

2023 Oak Grove Festival Vendor Information

Please review the event application information, policies, requirements and safety regulations provided below. By signing the application, you are agreeing with all terms and conditions listed.

Historic Downtown Oak Grove (HDOG) is pleased to invite you to participate in the Fifth Annual **Oak Grove Festival (formerly called the Oak Grove Trolley Trail Festival)**. In 2022, we had 58 vendors and an estimated 5,000 attendees. We look forward to making this year's event even more successful by setting a goal of 80+ vendors. Be a part of this amazing opportunity to bring the community together and celebrate all that Oak Grove has to offer – local food, local arts/crafts, local businesses/organizations and local live music.



Attendees at the 2022 Oak Grove Trolley Trail Festival

2023 Oak Grove Festival **Application Information, Policies, Requirements** **and Safety Regulations**

WHEN: The event will be held on **Saturday, July 15, 2023 from 11:00 AM to 4:00 PM.**

LOCATION: We are expanding! The location will be held in historic downtown Oak Grove, starting at the Oak Grove United Methodist Church on SE Rupert, continuing west on Oak Grove Blvd. and ending at McQueen's Bar & Grill at River Road. Oak Grove Blvd will be closed to all vehicle traffic from Rupert to River Road during the festival hours 11:00 – 4:00 PM.

VENDORS: Vendors will be accepted and notified within one week of receiving completed application, fee (if applicable) and certificate of insurance. If additional information is needed, event staff will contact vendor via the phone/email provided in application. The event staff reserves the right to refuse vendors who may violate community standards and/or the rights and safety of others.

2022 Fact: 84% of the 2022 vendors were pleased with their sales!

APPLICATION: Vendor application, payment and certificate of insurance (COI) need to be submitted at the same time and only by **one** of the two options below. For example, vendors may not choose to submit an online application and send via USPS a payment with a check and a hard copy of the certificate of insurance. **The deadline date is Thursday, June 1, 2023.**

Option 1: Online

To find a copy of this application, click [Online Vendor Application](#). The application is user-friendly; however, please make note of the following items.

- **Fee Options:** You will find 7 fee options listed on the application. Be sure to read through all 7 fee options before you indicate the **one and only** fee option that applies to you. For example, a student who is selling homemade soaps would only mark one fee option **“Educational (Individual student 18 or younger)”** rather than mark two fee options; for example, **“Educational (Individual student or younger)”** **and** **“For-Profit.”**
- **Certificate of Insurance:** See below **“Certificate of Insurance”** to be clear about **what** a COI is and **how** to obtain one.
- **Comments and/or Questions:** Special request for location of booth space will be determined on a first-come, first-serve basis. The sooner you submit your application, the more likely your request can be met. If requests are made after assignments are sent out (which is typically the week before the festival date), we reserve the right to keep assignments as they are.
- **Fee Payment:** After you complete required contact information, indicate **one** fee option, upload the COI file and sign the waiver, click the **“Submit”** button. This will take you to

a window thanking you for your submission and asking you to use the required PayPal link in order to continue. Clicking on this link is required even for vendors whose fee has been waived. PayPal will automatically show total amount due (ie; \$35) or “Free” depending on the fee option you chose. If you do not need to make a payment (PayPal shows “Free.”), simply close the PayPal window and you are done. PayPal will email a receipt to all vendors.

- **Copy of Application:** After submitting your application, Google will automatically email you a copy of your completed application.

Option 2: USPS or Awakening Coffee and Tap House (2144 SE Oak Grove Blvd.)

With this option, the vendor is choosing to submit a printed copy of the Vendor Application, a payment with cash or by check and a printed copy of the Certificate of Insurance either by sending it via USPS or dropping it off at the Awakening Coffee and Tap House. To find a copy of the “Mail-In or Drop-Off” Vendor Application, click hdog.org or visit Awakening Coffee and Tap House where you can pick up a hard copy of the application along with vendor information. The application is user-friendly; however, please make note of the following items.

- **Fee Options:** You will find 7 fee options listed on the application. Be sure to read through all 7 fee options before you indicate the *one* fee option that applies to you. For example, a student who is selling homemade soaps would only mark one fee option “**Educational (Individual student 18 or younger)**” rather than mark two fee options; for example, “Educational (Individual student or younger)” *and* “For-Profit.”
- **Scholarship Fund:** A scholarship fund is reserved for For-Profit and Non-Profit vendors who are experiencing hardship to afford the vendor fee. If you need to be considered for financial assistance, please mark with an “X” the scholarship option stating so and expect a member of the festival committee to contact you soon after your submission is received.
- **Fee Payment (if applicable):** A fee option that requires a payment can be made in cash or by check. Payment is required to be submitted with your application along with the certificate of insurance all at the same time. Payment can be made by check or cash. Note: If you pay with cash, please plan to drop off in an envelope your application, certificate of insurance and cash payment at Awakening Coffee and Tap House. If you pay by check, please make check payable to *Historic Downtown Oak Grove (HDOG)* and either drop it off in an envelope with your application and certificate of insurance at Awakening Coffee and Tap House or send via USPS to:

Historic Downtown Oak Grove
PO Box 67061
Oak Grove, OR 97268

- **Certificate of Insurance:** See below “**Certificate of Insurance**” to be clear about **what** a COI is and **how** to obtain one.
- **Comments and/or Questions:** Special request for location of booth space will be determined on a first-come, first-serve basis. The sooner you submit your application,

the more likely your request can be met. Vendors who request a special location will be notified straight-away if your request can be met. If requests are made after assignments are sent out (which is typically the week before the festival date), we reserve the right to keep assignments as they are.

2022 Fact: 100% of the 2022 vendors' expectations were either met or exceeded!



CERTIFICATE OF INSURANCE (COI): An actual **Certificate of Liability Insurance (not to be mistaken for a general proof of insurance)** naming Historic Downtown Oak Grove as additional insured must be submitted with your application and fee. The COI needs to show a minimum of \$500,000 in liability and Historic Downtown Oak Grove's as additional insured. To show Historic Downtown Oak Grove as additional insured, you will need to include HDOG's mailing address. Below is how the naming of HDOG as additional insured should look on the COI.

**Historic Downtown Oak Grove
P.O. Box 67061
Oak Grove, Oregon 97268**

If you are unable to obtain a COI from your own insurance company, you may want to visit www.actinsurance.com (Insurance company recommendation is advisory only.) where you can quickly obtain short-term general liability insurance for \$49 along with a free PDF copy of a COI. If you choose to go through ACT Insurance, please know that this is a two-step online process.

1. You need to first purchase the \$49 policy by creating an account with a username/password unless you already have an account previously created. To first purchase the policy . . .
 - Click on Act Insurance and then on the home page click on “Buy Show Policy from \$49.”
 - Click on “3 consecutive days” when you get to the page that asks you “How long will you need coverage for?”
 - Click on “Continue *without* Additional Insureds” when you get to the page that asks you “Would you like to add Additional Insureds to your policy?” **You need to skip this step and add additional insured in your dashboard in the second step.**
 - When you get to the page “Let’s Review Your Policy Details,” make note that this policy is preset at a minimum of \$1,000,000 for general liability even though HDOG is requiring a minimum of \$500,000.
 - Once you get to “Checkout” and complete the purchase of the insurance, close the site.

2. After you close the site, open it again and go back into your account. On the "Dashboard" you will find the link “Add Additional Insured.” Click on this link to add HDOG as an additional insured or also called the “Certificate Holder.” This is where you will need to enter Historic Downtown Oak Grove and its mailing address given above. Once you complete the process of adding HDOG as additional insured, ACT Insurance will email you a PDF copy of your certificate of insurance. When you receive it, be sure to review it to make sure it reads correctly. At this point, you may choose to either upload the file if you are applying online or print a hard copy if you are intending to send it via USPS or dropping it off at Awakening Coffee and Tap House.

Note: The Oak Grove Festival is not liable for any damages or expenses that are incurred by the vendor. The event festival assumes no responsibility for any injury, loss or damage to property of the vendor for any cause whatsoever. This includes, but is not limited to theft, fire, vandalism or other casualties before, during or after the event.



BOOTH SPACE: Vendors will be assigned a 10'x10' booth space location once application, certificate of insurance and fee are received. Vendors may not move to another location once assigned without event staff approval. A map with assigned booth space locations will be sent out about a week prior to the event. Multiple spaces may be requested.

Shared booths may be accepted if noted on application and approved by staff prior to event. If two vendors are interested in sharing a booth, only one application is required. Please show on the application contact names for both businesses.

Each approved vendor must provide their own canopies (tents), display tables, counters, racks, seating and any other equipment needed. All space must be safe, in working condition and conform to fire safety standards. Anchoring of canopies (tents) must be done completely on top of the ground. Pedestrian traffic will be in the center of Oak Grove Blvd with canopies (tents) flanking both sides of Oak Grove Blvd and facing toward the center of the street.

DECORATIONS: Please decorate the inside and outside of your booth with flare. Think "Oregon Country Fair" comes to Oak Grove. Use your imagination with decorative accessories such as flags, streamers, ribbons and balloons. Consider finding decorative accessories at places such as the Goodwill in Sellwood, the Dollar Store, Joann Fabrics and Crafts in Oregon City, the Mill End Store off of McLoughlin Blvd. and a party store like Lippman's on SE Yamhill. Or, go online with Etsy, Oriental Trading Company and Amazon. Let's make this event stand out from all the others.

SET UP: Booth setup will start at 9:00 AM, the morning of the event. The street will *not* be closed, so please be aware of traffic during this time. There is parking available behind the Oak Grove United Methodist Church on SE Rupert, in the parking lot behind the Oak Grove Dental Office also on SE Rupert, or on-street parking on the north side of Oak Grove Blvd on Arista or Cedar. Note: If you choose to park on the north side of Oak Grove Blvd on Arista, please allow for festival space starting at the front of the new restaurant called the Trolley Trail Bar & Grill (formerly called the Vinyl Tap Bar & Grill) and as far back as where the black chain-link fence begins. All vehicles must be moved off street on Oak Grove Blvd, in between SE Rupert and River Road by 10:30 AM. It is recommended to bring a cart or dolly to easily setup and breakdown in the case of no easy unloading and loading.

BREAKDOWN: Breakdown of booths may not begin sooner than 4:00 PM. All booths must be completely broken down by 6pm. All garbage and debris must be removed from site.

ELECTRICITY: No electricity will be available for Non-Profit and For-Profit vendors. Electricity will only be available to food vendors.

LICENSE REQUIRED: Any and all licenses, including city, county, state or federal inspections or permits required by law for any vendor in the installation or operation of a booth is the sole responsibility and expense of the vendor prior to the event.

RESTRICTIONS: Event staff reserve the right to restrict or remove a vendor, without refund, if the vendor is not in compliance with the rules and regulations. This applies to sound, size, display items, personal conduct and printed materials.

CANCELLATIONS AND REFUNDS: The Oak Grove Festival is a “Rain or Shine” event. No refunds will be made due to weather. If an unforeseeable disaster should occur and the event is cancelled, refunds will not be granted. Cancellations by vendor must be made by Friday, June 17, 2023 in order to receive a 50% partial refund. Refunds will be granted prior to the day of the event. Any cancellations made after June 17th, booth fees are forfeited by the vendor.

CONTACT INFORMATION: Email Suzanne Wolf at contact.hdog@gmail.com or call Suzanne Wolf at 360-771-3119.

**2022 Fact: 96% of the 2022 vendors
will return in 2023!**

Note: Percentages shown represent the 26 responses returned out of the 58 vendors who received a vendor survey about the 2022 festival.