



## TALENT'S HARVEST FESTIVAL / 2016 RULES & REGULATIONS

Greetings Harvest Festival Applicant!

You are invited to apply to participate in Talent's 2016 Annual Harvest Festival being held on **Saturday, October 1, 2016** 10:00am to 4:00pm. This will be our 45<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 **Friday, September 16, 2016** 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. A few days before the event, you may access the Harvest Festival layout and your booth location at [www.cityoftalent.org](http://www.cityoftalent.org) or you may call City Hall at 541-535-1566. 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 recommend that vendors set up Friday evening; **September 30th from 5:30 pm - 8:00 pm. This greatly alleviates the congestion on Saturday morning.** Vendors may set-up from 7- 9:00 a.m. on Saturday even though it is discouraged. 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 must be out of booth area by 9:00am on Saturday.** 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 Melissa Huhtala at Talent City Hall: 541-535-1566, [melissa@cityoftalent.org](mailto:melissa@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)**