

VENDOR RULES/AGREEMENT

ST. FREDERIC'S 7TH ANNUAL FALL FESTIVAL & PUMPKIN PATCH
ST. FREDERIC'S CHURCH — 175 SO. 13TH ST., ST. HELENS, OR 97051
SATURDAY OCTOBER 5TH & SUNDAY OCTOBER 6TH

Please read the following before signing the vendor application and agreement. This is a 2-day rain or shine event.

1. This application is for a booth rental at the above referenced festival to be held rain or shine. The application and acceptance from the St. Frederic Festival Committee constitutes a contract between both parties.
2. Vendor shall pay a fee for each 10 x 10 space reserved. All space fees and electrical fees for each space shall be paid in full at the time the signed application is returned. NO REFUNDS will be issued after the acceptance of the contract by the Festival Committee.
3. **Vendor set-up** is on **Friday, October 4th at 11:00 a.m. – 3:00 p.m.**, and on **Saturday, October 5th at 8:30 a.m. to 9:15 a.m.** Noise level must be kept to a bare minimum in respect of any church services throughout the festival. No vehicles will be allowed to enter the festival location after 9:00 a.m. on the 5th and 10:00 a.m. on the 6th. All vehicles already on the grounds at the 15 minutes time before the beginning of the festival will be required to exit the grounds. Please allow sufficient time to drop off your goods at your assigned spot and exit the grounds.
4. Vendor agrees to have booth completely set-up and ready for guests at the start time of the Festival on both days. Take down of booths will not be allowed until the close of the Festival (4:00 p.m.) October 6th. Please plan accordingly.
5. The Festival Committee reserves the right to approve and limit goods sold within any given category. Sales of liquor, guns, drugs, or sexually explicit items or materials will not be allowed or tolerated. Booths selling unapproved items will be asked to quit and/or be removed from the grounds and will forfeit all paid fees. Please note that take down of vendor booths will not be allowed until the end of the festival day.
6. No sales of products, distribution of information or any other vendor activity shall occur outside of the assigned vendor booth space. **AMPLIFIED SOUND IS NOT PERMITTED TO EXTEND OUTSIDE THE ASSIGNED BOOTH SPACE.** Vendors must respect other vendors and shall not be disruptive to others as to cause complaints or affect the business transactions of neighboring booths/vendors. The Festival Committee reserves the right to remove vendors causing disruption to others thereby forfeiture/without refund of paid fees.
7. Vendors agree to be responsible for the clean-up of their booth area at the end of each festival day.
8. St. Frederic Catholic Church and the Festival Committee, volunteers, and contractors assume no responsibility for any loss or damage whatsoever. All vendors shall provide their own insurance. Vendor shall save, defend, and hold harmless St. Frederic Catholic Church, the Festival Committee, and volunteers from any damages or claims arising from Vendor's activities under this agreement. Proof of insurance is required with this application.
9. Pets are discouraged at this event. If you decide to bring a pet, you are fully responsible for that pet while on the church grounds and in the immediate area. You will need to have the pet restrained at all times and clean up after your pet accordingly. Pets are not allowed inside the hall.
10. Food vendors will be inspected and a temporary Columbia County health permit must be obtained. This permit is required by the State of Oregon and strictly enforced by Columbia County. For more information, call 503-366-3828. Please have your food handlers' permit with you.
11. The Fire Marshall will be on site to ensure compliance with the following for **all food vendors**:
 - Required: Fire extinguishers
 - Fire extinguishers should be mounted 5-ft. from the floor and near the exit from the booth.
 - Fire extinguishers must be at least a 2A-10BC type.
 - Electrical extension cords are required to carry larger voltage than the appliance served.
 - Extension cords must be 3-prong and UL approved on appliances requiring grounding.
 - Bare metal next to cords is prohibited.
 - CO² bottles must be secured.

VENDOR APPLICATION

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ST. FREDERIC'S CHURCH – 175 So. 13TH ST., ST. HELENS, OR 97051
SATURDAY OCTOBER 5TH & SUNDAY OCTOBER 6TH

FESTIVAL HOURS: SATURDAY 9:30 A.M. – 4:00 P.M. – SUNDAY 11:00 A.M. – 4:00 P.M.

Contact Name:	Vendor Business Name:
Mailing Address:	City / State / Zip:
Phone:	Email Address:
In case of emergency, contact: Name	Phone:

TYPE OF VENDOR: ARTS/CRAFTS [] BUSINESS EXPO [] INFORMATIONAL NON-PROFIT []
 ** FOOD [] OTHER []

(**FOOD COURT IS SPONSORED BY ST. FREDERIC'S. ONLY A LIMITED NUMBER OF SPACES AVAILABLE FOR NON-MAIN FOOD ITEM BOOTHS SUCH AS ICE CREAM, COFFEE, POPCORN, BAKERY.)

Describe your merchandise/informational material. NOTE: Only described items below and approved by the Festival Committee and disclosed under this application may be sold, distributed, or displayed at this event:

Booth fees must be received along with the vendor application. **Deadline for discounted rate is September 23rd.** Applications submitted/received after the deadline of September 23rd will be charged the **full rate fee**. Vendor fees are for the two-day event space and is non-refundable. Festival will take place rain or shine. Please plan accordingly for weather conditions – booth weights and/or tie downs for pavement placement are recommended. Your application may be rejected depending on merchandise for sale or informational content. Refer to #5 of this agreement page. ***Please consider, as this is a fundraiser, a donation in kind is welcome at the end of the event and it will go directly to the parish general fund.***

BOOTH SPACE SIZE/RATE

Each booth measure is a 10 x 10 space. Your entire booth is required to fit within the space you pay for. If you exceed the space you are required to purchase an additional booth. Once the application is processed there will be no refunds or cancellations. Please plan accordingly. Vendor fees are for a two day event. **Split Booth, see note below**

Booth	Size	Pay BY:	Pay AFTER:	Please specify: Do you have a trailer or motor home as part of your booth [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
Discounted Booth Fee	Deadline is	Sept. 23rd	Full Fee Due	
Single	10x10	\$45	\$50	What is the length of the trailer from hitch to end?
Double	10x20	\$65	\$75	When facing the booth, which end has the hitch?
Triple	10x30	\$85	\$100	[<input type="checkbox"/>] Right [<input type="checkbox"/>] Left

Note: **Split Booth Additional Fee \$5.00 **per vendor** **

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SATURDAY OCTOBER 5TH & SUNDAY OCTOBER 6TH

FESTIVAL HOURS: SATURDAY 9:30 A.M. — 4:00 P.M. — SUNDAY 10:30 A.M. — 4:00 P.M.

ELECTRICAL

110v. 20 amp shared (one outlet)	\$15.00	Booth space with access to electricity are limited and assigned
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WATER

One hose hook-up	\$10.00	Booth space with water access are limited and assigned on a
Two hose hook-up	\$15.00	first-come/first-served basis.

TOTAL NON-REFUNDABLE 2-DAY VENDOR EVENT FEES

Number of Booth Spaces _____
Booth Space Fee(s) \$ _____
Electrical Fee \$ _____
Water Usage Fee \$ _____
TOTAL AMOUNT ENCLOSED \$ _____

Signing the agreement, I understand, accept, and agree to abide with the rules and regulations set forth by St. Frederic Catholic Church for the 2-day Fall Festival event and I agree with the hold harmless clause as detailed in Rule #8. I have provided full payment and proof of insurance with this signed application.

Vendor Signature

Date

Checks are to be made payable to **St. Frederic Catholic Church** – in the memo line, please write “**Festival Booth**”
Credit / Debit card payments using Visa, MasterCard, or Discover, may be made by calling 503-397-0148 Tuesday through Friday between the hours of 9:00 a.m. – 3:00 p.m.

On-line payments can be made through the Events tab on our website at www.stfredericchurch.org. The application and acceptance of the application will constitute a binding agreement between the Vendor and St. Frederic Catholic Church. Please submit your payment and insurance certificate to:

St. Frederic's 7th Annual Fall Festival & Pumpkin Patch
175 South 13th Street
St. Helens, OR 97051

We welcome you to our community and look forward to seeing you. Thank you for joining our parish for this fun filled event.

Application Received By: _____ Date: _____

Paid by: [] Check # _____ Credit Card [] Debit [] On-Line []

For questions or further information if needed, please contact:

Phyllis Dahlin, St. Frederic's Office, 503-397-0148 Thursday and Friday between the hours of 9:00 a.m. – 3:00 p.m.
or Carmen McMahon 503-397-2791, Event Co-Ordinator, Monday through Friday 9:00 a.m. – 4:00 p.m.