

Oak Grove Trolley Trail Fest

Vendor Application & Informational Packet

Please review, print and complete application. The deadline date, May 16, 2022, to apply for a vendor booth space has been extended until further notice. Please note application, certificate of insurance and fees may be submitted online. To do so, go to www.hdog.org, click on "Event" and find the links for online option.

Name of business/individual:

Contact Person:

Phone:

Email:

Facebook Name to tag on HDOG Facebook (ie; @historicdowntownoakgrove)

Website:

Mailing address:

Description of booth items:

Non-Profit or Informational Booths: Number of 10'x 10' spaces needed: _____ @ \$35.00 each

For-Profit Booths or Retail Booths: Number of 10'x 10' spaces needed: _____ @ \$50.00 each

Total amount due: \$ _____

I have read and understand the vendor policies and requirements and agree to abide by them. Noncompliance may result in removal of myself/business from the festival without refund. I understand that I am not registered as a vendor until I have submitted this application paid my fees in full and received notice that I am registered for the event. I understand that fees will not be refunded if the festival is cancelled due to inclement weather or other acts of nature that are outside the control of the event organizers. I also understand that if I do not show up to the event I will not receive a refund. I hereby agree to assume all risk of injury, property loss or theft, damage of property, or death that may arise in connection with my participation in the festival event. **Signer must be 21 or older.**

Signature: _____

Print Name: _____ Date: _____

OFFICE USE

Payment Date: _____ Cash amount: _____ Check #: _____ Check amount: _____

Oak Grove Trolley Trail Fest Vendor Informational Packet

Historic Downtown Oak Grove (HDOG), the Oak Grove United Methodist Church and Awakening Coffee are pleased to invite you to participate in the Fourth annual **Oak Grove Trolley Trail Fest**. Our first three years of this event far exceeded our expectations. In 2019, we had close to 100 vendors and over 1200 attendees. We look forward to making this year's event even more successful and celebrating all that Oak Grove has to offer – local food, arts and crafts, music and a strong sense of community.

The event will be held on **Saturday, July 16, 2022 from 11:00 AM to 4:00 PM**. The location will be held in historic downtown Oak Grove, in between the Oak Grove United Methodist Church on SE Rupert, along Oak Grove Blvd, North on Arista, and continuing down Oak Grove Blvd. to the New Urban High School ending at SE Cedar. Event set up will begin at 9:00 AM the morning of the event.

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

Vendor fees have been listed on the application. Non-Profit or Informational booths are a flat fee of \$35.00 per 10' x 10' space. For-Profit or Retail booths are a flat fee of \$50.00 per 10' x 10' space. Please make check payable to *Historic Downtown Oak Grove (HDOG)*.

Please note: Prior year vendors have until March 21st to sign up before new vendors are recruited. We will accept vendors on a “first come, first serve” basis while doing our best to not replicate goods. For example, if a new balloon vendor signs up before a past balloon vendor, the new vendor will have the spot reserved. Once again, we are giving one month for prior year vendors to sign up before new vendors are recruited.

A **Certificate of Liability Insurance** with Historic Downtown Oak Grove as additional insured must be submitted with your application and fees. The COI needs to show a minimum of \$500,000 in liability.

Application, certificate of liability insurance and fees may be submitted to:

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

Applications will be approved and booth space reserved with full payment of fees. The deadline date, May 16, 2022, to apply, submit payment and certificate of insurance to reserve a booth space(s) has been extended until further notice.

Please contact Suzanne Wolf at contact.hdog@gmail.com for more information.

Thank you and we look forward to seeing you soon,

Oak Grove Trolley Trail Fest Organizing Committee

Oak Grove Trolley Trail Fest

Policies, Requirements and Safety Regulations

Accepted Vendors

Vendors will be accepted and notified within one week of receiving completed application & fees. 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.

Special Requests

If you have a special request, please contact us before booth assignments are sent out. Your happiness is most important to us and we will do our best to accommodate your requests. However, if requests are made after assignments are sent out, we reserve the right to keep assignments as they are.

Booth Space

Vendors will be assigned a 10'x10' booth space location once application and fees are received. Vendors may not move to another location once assigned without event staff approval. A map with booth space locations will be sent out prior to the event. Multiple spaces may be purchased.

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, 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 must be done completely on top of the ground.

Decorations

Please decorate the inside and outside of your booth with flare. Think "Oregon Country Fair" comes to Oak Grove. Bring tapestries, prayer flags and fairy lights. Let's make this event stand out from all the others.

Location of Festival

The location will be held in historic downtown Oak Grove, in between the Oak Grove United Methodist Church on SE Rupert, along Oak Grove Blvd, North on Arista, and continuing down Oak Grove Blvd. to the New Urban High School ending at SE Cedar.

Setup

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 SE Rupert, Arista or Cedar. All vehicles must be moved off street (on Oak Grove Blvd, in between SE Rupert and SE Cedar 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.

Licenses 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.

Liability

Vendors must submit a Certificate of Liability Insurance with Historic Downtown Oak Grove as additional insured. The COI needs to show a minimum of \$500,000 in liability. You may do that either by bringing it to Awakening Coffee at 2144 SE Oak Grove Blvd., sending us a copy to contact.hdog@gmail.com or mailing it to Historic Downtown Oak Grove P.O. Box 67061 Oak Grove, OR 97268.

If you are in need of liability insurance, visit www.actinsurance.com where you can obtain short-term general liability insurance for \$49.

Oak Grove Trolley Trail Fest 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.

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.

Cancellation & Refund

The Oak Grove Trolley Trail Fest 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, 2022 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, the booth fees are forfeited by the vendor.