



September 24, 2011

Street Festival, Veterans' Reception, Tractor Pull, Car Show, Lawnmower Races,
Fireworks,
Pancake Breakfast, & Much More!

VENDOR APPLICATION

Application for Vendor Booth Space

For food, crafts, products, souvenir vendor & games

Organization Name: _____

Contact Person: _____

Address: _____

Phone, fax, and/or e-mail: _____

Will you be using a trailer at the festival? _____ Length of trailer from tongue to bumper: _____ Standing at the tongue of the trailer, does it open on the left or the right? _____ *You may be given an earlier arrival time if your trailer requires extra space for placement.*

If you request electricity, list all equipment you will be using and the amps of each piece:

Special arrangements must be made for vendors with equipment drawing above 15 total amps. This information is needed by Independence Public Works to determine efficient placement of vendors. Vendors with very large power draws may be required to have and use generators.

Please indicate your space and services needs:

10x10 Booth Space, \$50

\$50.00 FEE

OR 10x20 Booth Space, \$50 plus \$50 in vouchers

\$50 - \$1 coupons for your product PLUS \$50.00 FEE

I/We will need a 10x20 booth space. Here is my/our authorization to print 50 coupons for our product in the amount of \$1 each as compensation for our second space: _____ *Initials of responsible party*

Do you need an Electrical Connection?

Yes \$5.00 FEE

(220 electrical is NOT available through festival organizers)

Do you need a Water Connection?

Yes \$5.00 FEE

(you must provide food-grade hoses)

TOTAL DUE FOR FESTIVAL VENDOR FEES

\$_____ *Please include full payment*

You must provide your own tables, chairs, and canopy/covering

Any other special needs? We'll do the best we can to accommodate you:

Special Information vendors need to know:

- Booth space is 10' x10.' Vendors are strictly limited to that amount of area, including space for fixed customer seating. Vendor spaces must be firm to accommodate emergency access if needed.
- Hours of operation: 10 AM to 9 PM on September 25th. There are no vendor opportunities on 9-24 or 9-26.
- Set up is from 8 AM to 10 AM, take down from 9 PM to 11:00 PM on September 25, 2010.
- No early take-downs will be permitted!
- All vendor space fees are payable in advance to *Independence Hop & Heritage Festival*.
- Space fee for a DOUBLE booth space (10x20') is **\$50**, plus **50 \$1.00 coupons for your product** that will be issued by the Independence Hop & Heritage Festival Committee. These are distributed to our entertainers and volunteer technicians.
- Vendors who request and pay the fee for electrical connection and/or water must be assigned spaces in specific areas with access to services.
- If you need a space larger than 10x20, *please contact festival organizers to negotiate price and location.*
- Booth operator is responsible for providing everything necessary for operation.
- All food preparation and sales are under the jurisdiction of the county health department, who requires a temporary restaurant permit and appropriate food handling, including licensing, sanitation and storage. Direct licensing requests and questions to **Polk County Community Development Department, 850 Main St., Dallas, OR 97338, 503 623-9237**. Or see their website at:
www.co.polk.or.us/ComDev/Env_Health/EnvironmentalHealth.asp#TempFoodService

I/We will be selling

If your product is food, preparation will be On Site
 Off Site and brought in

Please return this completed application and payment to:
Independence Hop & Heritage Festival, PO Box 535, Independence, OR 97351.

Questions?

Marilyn Morton, marilyn@minetfiber.com, 503 580-8525

Or visit www.independencehopandheritage.com