

# **Oak Grove Festival Vendor Application**

Please review application instructions in Vendor Information before completing. Print and complete Vendor Application and submit along with payment (if applicable) and Certificate of Insurance either by mail or dropping off at Awakening Coffee & Tap House.

**The deadline date is Thursday, June 1, 2023.**

**Mail-In:** Historic Downtown Oak Grove, P.O. Box 67061 Oak Grove, Oregon 97268

**Drop-Off:** Awakening Coffee & Tap House 2144 SE Oak Grove Blvd. Oak Grove, Oregon 97267

**Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Applicant's First and Last Name:**

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**If you are sharing a booth with another vendor, please enter his/her first and last name here and his/her email address. Note:** Each vendor choosing to share a booth with another vendor(s) is required to submit their own Certificate of Insurance unless one of the vendors chooses to provide coverage for the other(s).

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Business Name: \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**If you would like HDOG to tag your Facebook page, please enter it here.**

**Facebook Page:**

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Description of Booth Items:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fee Options: Be sure to read the Vendor Information and through all the fee options before indicating your *one and only* choice below. Place an “X” over the bullet located before the fee option you choose.**

- **Non-Profit or Informational:** Number of 10’x 10’ spaces needed: \_\_\_\_\_ @ \$35.00 each = total amount due: \$ \_\_\_\_\_
- **For-Profit (Brick & Mortar Business and At-Home Artisan)** Number of 10’x 10’ spaces needed: \_\_\_\_\_ @ \$65.00 each = **total amount due:** \$ \_\_\_\_\_

**Note:** If you are eligible for any of the vendor types below, mark the **one** that applies to you **and** do not mark either of the two vendor types listed above.

- **Governmental or County Office, Department or Affiliate:** Fee waived for one 10’ x 10’ space.
- **Educational (Elementary, Middle or High School):** Fee waived for one or two 10’ x 10’ spaces. Please indicate if one or two spaces are needed: \_\_\_\_\_
- **Educational (Individual Student 18 years or younger):** Fee waived for one 10’ x 10’ space.
- **Cash or In-Kind Sponsorships:** Fee waived for one 10’ x 10’ space.  
Note: If you are currently a cash or in-kind sponsor or intend to be a sponsor for this year’s festival, please mark this fee option.
- **I would like to be considered for financial assistance for one 10’ x 10’ space.**

**Certificate of Insurance (COI): Submit a hard copy of a Certificate of Insurance along with this application. Be sure to read the Vendor Information about requirements for a COI and, if needed, how to obtain a copy of one.**

**Comments and Questions:**

Note: If you are interested in requesting a preferred location for your booth space, please read the Vendor Information regarding the policy for doing so.

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**Waiver:**

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: \_\_\_\_\_

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**OFFICE USE**

Certificate of Insurance Submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

Payment Submitted:

Date: \_\_\_\_\_ Cash amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Check amount: \_\_\_\_\_