate and safe distance.

*** Food vendors are allowed access to a commercial kitchen at the event site for cleaning and sanitation purposes. Grey water disposal tanks are available outside the Food Tent.**

The Clatsop County Health Inspector will be on site to inspect food vendor booths beginning at Noon on Friday, April 27.

Vendor Review Process

We encourage all vendor booths to incorporate a nautical theme into its decorations and/or products. We review & accept applications based on, but not limited to:

- Application Submission Date
- Astoria Warrenton Chamber of Commerce Members
- Handcrafted and/or personally produced products
- Information/Education vendors
- Prior participation
- NW Regional Vendors

Rules & Regulations for the 2012 Crab, Seafood & Wine Festival

Please read carefully and initial each item of understanding. The signed application and hold harmless contract constitute your knowledge and agreement to comply with all rules. Failure to do so could result in expulsion from current and/or future AWACC festivals.

_____ As directed by Oregon Liquor Control Commission, the AWACC has a **Zero Tolerance Policy with regard to alcoholic beverages being consumed by anyone (or noticeably intoxicated) while working and/or volunteering in a booth.** Any booth personnel violating this policy will be asked to leave the Fairgrounds immediately and vendor will NOT be allowed to participate in our Festival in future years.

_____ No stickers, glitter/confetti, mardi gras beads, etc. We reserve the right to maintain the integrity, appeal and cleanliness of the 2012 Crab, Seafood & Wine Festival by REQUIRING you to remove any such or similar items from your booth during the event.

_____ Vendors may not extend anything higher than 10' from the back of your booth. **Sidewalls/structures or other objects may not be higher than 6' and cannot extend beyond 5' from the back of the booth which can visually obstruct and/or block your neighbor.**

_____ No tents, canopies or enclosed top to any booth (as instructed by the Fire Marshal).

_____ I have read and understand the complete copy of the Rules and Regulations for the 2012 Crab, Seafood & Wine Festival (pages 7-10)

OLCC REQUIREMENTS

Wine/Beer booths must continuously display sales and serving permits to remain open.

- OLCC Permit must be approved 30 days prior to the event. Wine exhibitors may sell tastes (1 oz), glasses (4 oz) and bottles/cases of wine.
- Opening and consumption of bottled wine by patrons is prohibited at the festival.
- **Selling and/or giving away of cork screws is not allowed.**
- All wine/beer vendors must attend a mandatory OLCC briefing on Friday, April 27 at 3 pm in the Exhibit Hall. Proof of attendance at this briefing will be issued and must be immediately posted in your booth and remain visible at all times during the festival in addition to all other licenses and permits.

Agreed By: _____
Signature

Name: _____
Print Name

Business/Organization: _____

Office Use Only: **Booth #** _____ **Main Arena** **Exhibit Hall** **Food Tent**

Vendor Name _____

Food Vendor Electrical Order

Please itemize all of the electrical equipment you will use during the festival. All wiring and equipment must be Underwriters Laboratories (UL) approved. The prices listed below DO NOT include special wiring or connections that need to be done at the festival.

All booths must provide an outlet power strip and 50' extension cord (size 12/3 minimum to connect to 120 volt outlets). Access to power is limited to within 50'.

COST CHART

Complimentary Circuit	General lighting, cash register	No Charge
120v 20 Amp Circuit	1500 watts (small refrigerator/microwave)	\$50
220V 20 Amp Circuit	3000 watts	\$60
220V 30 Amp Circuit	5000 watts	\$75
220V 50 Amp Circuit	8000 Watts (cooking range)	\$100

Equipment Item	Voltage	Watts/Amp	Cost – if applicable

TOTAL DUE:

NOTE: All 220-volt power is single phase.

Please provide diagram/drawing of cord/plug configuration for all 220V.

This form will be given to Wadsworth Electric for event set-up.

They reserve the right to charge vendor for any additional use of electricity. We cannot guarantee service for unlisted electrical equipment.

Signature: (required) _____

For the benefit of

**Astoria Warrenton Area Chamber of Commerce, Clatsop County Fair Board
& Wadsworth Electric**

In consideration for the Astoria Warrenton Area Chamber of Commerce (AWACC) providing the undersigned a space or booth at the April 27, 28 & 29, 2012 Astoria Warrenton Crab, Seafood & Wine Festival; I/we, individually, and if a partnership or corporation, on behalf of

_____ I/we agree to
(name of business or organization)

1. COMPLY with all rules, regulations and standards established or imposed by the AWACC which affect, relate to, regulate or prescribe the manner of set up, maintenance, operation and conducting of business at my booth at the 2012 Astoria Warrenton Crab, Seafood & Wine Festival.
2. CERTIFY that the activities I conduct at the Festival are and shall be in compliance with all laws and regulations imposed by any governmental authority.
3. WAIVE & RELEASE any rights, claims or damages I may accrue against, and discharge the AWACC, the Clatsop County Fair Board and Wadsworth Electric, its employees, agents, representatives, sponsors, members and volunteers, for any injuries, loss or damages suffered by me, my agents, employees and customers, or imposed upon me as the result of or arising because of or during my participation during, or association with the 2012 Crab, Seafood & Wine Festival, however incurred and regardless of the negligence of those released.
4. HOLD HARMLESS, defend, and indemnify, the AWACC, the Clatsop County Fair Board, and Wadsworth Electric, its employees, agents, representatives, sponsors, members and volunteers from any loss, liability or claims, and expenses incurred in defending against any claims, loss or liability, including the costs of attorney fees made by the individual or entity as a result of or arising in connection with, out of or in relation to my participation in the 2012 Astoria Warrenton Crab, Seafood and Wine Festival.

BY: _____
Signature

Name: _____
Print Name

Business/Organization: _____

Date: _____

Complete Copy of
Rules & Regulations for the 2012 Crab, Seafood & Wine Festival

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VENDOR PARKING

Only vendors with vendor vehicle passes will be allowed to enter the fairgrounds and park behind the exhibit halls in designated parking areas. There will be no long term parking next to exhibit buildings. You must unload your goods quickly and move your vehicle immediately **before** setting up your booth. Do not block access to buildings, roads or driveways at any time, whether loading or unloading, or your vehicle will be towed. Please respect and obey all parking monitors and follow their instructions.

FREE VOLUNTEER AND VENDOR STAFF EXPRESS SHUTTLE BUS SERVICE

Due to limited parking at the fairgrounds, vendor volunteers and staff will be provided door to door service by catching the dedicated Staff/Volunteer Express Shuttle. This is the closest shuttle parking lot to the Fairgrounds and is designated for Festival support personnel. Your Booth staff will be able to catch the Express Shuttle every twenty minutes from the pick up spot.

** (Please Note: Shuttle Schedule Provided Below)*

RV REGISTRATION INFO

RV space with electrical hook-up is extremely limited and, if available, costs an additional \$25 per night. We cannot guarantee an RV space but we will try to accommodate you as much as possible. Be sure to include RV site payment for the number of nights on the Booth Order Sheet. RV units desiring water and electrical hook-ups are located in the visitor parking lot. There is no sewage available. Please note that your RV must remain blocked in during the Festival hours due to patron parking. RV's must be in place prior to noon on Friday. Once again, this reservation is on a first come, first served basis. Electric & water provided.

CHECK IN

Vendor check in and set up begins Thursday, April 26 at 3 pm. All vendors must check-in by noon on Friday, April 27 at the Chamber Registration Booth located in the Exhibit Hall next to the main stage, to pick up packets and vendor passes. Please do not begin set up without checking in with Chamber staff in case there has been a change to your vendor booth location.

PARKING & UNLOADING

Exhibitors will be issued one parking pass per booth which will permit parking in the exhibitor area behind the arena building. **YOUR PASS MUST BE VISIBLE ON YOUR DASHBOARD** at all times, including during set-up, or your vehicle will be towed. Unattended vehicles blocking Fire Lanes will be removed at your expense. You may only use designated entrances/exits to unload during set-up times. All vehicles must be parked in the vendor parking area during festival hours.

VENDOR IDENTIFICATION BADGES

Exhibitors are entitled to four identification badges, allowing for free 3-day admission. These are non-transferable to non-booth personnel. Four additional exhibitor badges will be available from the Chamber for \$8 each. For your convenience, we will be providing Vendor Pick-up at the Chamber Booth so that incoming and outgoing Vendor booth staff can exchange badges and/or parking passes.

BOOTH SPACE & TABLES

Booth assignment is subject to change at the discretion of the Event Coordinator up to and during the festival. Booth fee includes: 10x10 space, curtain & backdrop. Tables can be rented for \$15 each. Chairs are not provided. Signs will be restricted to inside booth areas and may not obstruct exit or other signs placed by the Chamber. **Sidewalls/structures or other objects may not be higher than 6' and cannot extend beyond 5' from the back of the booth which can visually obstruct and/or block your neighbor.**

Sales are limited to your booth space – no mobile marketing! **You must provide an all purpose dry chemical fire extinguisher in your booth. Fire Inspectors will verify.**

PARCEL PICK-UP/ WINE CHECK

We will provide a complimentary parcel pick-up booth next to the Chamber Info Booth, next to the Music Stage. Festival patrons can drop-off large items and wine case purchases until they are leaving the event.

GARBAGE & RECYCLING

Vendors are responsible for clean-up inside their booths and for removing all booth garbage into the appropriate outdoor dumpsters as provided. Please ask a volunteer for directions when you arrive and set up. You must flatten all cardboard and separate all glass into the recycling dumpsters. Do not use the garbage containers set out for the public.

WASHING FACILITIES

Vendor toilets and hot water are located on the North side of the fairgrounds. Other facilities will be installed on Friday morning. Portable hand wash stations with running water will be near the exits.

CLEANING

We have eliminated the cleaning deposit/fee to expedite the check out process for our vendors. This allows you to leave as soon as your booth is empty and clean, and you do not need to check out with a Chamber staff member or volunteer. All vendor booths must be left clean and follow all regulations of the festival. Failure to do so can result in expulsion from next year's event.

CHANGE

Exhibitors are responsible for their own change, so please plan ahead to cover your needs.

BOOTH & VENUE RESTRICTIONS

- The Chamber's By-laws require that the organization, in its activities, be non-partisan and not be committed to the support or endorsement of any candidate for public office. No political or moral causes will be permitted at any booth space at the festival.
- No solicitation by ANYONE other than authorized vendors will be allowed on Fairground property during this event.
- The Astoria Warrenton Chamber of Commerce reserves the right to limit the number of participants and items of food and merchandise. Vendors selling items not listed on their application may be asked to discontinue sale of those items.
- No animals are allowed.
- Smoking is not allowed anywhere in the buildings or at your booth. Smoking is only allowed in designated smoking areas. Violators will be asked to leave the fairgrounds.
- Vendors accepted after March 7, 2012 will not be included in the official Crab Guide.

General Information

Vendor must be checked-in by Noon on Friday, April 27 and set-up by 3:30 pm

	Building OPEN to Vendors	OLCC Mandatory Briefing	Festival OPEN	Last Call for Alcohol - Bottle sales allowed to continue until Closed	Festival CLOSED	Building CLOSED to vendors
Thursday	3 pm		N/A	N/A	N/A	8 pm
Friday	8 am	3 pm @ Exhibit Hall	4 pm	8:30 pm	9 pm	10 pm
Saturday	9 am		10 am	7:30 pm	8 pm	9 pm
Sunday	10 am*		11 am	3:30 pm	4 pm	6 pm

***Sunday @ 10 am: complimentary continental breakfast for vendors**

The Fire Marshal will inspect the premises on Thursday and Friday before the festival opens.

The Clatsop County Health Inspector will be on site to inspect food vendor booths beginning at Noon on Friday, April 27.

Vendor Volunteer/Staff Express Shuttles

Astoria High School to Clatsop County Fairgrounds (10 minute ride)
- 2 shuttle buses running during festival hours of operation

	Shuttle Begins	Last Ride of the Day
Friday	2:30 pm	9:30 pm
Saturday	8:45 am	8:30 pm

Sunday	9:45 am	5:00 pm
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