



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 48th 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
P.O. Box 445, Talent, OR 97540 or visit us at City Hall at 110 East Main. **Website: cityoftalent.org**

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



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	-
<div style="border: 1px solid black; width: 300px; height: 40px; margin-top: 5px;"></div>	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

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 6th) and be completely torn down by **6:00 pm (October 7th)** _____(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 6th 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

To learn more about The City of Talent visit www.cityoftalent.org