

Wine Vendor Application

Dear Prospective Vendor:

Attached are the required application forms for the 28th Annual Astoria-Warrenton Crab, Seafood & Wine Festival to be held at Clatsop County Fairgrounds, 92937 Walluski Loop, Astoria, Oregon.

We anticipate another successful and fun festival focusing on a Northwest/Coastal theme and emphasizing the presence of seafood in our region, especially Dungeness crab, oysters, clams and salmon. With this in mind, we encourage all booths to have marine or nautical themes and products. Our application acceptance priority is given to exhibitors in this order:

- Local / Coastal
- Prior Participation
- Northwest Regional
- Application Submission Date

If you have not participated in the Festival before, we require pictures of your products/booth along with your application.

Booth Application deadline is **Friday, January 29, 2010**, however, all applications will be date stamped upon receipt and earlier applications may have priority. Please note: All applications must be accompanied by full payment and the certificate of insurance to be considered. The Astoria Warrenton Chamber of Commerce reserves the right to accept or reject any and all applications.

Mail pages 2 through 5 along with payment, the Hold Harmless Agreement & your insurance certificate to:

AWACC
Attn: Crab Fest
P.O. Box 176
Astoria, OR 97103

Wine Competition See separate application and rules for entry. The final day for receiving wine deliveries for judging is **February 19, 2010**. Please note: Your entries must be shipped to a different address than your vendor booth application and you must be an approved participating vendor to compete in the Wine judging event.

Thank you for your interest in our community festival.

Sincerely,
Rose Alsbury, Event Manager
503-325-6311
503-325-9767 fax
rosealsbury@charterinternet.com

Astoria-Warrenton Crab, Seafood & Wine Festival
April 23, 24, 25, 2010
WINE VENDOR APPLICATION & AGREEMENT
APPLICATION DEADLINE: January 29th , 2010

Office use only:	Payment	Hold Harmless	Insurance	Booth #
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NAME: _____ PARENT COMPANY (if different) _____
 PRE-EVENT CONTACT: _____ Title: _____
 PHONE: _____ FAX _____
 ON-SITE CONTACT: _____ Title: _____
 PHONE: _____ Cell Phone: _____
 EMAIL: _____ WEBSITE: _____
 ADDRESS _____ CITY, STATE, ZIP _____

List in order of preference the items you intend to sell. PLEASE BE SPECIFIC as you will only be allowed to sell the merchandise or items listed if approved.

You must provide Astoria- Warrenton Area Chamber of Commerce (AWACC) with evidence of Liability Insurance Coverage (\$1,000,000). This certificate must list AWACC, Wadsworth Electric Company and Clatsop County Fairgrounds as "additional insured".

OLCC Requirements - contact Carla Clayton at the Oregon Liquor Control Commission (OLCC) at their Warrenton, Oregon office. Call 503-861-3912 for your temporary sales permit and other necessary licenses. For your convenience, a Special Event Winery (SEW) Application with pre-printed event information is available at www.oldoregon.com/events.

Be sure to complete the remaining information required on the form before submission to OLCC.

All licenses and permits must be clearly displayed in your Booth.

VENDOR BOOTH ORDER

Spaces are limited and there are **no guarantees for booth placement or preference**. The Chamber reserves the right to move exhibitors or change booth numbers as necessary.

Booth Fee Includes the Following:

- One 110 electrical circuit (1500 amps). For additional electrical services complete Exhibitor Electrical Order form.
- Four Vendor ID Badges for 3- day entry.
- One complimentary Vendor parking lot parking pass.
- A \$25 cleaning fee which will be refunded on Sunday after closing hours: if area is left clean & verified by a Chamber rep. and vendor follows all regulations of the Festival.

Standard Aisle (10 x 10) Wine Booth	\$475 ea.
Corner (10 x 10)	\$575 ea.
Subtotal:	\$_____

Additional Fees:

6 ft & 8 ft tables are available for rent at \$15 each:

Specify quantity of tables needed _____ 6 ft _____ 8ft _____

Additional Vendor Passes (up to 4 additional at \$8) _____

Additional Vendor Parking Pass (up to one additional at \$5) _____

RV parking w/electrical hook up is available @ \$30 per night:

Circle days: _____ Th Fri Sat Sun _____

Size of RV _____ft

Additional Electrical Order (include completed worksheet) _____

Astoria - Warrenton Chamber of Commerce Member Discount <\$40> <_____>

Total Amount Due:

Make checks payable to AWACC and mail with completed application to:

AWACC/ Crab Fest	or	Credit card: MasterCard or VISA (only)
P.O. BOX 176		# _____
ASTORIA, OR 97103		Expiration date: _____ V-Code _____

_____/_____
 Name on Card (print clearly) Signature & Date

Please Note: 20% processing fee for cancelations before March 15th; after that date, a 50% refund will be given only if the space can be resold. Lack of payment will disqualify your application.

EXHIBITOR'S ELECTRICAL ORDER FORM

All Vendors - In the space below please itemize all electrical equipment you will have in your booth. (Use additional sheet if necessary.) All wiring and equipment must be Underwriters Laboratories (UL) approved. The prices listed below do not include special wiring or connections needing to be done at the festival site.

All booths must provide an outlet power strip and 50ft. extension cord, size 12/3 minimum to connect to 120v. outlets. Access to power will be within 50ft.

Exhibitor Business Name: _____

Office Use Only: Booth # _____ Circle area: Arena Exhibit Hall Tent

Equipment Item	Voltage	Watts/Amps	Cost (if applicable)
Total Due			\$

Additional Cost Chart

Complimentary Circuit	General lighting, cash register	No Charge
120 V. 20 Amp Circuit	1500 Watts	\$50
220 V. 20 Amp Circuit	3000 Watts	\$60
220 V. 30 Amp Circuit	5000 Watts	\$75
220 V. 50 Amp Circuit	8000 Watts, (Range, etc.)	\$100

NOTE: All 220-volt power is single-phase

This form will be given to Wadsworth Electric Company's team to set-up each booth. Any variations will need to be pre-authorized by the Chamber's Event Manager or Executive Director.

Vendor Signature & Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

For the benefit of

**ASTORIA-WARRENTON AREA CHAMBER OF COMMERCE
& CLATSOP COUNTY FAIR BOARD**

RE: ASTORIA-WARRENTON CRAB, SEAFOOD & WINE FESTIVAL 2010

In consideration for the Astoria-Warrenton Area Chamber of Commerce (AWACC) providing the undersigned a space or booth at the April 23, 24, 25, 2010 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 2010 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 and RELEASE any rights, claims or damages I may accrue against, and discharge the AWACC and the Clatsop County Fair Board 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 at, or association with 2010 Astoria-Warrenton 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, 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 any individual or entity as a result of or arising in connection with, out of or in relation to my participation in 2010 Astoria Warrenton Crab, Seafood & Wine Festival.

BY: _____ / _____
Signature Print Name Here

(Business Name or Organization)

DATE: _____ EMAIL: _____
(print clearly please!)

General Information

These are the rules & regulations that govern this event. Please read carefully! Your signed application and hold-harmless contract constitute your agreement to comply to all rules.

FESTIVAL HOURS

DAY	DOORS OPEN Set-up & Prep	FESTIVAL OPEN to the Public	*LAST SERVING of Alcohol *	FESTIVAL CLOSES	Buildings Close Promptly
Thursday	3 p.m.	N/A	N/A		8 p.m.
Friday	8 a.m. (must check in by noon & be fully set up by 3:30 p.m.)	4 p.m.	8:30 p.m.	9:00 p.m.	10:00 p.m.
Saturday	8 a.m.	10 a.m.	7:30 p.m.	8:00 p.m.	9:00 p.m.
Sunday	8 a.m.	11 a.m.	3:30 p.m.	4:00 p.m.**	6:00 p.m.

**Sales of bottles and cases of wine allowed until closing.*

***Very Important: You must staff your booth during all hours of the festival. Breakdown may not begin until 4 p.m.*

Sunday. You will be allowed 2 hours to clean up & exit the fairgrounds. Those trying to close up early will forfeit their deposit. No vendor vehicles will be allowed in upper lot in front of building until all shuttle service has ended.

IMPORTANT DEADLINES:

Application: January 29, 2010

Proof of Liability Insurance : March 1, 2010

OLCC REQUIREMENTS

- Wine booths must continuously display sales and serving permits to open.
- Your check and SEW permit application must be sent to OLCC, P.O. Box 967, Warrenton, OR 97146.
- Permits must be received by OLCC 30 days prior to the event. Wine exhibitors may sell tastes (1oz), glasses (4oz) and bottles/cases of wine.
- Opening and consumption of bottled wine by patrons is prohibited at the festival and selling or giving away of cork screws is not allowed.
- A mandatory OLCC briefing will be held on Friday, April 23rd at 3pm 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 along with all other licenses and permits.***

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 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 STAFF EXPRESS SHUTTLE BUS SERVICE

Your volunteers and staff will be provided door to door service by catching the dedicated Staff Express Shuttle. Due to very limited parking at the Fairgrounds, free parking is provided at Astoria High School's parking lot. This is the closest shuttle parking lot to the Fairgrounds and will be held solely 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: This shuttle will run continuously from one hour prior to one hour after closing of the Festival.)***

RV REGISTRATION INFO

RV space with electrical hook-up is extremely limited and, if available, costs an additional \$30 per night. We cannot guarantee you 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. They 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

All vendors must check-in by noon on Friday, April 24th at the Chamber Registration Booth located in the Exhibit Hall, to pick up your packets and receive your entry badges. Please do not begin setup without checking in as we have security & regulations that you must follow.

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, of course, 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-transferrable to non-booth personnel. Four additional exhibitor badges will be available from the Chamber for \$8 each.

VENDOR PICK -UP

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 fee includes: curtain, backdrop, advertising, publicity, entertainment, security, one free exhibitor parking pass and electricity (the first 1500 amps at 110 volts if requested on the application). Tables can be rented for \$15 ea. Chair art not provided. Signs will be restricted to inside booth areas and may not obstruct exit or other signs placed by the Chamber. You may not extend anything past 10' from the back of your booth. Sidewalls may not be over 6' or placed to obstruct your neighbor. **You must provide an all purpose dry chemical fire extinguisher in your booth. Fire Inspectors will verify.**

PARCEL PICK-UP

We provide a parcel pick-up area next to the Chamber Info Booth for Festival patrons for large items and wine case purchases.

GARBAGE & RECYCLING

Exhibitors are responsible for clean-up inside their booths and for depositing their booth garbage into the appropriate outdoor dumpsters as provided. Recycle containers will also be provided for glass and cardboard. Flatten all cardboard. Please do not use the garbage containers set out for the public.

REFUNDABLE CLEANING FEE

We will refund your \$25.00 cleaning fee at closing time after your booth has been cleared and inspected by a designated Chamber Representative, provided your staff has followed the rules and regulations of the festival. You automatically forfeit this refund if you close early or pack up your booth before 4pm on Sunday afternoon.

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. Sinks are located at some exits for washing utensils.

CHANGE

Please bring your own "bank." We will not make change for you or break large bills. Exhibitors are responsible for their own change, so please plan ahead to cover your needs.

ICE will be available for sale by the bag from the Astoria Rotary Crab Feed Vendor.

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 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 will be allowed with the exception of certified sight/hearing guide dogs, which must be harnessed and sufficiently maintained. We urge you to leave all pets at home.
- Smoking of any type 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.
- As directed by Oregon Liquor Control Commission, the AWACC has adopted a Zero Tolerance Policy with regard to alcoholic beverages being consumed by anyone while in a Vendor's booth. Drinking alcohol inside a booth or being noticeably intoxicated while in a booth will simply not be tolerated. 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.



OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT WINERY (SEW) OR GROWER APPLICATION (SEG)

Allows the sale of wine or cider for drinking on the special event premises or in sealed containers for off the premises.

- SEE INSTRUCTIONS ON BACK OF FORM
- OLCC may refuse to process your application if received less than 10 days before your event
- Make payment by check or money order, payable to OLCC
- LICENSE DAYS: In #7(a) below, you can apply for a maximum of 5 license days per application form
- Please print or type

THIS APPLICATION IS FOR: SPECIAL EVENT WINERY (\$10/day) SPECIAL EVENT GROWER (\$10/day)

1. Annual Licensee: _____ Contact Phone(s): _____

2. Mailing Address: _____ E-mail: _____

3. City: _____ State: _____ Zip Code: _____ Fax: _____

4. Name of on-site manager(s): _____

5. Manager's Service Permit # or Server Education Date: _____

6. EVENT ADDRESS: 92937 WALLUSKI LOOP _____ City/County: ASTORIA / CLATSOP _____

7a. Date(s) of event: APRIL 23, 24 & 25, 2010 7b. Start/End hours of alcohol service: FRI: 4-8:30PM SAT: 10-7:30PM SUN: 11-3:30PM

8a. Type of event: SEAFOOD & WINE FESTIVAL 8b. Type of entertainment: LIVE MUSIC

9a. Type of food served: VARIES / DINNERS / OTHER 9b. Start/End hours of food service: SAME AS ABOVE

10a. Expected attendance per day: 6,000 10b. Will minors attend? YES

11. Control plan for managing minor patrons and adult alcohol consumption: _____

12. Boundaries of special event licensed area: INSIDE FAIRGROUNDS BUILDINGS & TENTS

13. If this event is open to the public and expected attendance is 301 or more individuals per day, I certify that I have obtained at least \$300,000 of liquor liability insurance coverage for this event as required by ORS 471.168.

Insurance company: _____ Policy # _____ Expiration Date: _____

ANNUAL LICENSEE SIGNATURE: _____ Date: _____

14. You must take this application to the local city or county government for a recommendation **before** submitting it to the OLCC.

- Grant Acknowledge Deny (attach letter indicating grounds for denial)

Event location is: Within Outside City Limits Agency: OLCC

Agency Signature: OBTAINED BY OLCC _____ Date: _____

15. This authority is valid only when signed by an OLCC representative.

Fee paid \$: _____ Date: _____ Receipt #: _____

Restrictions: _____

LICENSE IS: DENIED APPROVED by: _____ Date: _____

SEW/SEG INSTRUCTIONS

You can help us to promptly process your application. Have you filled out your application completely and accurately and included any necessary attachments?

Please submit your application to the OLCC in plenty of time prior to your special event. Even routine applications may require at least ten business days to process. You will limit our ability to approve your application if you submit it only a few days before your special event.

If you are approved for a liquor license at a location that is different from your regular license, **you are responsible** for the alcohol management and compliance with liquor laws in that area. This is true even if you are at an event hosted by another organization. If there are other special licenses approved for that area, you and the other licensees will share responsibility for compliance with liquor laws.

USE THE LIST BELOW TO HELP YOU COMPLETE THIS APPLICATION

(1) APPLICANT - The Winery or Growers Sales Privilege Licensee should be listed as the applicant.

(4) ON-SITE MANAGER - You must name a manager who will be at the special event. If the manager is the owner and the owner's individual name (not a legal entity) is listed as the licensee, the owner **must** have passed an Alcohol Server Education class within the past five years. A manager who is not the licensee **must** have either a service permit or a completed service permit application.

(7a & 7b) Are the dates and hours of alcohol service at the event clearly shown?

(8a) TYPE OF EVENT - Is the type of event listed? Be specific (eg. dinner, auction, dance, fund-raiser, an event at a park).

(8b) TYPE OF ENTERTAINMENT - Is the type of entertainment listed? Be specific (eg. dancing, live music, DJ, none).

(9a & 9b) TYPE OF FOOD / HOURS OF FOOD SERVICE - **Food service must be available during the entire time that alcohol will be served. This is a requirement of OAR 845-006-0465.** Are the type and hours of food service clearly shown? Examples of type are steak, fish, chicken, sandwiches or steamed vegetables. Generic terms such as dinner, buffet and appetizers do not qualify as defined in OAR 845-006-0465. OAR 845-006-0465 requires you or your contract food service provider to make available a minimum of two different substantial snack food or appetizer items in sufficient quantity to provide at least one serving for each person at the event during the entire time that alcohol will be served. Substantial snack food or appetizer means food such hot dogs, sausages, chicken strips, sandwiches, pizza, fruit, vegetables, and soup. Chips, crackers, nuts, and popcorn are examples of snack food that is not substantial. Cheese and crackers are substantial only if served together and served along with another food item.

(10a) EXPECTED ATTENDANCE - If the daily attendance at the event is expected to be 2,000 or more people (this is for the entire event, not just your area) you will have additional requirements (OAR 845-006-0430).

(11) CONTROL PLAN - You must submit a control plan. Does your control plan address: Not serving visibly intoxicated people? Checking ID for anyone appearing to be under age 26? Monitoring alcoholic beverages to ensure they are not being shared with minors? Wine garden (if applicable)? Include how you will monitor the confined area. How you will make sure that open containers of alcohol do not leave the licensed premises? (You may be asked to submit a written plan on a separate piece of paper.)

(12) EVENT BOUNDARIES - Are the boundaries of your event, and the area you want licensed, clearly defined? Include an 8 ½" x 11" diagram showing the event site and the licensed premises.

(13) SIGNATURE - Did you complete the liquor liability insurance information and sign the application?

(14) LOCAL GOVERNMENT REVIEW - Have you had your application signed by the local government (usually police or sheriff) office?

(15) FEE - Make payment by check or money order, payable to OLCC.

RETURN THIS FORM to the OLCC office regulating the county in which your special event will happen. **Portland (main office)** regulates Clackamas, Columbia, Hood River, Multnomah, Washington. **Warrenton** regulates Clatsop, Tillamook. **Salem** regulates Linn, Marion, Polk, Yamhill. **Eugene** regulates Benton, Douglas, Lane, Lincoln. **Medford** regulates Coos, Curry, Jackson, Josephine, Klamath, Lake. **Bend** regulates Baker, Crook, Deschutes, Gilliam, Grant, Harney, Jefferson, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler.

For addresses or questions, call 1-800-452-6522, or go to www.oregon.gov/olcc.