



2017 Oregon WinterFest Restaurant Information and Application

The 16th Annual Oregon WinterFest presented kicks off on February 17, 2017 in Bend, Oregon. Bend's own Winter Carnival will take place February 17-19 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, the Marketplace is the premier shopping experience at Festival center for Friday, Saturday and Sunday.

Restaurant space is limited and we will be hand selecting the best restaurants based on variety, quality and privilege to prior Oregon WinterFest vendors (first right of refusal). For questions, please contact Karin at Lay It Out Events at 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.

Beverages: The official beverage sponsor for Oregon WinterFest has not yet been determined. An email will be sent out when this information becomes available. Homemade Beverages i.e. Lemonade, Ice Tea, etc. will be allowed. Restaurants are not allowed to sell alcohol.

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

Clean up: Restaurants must take every precaution to insure grease does not spill onto the pavement. It washes into the drains and is a city health code violation. We recommend placing a tarp to cover your area and we require placing rubber mats down to catch the grease. If any trash or grease is left behind by a restaurant, the deposit will be used to return the site to pre-event conditions. Grease cleaning can be expensive so we appreciate your help regarding this matter. Please check in with a LIOE representative before you leave so we can inspect your site.

Complimentary Meals: Each restaurant is required to provide 10 complimentary meals. Oregon WinterFest will create and distribute food vouchers valued at \$10 each. These will be used for our volunteers, entertainers, and sponsors.

Deadline: Please turn in your application before January 1, 2016 to reserve your space! However, it is very likely this event will sell out fast. Turn in your application soon to secure your spot. First right of refusal will not stand if the event is full.

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:

- \$375 paid to Oregon WinterFest for every 10x10 space (this includes one 15 amp power outlet)
- Restaurants are required to pay 10% of gross income to Lay It Out Events
- \$40 for each additional 15 amp power outlet (over the 15 amps that is included)
- Deschutes County Health Permit Fee is \$70 if submitted at least one week prior to event and \$125 if submitted after deadline (pay directly to them with their application). Contact Lisa or Sandy at (541) 317-3114 for more information. If you do not get a permit the fine is \$200.
- **Mandatory** separate deposit check for \$200 to be refunded after 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-10pm, Saturday 11am-10pm, and Sunday 11am-6pm. Restaurants must stay open during all hours of the event. Restaurants leaving early will not be allowed to return for future events and their deposits 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 Ave, 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.**

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 10pm Thursday to 9am Friday, 10pm Friday to 9am Saturday and 10pm 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 yourself in the community. A \$100 payment will provide you access to product/coupon/flyer placement in the VIP Gift Bag. 100 units are required and due to the Lay It Out Events office by January 30th.

Water: There is not running water available at the site. All water must be brought with you.

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 RESTAURANT VENDOR AGREEMENT

Business Name: _____ Contact Name: _____

Food 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 (\$375): \$ _____

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

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

Placement in VIP (\$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.