



44TH Annual Troutdale SummerFest

Historic Columbia River Highway Centennial



Vendor Policies, Requirements & Safety Regulations

Set-Up:	7:00am – 10:00am
Vendor Hours:	10:30am – 3:30pm
Break-Down:	3:30pm – 5:00pm

Accepted Vendors:

Vendor acceptance will be based on appropriateness, product uniqueness and the overall quality enhancing the SummerFest experience as determined by SummerFest staff. The number of vendors with the same or similar products will be limited. In the case of duplications, the earliest post-marked application with fees paid will be selected. The SummerFest staff reserves the right to refuse vendors which may violate community standards of decency or otherwise infringe upon the right of the others.

Booth Space:

All accepted vendors will be assigned a space for their booth. The basic booth configuration is 10 feet wide by 10 feet deep. Multiple spots may be purchased and assigned contiguously, as space allows. Sharing a booth is only permissible if all applicants have provided applications which are approved by SummerFest staff. Booth boundaries will be marked along the walkways or on the grass with a numbered flag in the center identifying each booth space. No displays, signs, decorations, banners advertising matter or exhibits may extend outside the defined boundaries of the assigned booth space. Aisles, walkways, and overhead spaces must remain open. Vendors will be allowed to sell and demonstrate only within their designated space.

Booth Space Assignments

Vendor booth location of previous years cannot be guaranteed; however, every effort will be made to honor requests. We reserve the right to place vendors within areas as deemed necessary to balance the park, accommodate electrical needs, and facilitate traffic flow and sales. Vendors may not move to another location without permission of the SummerFest staff.

Booth Space Conditions

All booth spaces are at Glenn Otto Park and majority of the spaces are on the grass. Most of the grass is flat but be prepared for some uneven ground. Some of the park is shaded by the trees and other parts are out in the open. SummerFest is a rain or shine, outdoor event, and you must provide your own "Flame-resistant" canopies, display tables, counters, racks and seating. All equipment must be in safe working condition and conform to fire safety standards; all booths will be inspected by the Fire Marshal. Water lines and electrical wires are located underground at Glenn Otto Park; therefore NO STAKES, NAILS or anything driven or pushed into the ground are allowed. Weighting or anchoring canopies must be done completely ON TOP of the ground.



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Booth Set – Up & Breakdown

SET-UP: Vendors will be required to set up their booth between: 7:00am and 10:00am – Arrival times will be assigned to each vendor. You must be completed set up by 10:00am to be ready for the Fire Marshal inspection. Absolutely no set up may occur during the SummerFest hours of 10:30am to 3:30pm.

Breakdown: Vendors can begin breaking down no earlier than 3:30pm and must be completely out of the park by 5:00pm. **Booths may not be dismantled before the 3:30pm closing** or you may risk not being invited to participate in future events. If you cannot stay or arrange booth coverage for the entire event, we ask that you forego the event. Vendors must remove everything from their booth including but not limited to, all boxes, crates, debris and other materials related to their exhibit. Site must be left clean and free of debris and/or damage grounds. Garbage must be bagged, tied and carried to trash dumpster, and recycling needs to be placed in recycling bins. We reserve the right to charge the vendor for any damage done to the property or expense incurred for removal or disposal of any property items, garbage or recycling left after 5:00pm.

Booth Responsibility

Participants are solely responsible for setting up and supervising their booths. Booths should not be unattended other than going to the restroom or getting something to eat. No one under the age 18 may occupy the booths unless accompanied by an adult.

Day of the Event: Check-in and Parking

The morning of the event, please arrive at Glenn Otto Park at your assigned time, park in front parking lot “Temporarily” and walk to the Vendor Check-In area. You will be given one free parking permit for the lot across the street where you will park after unloading. You will also be given your approved City of Troutdale Temporary Park Vendor License which must be displayed at your booth during SummerFest hours of operations. After checking in, you will be directed where to drive your vehicle for unloading nearby. If you have a disability placard and need to park closer to the park, please let us know ahead of time. NO overnight camping or parking is permitted at Glenn Otto Park.

There will be other SummerFest Entertainment activities occurring in Glenn Otto Park in addition to vendors, along with a parade leading from downtown Troutdale to the park. It is important that vendors closely follow their arrival schedules and instructions to facilitate all of the events occurring that day.

Day of Event: Unloading and Loading

SummerFest staff will guide you in and out of the park; please follow their guidance while unloading and loading to facilitate efficient and safe entry and exiting of the park. As no vehicles are allowed in Glenn Otto Park, **vendors will not be able to unload or load near their assigned booth area.** Hand trucks are recommended to assist in unloading and loading, and SummerFest will provide volunteers to assist vendors with this process. **Vendor vehicles must not remain in the main parking lot** as this needs to be freed up for our guests coming to the event. You may park one vehicle across the street using your free parking permit once you have unloaded. Park any additional vehicles over the Sandy River Bridge (there are parking spaces along the river) or at nearby Lewis and Clark State Park. The Historic Columbia River Hwy will be closed to vehicles during the SummerFest Parade.



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No vendor vehicles will be allowed in the main parking lot until after 4:00pm. If you cannot stay for the whole event, we ask you to forego the event. If you have a real life-threatening emergency during the event and need to leave, please contact the Vendor Coordinator and wait for staff to help you leave safely. The requirement is that all vendors stay for the whole event.

Electricity/Fire Hazard Requirements

Electricity is available upon request at the time of application for a \$ 10.00 fee per space with an electrical receptacle. The number of booths with access to electricity is limited in Glenn Otto Park and requests will be approved on a first reserved-first served basis. No electricity requests will be available the day of the event. All approved vendors – not just those with electrical needs – will receive a copy of the Gresham Fire codes and will be accountable for following them. The Fire Marshal will be onsite the morning of the event to check compliance by ALL vendors.

All vendor canopies must be made flame resistant. All electrical appliances and cords must meet applicable codes. You must provide your own heavy duty 3-prong extension cords. Chaining of extension cords or use of multi-plug strips is not permitted. If you exceed the capacity of a breaker (approximately 20 amps) and it trips, you are out of electricity until the breaker can be reset. Resetting the breakers will be done by City staff as soon as City staff is available. Food vendors are responsible for having the appropriate fire extinguisher at their booth during the SummerFest hours. Generators are not allowed.

Food Vendor Handling Requirements

Food vendors are responsible for compliance with sanitary regulations and must have an on-site person with a Food Handlers Card and receive a Temporary Restaurant License from Multnomah County at www.mchealthinspect.org The Temporary Restaurant License must be displayed at your booth during SummerFest hours of operation.

Food Vendor Insurance Requirements

Food vendors must provide proof of commercial liability insurance in the amount of \$ 1 million, adding the City of Troutdale and West Columbia Gorge Chamber of Commerce, their officers, employees and event volunteers as additional insured.

Licenses Required

Any and all licenses including city, county, state, or federal inspections or permits required by law of any vendor in the installation or operation of a booth is the sole responsibility and expense of the vendor prior to setup. The City of Troutdale requires a Temporary Park Vendor License. There is no additional fee required for this license, but this paperwork must be completed and sent in with your application. The signed and approved City of Troutdale Temporary Park Vendor License will be issued at check-in and must be displayed at your booth during SummerFest hours of operation.



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Liability

Troutdale SummerFest shall not be liable for any damages or other expenses that are incurred by the vendor. Troutdale SummerFest assumes no responsibility for any injury, loss or damage to the property of the vendor for any cause whatsoever including, but not limited to: theft, fire, and vandalism, or other casualty before, during and after the event. The vendor shall not damage, mar, or deface items left on the grounds and will be responsible for such damages.

Alcohol

No vendor shall consume, be under the influence of or have in their possession any alcohol or controlled substance. SummerFest staff has the right to ask any vendor in violation of this policy to leave the park immediately. This violation will result in forfeiture of future SummerFest invitations.

Restrictions

Staff reserves the right to restrict or remove a vendor, without refund, if it is not in compliance with the rules and regulations or is found to be unsuitable or illegal. This restriction applies, but is not limited to: sound that is loud enough to be deemed disruptive by neighboring vendors, display size, persons, conduct, printed matter, or anything of character that might be unsuitable or illegal for SummerFest.

Application & Payments

The Vendor Application and applicable Insurance documents must be submitted with payment. Application deadline is July 10, 2016. Make checks payable to WCGCC (West Columbia Gorge Chamber of Commerce) and mail to the West Columbia Gorge Chamber of Commerce at P.O. Box 245, Troutdale, Or. 97060 or hand deliver to West Columbia Gorge Chamber of Commerce at 107 E. Historic Columbia River Highway, Troutdale, Oregon. Hours of operation are 10:00am to 4:00pm Monday through Friday. There is a \$ 25.00 "Returned Check" fee. An application submitted without payment does not guarantee registration for the event. An application submitted with payment constitutes a vendor's commitment to SummerFest. See Cancellation and refund policy below.

Cancellation & Refund Policy

SummerFest is a "Rain or Shine" event. No refund will be made due to weather conditions. Requests for refunds must be made in writing and received by SummerFest staff no later than July 10, 2016. Upon approval, a refund will be granted and mailed within 60 days.

Directions to Glenn Otto Park

Glenn Otto Park is located east of downtown Troutdale, Oregon and along the Sandy River: Address: 1106 East Historic Columbia River Highway, Troutdale, Or. 97060. Take I-84 to Exit 17, turn right on 257th Ave, Turn Left onto Historic Columbia River Hwy, pass under the Troutdale Arch and through Downtown Troutdale for about a mile, turn right into Glenn Otto Park, OR take I-82 to Exit 18 toward Lewis and Clark State Park/Oxbow Regional Park, Turn LEFT on Crown Point Hwy, Turn Right onto Historic Columbia River Hwy, Cross over the Sandy River Bridget, Turn Left into Glenn Otto Park.