



2017 Oregon WinterFest Commercial Marketplace Application

The 16th Annual, Oregon WinterFest, kicks off on February 17th, in Bend, Oregon. Bend's own Winter Carnival will take place February 17th-19th in The Old Mill District.

The Marketplace will showcase the Northwest's finest handcrafted food, wine and fine arts. Modeled after a European market with local artists and specialty food & wine, and commercial vendors the Marketplace is the premier shopping experience at Festival center for Friday, Saturday and Sunday.

Applications will be reviewed by January 5, 2017 and in many cases sooner. A response will be emailed to the address listed in the application.

For questions, please contact Karin at Lay It Out Events, 541-323-0964 or by email karin@layitoutevents.com.

EVENT DETAILS IN ALPHABETICAL ORDER

ADA: In an effort to make the Oregon WinterFest and all our events accessible for everyone we ask that you pay attention to the following accessibility guidelines from the City of Bend:

- Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- All paths of travel must be free from cords and other obstructions. Cords may be covered with rugs, but rugs must be taped down on all sides.
- Price lists should be hung 36-39 inches from the ground
- For more info regarding ADA requirements, contact Karin Morris at the City of Bend 541-693-2141.

Booths: Booth spaces are 10x10 feet. They are located within the Marketplace Tent, which will be lit and heated during business hours. Tents and canopies are not allowed within the Marketplace tent. Corner booths are an upgrade available, on a first come first serve basis.

Cancellation Policy: Cancellations received before January 7, 2017 will receive a 50% refund. **No refunds are given after January 7, 2017.**

Deadline: Please turn in your application before January 6, 2017 to reserve your space, although the event may very well sell out long before that.

Directions and Setup: Oregon WinterFest is located in the Old Mill District. Directions and setup information will be emailed to vendors one week prior to the event.

Fees:

- \$825 for every 10x10 space within the Marketplace Tent, the tent will be lit and heated during open hours.
- \$900 for a corner 10 x 10 space.
- \$1,400 for every 10x20 space within the Marketplace Tent, the tent will be lit and heated during open hours.
- \$40 for each 15 amp outlet of power.
- **Separate deposit check for \$200 to be refunded after event.**
- Please submit booth fees with your application. Fees will be returned in case of a non-acceptance to the event.

Fire Code: All vendors must follow the Bend Fire Code for setup. For more information please contact Susie Lovisco at Bend Fire 541-322-6386. Please see the attached document "Special Event Guidelines".

Hours of Operation: Friday 5pm-9pm, Saturday 11am-9pm, and Sunday 11am-6pm. Hours may be extended Saturday night at the discretion of LIOE based on traffic. Vendors must stay open during all hours of the event. Vendors leaving early will not be allowed to return for future events and their deposit will be cashed.

Inclement weather: Oregon WinterFest takes place in February. Please plan for extreme weather conditions. Oregon WinterFest takes place rain, snow or shine as well as in high-wind and/or extremely cold weather. No refunds will be granted due to weather. No exceptions.

Insurance: Please have your insurance company create a certificate of insurance for each entity listed below:

- Oregon WinterFest 704 NW Georgia, Bend, OR 97703
- Lay It Out, Inc 704 NW Georgia Ave, Bend, OR 97703
- William Smith Properties 15 SW Colorado Ave. Suite #1 Bend OR 97702

Please send all certificates to Lay It Out Events, 704 NW Georgia Ave, Bend, OR 97703 or email to karin@layitoutevents.com. **Certificates must be received two weeks prior to event start date.**

Layout: The layout of this event has dramatically changed and the event will be bigger than ever. You will be able to choose your location based on your price point and the order in which your complete application is turned in.

Power: We will do everything we can to make sure your power is up and running during event hours. However power is provided by generators, which come with complications. Please be patient and understand that outages may occur as everyone initially turns on their appliances and lights at the beginning of the event. Additional power is available for \$40 per outlet (each outlet not to exceed 15 amps). Be prepared with a 50 ft. extension cord. Please do not bring an extension cord longer than 50 feet. If you use additional power not outlined on your application your deposit will be used as compensation for the additional usage. The outlets provided are standard three prong outlets. You will need to provide your own adapter if you require it. In order for the event to run smoothly and the entire system to be sized accordingly, please present your individual power needs as soon as possible (voltage and amperage). Staff will be monitoring power usage throughout the event to ensure compliance. Power is only available during open hours. Please note, heat will not be left on overnight. Any products susceptible to freezing should not be left overnight. **Please list all appliances and amps at the end of this application.**

Security: Security will be provided overnight from 8pm Thursday to 9am Friday, 8pm Friday to 9am Saturday and 8pm Saturday to 9am Sunday. Oregon WinterFest is not responsible for lost or stolen goods.

Trash: Dumpsters are located in the gravel lot near the Hampton Inn and Suites. You are responsible to take your trash to these dumpsters. Do not use roll carts for your trash. They are intended for festival attendee use. Grey water tanks are also available near the dumpsters. Anyone caught dumping grey water down storm drains will immediately lose their deposit.

VIP Gift Bags: This is an excellent way to market and brand you in the community. A \$100 payment will provide you access to product/coupon/flyer placement in the VIP Gift Bag. 50 units are required and due to the Lay It Out Events office by January 15th.

INDEMNIFICATION

- 1.1. Vendor shall indemnify and hold harmless Lay It Out Inc., 2017 Oregon WinterFest, and William Smith Properties, from any claims or liabilities resulting from Vendor's performance, including any and all loss, damages or expenses caused by negligent acts, statements, errors or omissions of Vendor and its agents.**
- 1.2. Vendor will indemnify, defend, and hold Lay It Out Inc. and its directors, officers, employees, and agents harmless from any and all claims or liability (including without limitation any taxes, penalties, interest, costs, or attorney fees) asserted by any third party that results from or arises out of Vendor or Vendor's Personnel performing the Services under this Agreement.**
- 1.3. Contractor will maintain adequate and reasonable liability insurance covering Contractor's performance under this Agreement. At any time, upon Lay It Out Inc.'s request, Contractor will submit to Lay It Out Inc. proof acceptable to Lay It Out Inc. of such insurance. Contractor will further notify Lay It Out Inc. immediately of any substantial modification or cancellation of such insurance. Contractor acknowledges that Lay It Out Inc. will not provide insurance coverage for Contractor.**
- 1.4. Contractor will maintain in force any workers' compensation and unemployment insurance required by law relating to Services performed under this Agreement and will at any time, upon request of Lay It Out Inc., provide to Lay It Out Inc. proof acceptable to Lay It Out Inc. of such insurance. Contractor will further notify Lay It Out Inc. immediately of any substantial modification or cancellation of such insurance.**

Vendor agrees to abide by the rules and regulations of Oregon WinterFest. Vendor understands that they may not be asked to participate in future Oregon WinterFest events if they are in violation of Oregon WinterFest policies and they will lose their deposit.

AGREED TO BY:

Vendor Representative Signature

Date



OWF COMMERCIAL MARKETPLACE APPLICATION

Business Name: _____ Contact Name: _____

Product or Service Description: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: (____) _____ - _____

Website address: _____

Facebook: _____ Twitter: _____

Instagram: _____

Please list all appliances and amps. One 15-amp outlet is included with the fee.
Contact us if you need assistance determining your power needs **IN ADVANCE**.

How many staff (over the 3 days) will you have working at the event? _____

Total Vendor Fee Enclosed, (\$825, \$900 or \$1,400): \$ _____

Additional Amps/Electricity (\$40/additional outlet): \$ _____

Mandatory Deposit Enclosed **on a separate check** (\$200): \$ _____

Placement in VIP Gift Bag (\$100): \$ _____

TOTAL ENCLOSED: \$ _____

Please return this page with payment & insurance



SPECIAL EVENT GUIDELINES

Tents, canopies, membrane structures, and air supported structures at fairs, festivals, and other special events must comply with the following:

- Shall not be located within 20 feet of buildings, parked vehicles, or internal combustion engines (including generators).
- Shall be adequately roped, braced, and anchored to withstand weather elements and prevent collapsing.
- Shall secure all compressed gas cylinders (propane, helium, etc) to prevent tip-over.
- Shall prohibit smoking at all times.
- Open flame devices, such as candles or oil lamps, may not be used unless the total area of all individual canopies that are grouped together does not exceed 700 square feet (example: 7 canopies in a row, each of which does not exceed 10 x 10).
- Cooking activities are prohibited unless the total area of all individual canopies that are grouped together does not exceed 700 square feet.
- Shall provide a portable fire extinguisher in any tent or canopy that is performing cooking activities.
- Minimum rating for the fire extinguisher shall be 2A:10BC **EXCEPT**
- When cooking with pooled oils, greases, or fats, such as a wok or deep fryer, a Class K fire extinguisher shall be provided.



ABC Type Extinguisher Class K Extinguisher

References: 2007 Oregon Fire Code Chapters 9 and 24

Fire Related Questions? Please call (541) 322-6381 and we would be glad to assist you.