

Office Use Only		
Art/Craft	10x10 <input type="checkbox"/>	10x20 <input type="checkbox"/>
Info	10x10 <input type="checkbox"/>	
B/W	10x10 <input type="checkbox"/>	10x20 <input type="checkbox"/>
Food	10x10 <input type="checkbox"/>	10x20 <input type="checkbox"/>
Grower	10x10 <input type="checkbox"/>	10x20 <input type="checkbox"/>
Electricity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Water	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Receipt Booth No.	_____	
	_____	



**2019 Vendor Application**  
**Saturday, September 21, 2019, 10 a.m. – 4 p.m.**

**Vendor Information**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**We will be exhibiting the following goods and services:**

*Please be specific. Attach a photo of your product and booth set-up.*

**Booth Selection**

**Non-Profit and Information Only Booth Space(s)**

Tax ID: \_\_\_\_\_

Size and Price	Quantity	Total
10'x10' @ \$45		\$

**Commercial Art/Craft Booth Space(s)**

Size and Price	Quantity	Total
10'x10' @ \$70		\$
10'x20' @ \$90		\$

**Food, Drink & Growers Booth Space(s)**

Size and Price	Quantity	Total
Growers 10'x10' @ NO COST		\$0
Snack Concession 10'x5' @ \$70		\$
Commercial Food 10'x10' @ \$150		\$
Commercial Food 10'x20' @ \$300		\$
Exclusive Beer @ \$300		\$
Exclusive Wine @ \$300		\$

**A \$10.00/per person Discount (up to 2 persons) will be given to Booths that provide Volunteers for the Festival. Volunteers will be required to complete a 3-hour shift and register with the Volunteer Coordinator.**

**Note:** There is limited space for commercial trailers, and they must be self-contained. Please use the box below to make a diagram and indicate window location in relation to tongue location for booth site planning.

Trailer dimensions: \_\_\_\_\_

Tongue length: \_\_\_\_\_

### Utilities

*Note that electricity and water spaces are limited and will be assigned to those whose applications are received first. Applicants must bring their own commercial grade extension cords, if needed.*

Electricity (included in booth fee; see Rules & Regulations) Total amperage needed: \_\_\_\_\_

Water (included in booth fee; see Rules & Regulations)

### Payment

**TOTAL BOOTH FEE:**

**If application is received or postmarked after September 4, 2019, an additional \$10 fee will apply.**

Total payment submitted

Photos of work/product and booth set-up enclosed

### Agreement

Plan for any type of weather as the Harvest Festival happens rain or shine!

#### All vendors and growers:

1. I/We agree to abide to all rules, regulations and guidelines provided by the City of Talent and Vendor & Grower Rules and Information. \_\_\_\_\_ (initial)
2. I/We agree to be set up by 8:30 p.m. on September 20<sup>th</sup> and be completely torn down by 6:00 p.m. on September 21<sup>st</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, September 20, 2019 by 8:30 p.m. \_\_\_\_\_ (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 Leslea Heiken at 541-535-1566 or lheiken@cityoftalent.org.

# 2019 Talent Harvest Festival - Zero Waste Information

We are proud to announce that we are striving to be a Zero Waste event! Zero Waste events are a great way to show our commitment to the environment and our community goals. As a vendor, you are key to the success of our Zero Waste goal. The Festival has already taken several steps to eliminate landfill items and *planning ahead is a must*.

Please read through the information below to ensure you are in compliance with the festival rules and regulations. We want you to have the best vendor experience possible. If you have any questions about what is or is not allowed please contact [harvestfestival@cityoftalent.org](mailto:harvestfestival@cityoftalent.org) to verify.

## Provided by the Harvest Festival:

- Waste Stations for recycling and composting
- Utensils: forks, spoons, knives

## Allowed Items:

- Non-plastic substitutions for disposable service ware  
⇒ *Plates, food boats, bowls, napkins made of materials like paper, hemp, bamboo, wheat, seaweed, fungi, glass, sugarcane, pasta, cardboard*
- Soda/Drink Cans or Glass Bottles
- Edible materials
- Aluminum foil

## Prohibited Items:

- Single use plastics  
⇒ *Bags, cutlery, straws, bottles, plates, bowls, sauce containers*
- Items that say "Compostable"
- Single use condiment pouches
- Drink pouches
- Plastic wrap
- Styrofoam

## Encouraged Practices:

- Avoid pre-packaged food, small plastic toys, gadgets, doodads, etc
- QR Code or taking a photo of flyer rather than handing them out
- Offering a discount to customers that bring their own containers
- Creating a menu with finger-foods and hand-held foods
- Raffles or reusable goodies instead of SWAG
- Use of recycled paper products
- Limited or no packaging
- Bags upon request

## *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) or call at 541-774-8206 for more information.
- 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.
- Must display Proof of the Temporary Restaurant license and Food Handler's permit 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.

~

"I/We have read, understood and retained a copy of the Zero Waste Information 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 participation revoked at any time for violations deemed by City of Talent and the Harvest Festival Committee."

**Print Name:** \_\_\_\_\_

**Signature of Responsible Party:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## TALENT'S HARVEST FESTIVAL / 2019 RULES & REGULATIONS

Greetings Harvest Festival Applicant!

You are invited to apply to participate in Talent's 2019 Annual Harvest Festival being held on **Saturday, September 21, 2019** 10:00am to 4:00pm. This will be our 50<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. 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 4, 2019** to avoid a late fee. All applicants must include a picture of your product with specific description, and along with booth set-up. **Application will them be presented to the Harvest Festival Committee for approval.** Upon approval a check for the appropriate booth size you are requesting must be received. 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; **September 20<sup>th</sup> at your designation time, which will be communicated to you the week of August 26<sup>th</sup>. That time will range between 5:30 pm - 8:30 pm. This will greatly alleviate the congestion.** 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: **10:00 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.

### **Zero Waste**

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