



## TALENT'S HARVEST FESTIVAL / 2017 RULES & REGULATIONS

Greetings Harvest Festival Applicant!

You are invited to apply to participate in Talent's 2017 Annual Harvest Festival being held on **Saturday, October 7, 2017** 10:00am to 4:00pm. This will be our 48<sup>th</sup> Annual Harvest Festival; our focus is on friendship, fun and community spirit. Attendance in past years has been 3,000 plus, with over 70 booths. We expect from the continuous positive feedback we have received, the extended hours last year was very successful and we know it will continue this year. As we celebrate our local "Harvest," we especially welcome our growers to show, sample and sell their abundant yield!

**APPLICATIONS:** Applications must be submitted by **Wednesday, September 20, 2017** to avoid a late fee. All applicants must include a picture of your product with specific description, and along with booth set-up. A check for the appropriate booth size you are requesting must be received with your application. Include a self-addressed envelope if you wish to have your photo returned. Late applications may be considered on a "per application" basis. Your application is a request for booth space, not a particular location for space, nor a guaranteed acceptance. Selections for booth space are based on quality, type of art, craft or food, and spaces available. We require a covering for your booth to protect from all kinds of inclement weather.

**SPACE:** We require that vendors set up Friday evening; **October 6th from 5:30 pm - 8:30 pm. This greatly alleviates the congestion on Saturday morning.** Please check in with the Registration Booth before unloading or set-up to get last minute information as well as directions to your booth. Spaces will be marked on the street and volunteers will be checking each booth. Cars are permitted into the booth area for unloading only and are to be moved to the designated vendor parking area until Saturday at 4:00 pm. **Vendor breakdown begins no earlier than 4:00 p.m. All cars left in inappropriate areas will be towed at owner's expense.** Please keep all merchandise, objects, and chairs inside your assigned booth space. **Again, all booths must stay up and open until 4:00 pm at which time you may begin to breakdown.**

**ELECTRICITY/WATER:** Food vendors will receive priority of water and electricity services due to the limitations. Appliances and the amperage required must be listed on your vendor application or you may forfeit the use of them. Please bring your own outdoor 16 gauge or larger extension cords. Use of all electrical will require proper electrical equipment and Fire District 5 will be on-site for inspection. If you will require water, please bring a garden hose. Your booth location will be determined by your electrical and water needs. **IF YOU DO NOT PUT THESE NEEDS ON YOUR APPLICATION YOU WILL NOT RECEIVE THESE SERVICES.**

**SECURITY:** Overnight security will be provided on Friday night before the Harvest Festival as a courtesy. The Harvest Festival is not responsible for any problems, including lost, stolen or damaged items.

**ADDITIONAL NOTES:** You must remain for the entire Harvest Festival hours: **10 am – 4:00 pm.** You may begin bringing your cars into the booth area cautiously, **at 4:00 pm** to load booth materials and remaining products. Please keep your area neat. Dispose of all trash and cardboard in the designated area.

The City of Talent is committed to reduction of waste at the Harvest Festival. Please think of the waste you will generate at the event, and take the proper steps to reduce it. This will help to save money and conserve our resources.

**PROMOTIONAL EFFORTS:** The Talent Harvest Festival's promotional efforts include distribution of Harvest Festival posters, fliers, program, mailings, event calendars, web ads, community newspaper articles, PSA's, Facebook and on the City of Talent and Talent Chamber website.

**FOOD AND SNACK VENDORS:** Refer to additional rules and information.

**QUESTIONS:** Contact Kimberlyn at Talent City Hall: 541-535-1566, [kcollins@cityoftalent.org](mailto:kcollins@cityoftalent.org)  
P.O. Box 445, Talent, OR 97540 or visit us at City Hall at 110 East Main. **Website: [cityoftalent.org](http://cityoftalent.org)**



## INFORMATION FOR SNACK AND FOOD VENDORS

We are delighted that you want to participate in this year's Harvest Festival. We want you to be aware of the requirements from the City of Talent as well as the Jackson County Health Department **before** you make the commitment.

### WASTE REDUCTION INFORMATION

The Harvest Festival is striving to reduce the waste that is generated at the event. Please support us in your menu choices and practices. Thank you for your cooperation.

- When developing your menu for the event consider providing items that do not require a bowl or plate or silverware.
- No plastic or Styrofoam will be permitted. This includes: packaging, beverage containers, utensils, plates and bowls. The exceptions are plastic lids and straws which will be permitted but only as optional items when requested by the customer and are not to be provided automatically. Silverware will be provided in the food court area for your customers.
- Please save your cardboard for collection at the end of the day.
- There will be a pre-consumer waste cart available for any excess food waste.

### HEALTH DEPARTMENT INFORMATION

- The Food Service Division of the Jackson County Health Department is your source of information on food regulations and licenses. Check their website [www.co.jackson.or.us](http://www.co.jackson.or.us) for information. They can also be reached at 541-774-8206.
- You are required to have a Temporary Restaurant License for the day.
- You will need to have at least one person with a current Food Handler's permit.
- Proof of the Temporary Restaurant license and Food Handler's permit must be displayed at your booth.

### GENERAL INFORMATION

Your booth may be inspected by the Jackson County Health Department for food safety compliance as well as the Fire Department if using electricity.

Thank you for your interest in the Talent Harvest Festival. Your cooperation and preparation will make for a smooth event day.

<b>Official Use Only (4840)</b>		
<b>Art/Craft</b>	10x10	10x20 ___
<b>Info</b>	10x10	10x20 ___
<b>B/W</b>	10x10	10x20 ___
<b>Food</b>	10x10	10x20 ___
<b>Grower</b>	10x10	___
<b>Electricity</b>	Yes	No ___
<b>Water</b>	Yes	No ___
<b>Receipt</b>	_____	
<b>Booth No.</b>	_____	



**Saturday, October 7, 2017 10 AM – 4 PM**

## **2017 Vendor Application**

### 1. Vendor Information

Organization/Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**We will be exhibiting the following goods and services, BE SPECIFIC:** (please attach a photo of your product and booth set up) \_\_\_\_\_

### 2. Booth Type

### Booth Size and Price

#### NON-PROFIT AND INFO BOOTHS

\_\_\_\_\_ **Non-Profit & Information Only** Booth Space(s)      10'x10' @ \$35      -

Tax ID number: \_\_\_\_\_      10'x20' @ \$45      -

#### COMMERCIAL BOOTHS

\_\_\_\_\_ **Commercial Art/Craft** Booth Space(s)      10'x10' @ \$70      -

10'x20' @ \$85      -

#### FOOD & GROWERS BOOTHS

REQUIRED: Please review Food Vendor & Grower Rules and Information document for completing application.

\_\_\_\_\_ **Growers** Booth      10'x10'      Free of charge

\_\_\_\_\_ **Snack Concession** Space(s)      10'x10' @ \$70      \_\_\_\_\_

\_\_\_\_\_ **Commercial Food** Booth Space(s)\*      10'x10' @ \$150      -

10'x20' @ \$300      -

\*There is limited space for commercial trailers; they must be self-contained. Please indicate: trailer dimension \_\_\_\_\_, tongue length \_\_\_\_\_ and window location in regard to tongue location for booth site planning. Use box above to make a diagram:

### 3. Utilities

\_\_\_\_\_ **Electricity** (see Rules & Regulations)

Included in Booth Fee

Total Amperage Needed: \_\_\_\_\_

\_\_\_\_\_ **Water** (see Rules & Regulations)

Free of charge

If an extension cord is needed the applicant must bring their own Commercial Grade Extension Cord.

**If application is received or postmarked after SEPTEMBER 20th, an additional \$10 FEE will apply.**

+ Late fee \$10

(if applicable)

**TOTAL BOOTH FEE**

\$ \_\_\_\_\_

\_\_\_\_\_ Total payment submitted

\_\_\_\_\_ Enclosed are photos of my work/product and booth set-up

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### 4. Agreement

**PLAN FOR ANY TYPE OF WEATHER AS THE HARVEST FESTIVAL HAPPENS...RAIN OR SHINE!**

**ALL VENDORS & GROWERS:**

1. I/We agree to abide to all rules, regulations and guidelines approved by the City of Talent and Vendor & Grower Rules and Information. \_\_\_\_\_ (initial)
2. I/We agree to be set up by **8:30 pm** (October 6<sup>th</sup>) and be completely torn down by **6:00 pm (October 7<sup>th</sup>)** \_\_\_\_\_(initial).
3. I/We agree to remain at the Harvest Festival regardless of booth activity \_\_\_\_\_(initial).
4. I/We agree to have all vehicle required set-up done Friday October 6<sup>th</sup> by 8:30 pm \_\_\_\_\_(initial).

**DISCLAIMER:** The City of Talent is not responsible for any injury, damage or loss that may occur to any person, animal or equipment belonging to the applicant, its agents, servants or employees or any other person or property. Applicant hereby agrees to protect, indemnify and hold the City of Talent, its agents, servants and employees harmless from any claim or damage which may be asserted for loss of or damage to any property whatsoever, or for personal injury to or death of any person caused by or contributed to in any way by applicant. When possible a certificate of insurance should be supplied.

**"I/We have read, understood and retained a copy of the Rules and Regulation and this application and agree to all terms and conditions. I/We understand that vendors violating rules, regulations or guidelines may have their application and future participation revoked at any time for violations deemed by City of Talent and the Harvest Festival Committee."**

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**\*Staff will send you an approval of your application upon receipt\***

**Please make checks payable to: Talent Harvest Festival P.O. Box 445, Talent, OR 97540**

**Questions: Contact Kim Collins @ 535.1566 or [kcollins@cityoftalent.org](mailto:kcollins@cityoftalent.org)**

**To learn more about The City of Talent visit [www.cityoftalent.org](http://www.cityoftalent.org)**