



MCMINNVILLE SCOTTISH FESTIVAL | JUNE 8TH & 9TH 2019 | HOSTED @ LINFIELD COLLEGE | 900 SE BAKER ST, MCMINNVILLE, OR 97128

2019 VENDOR APPLICATION

The McMinnville Scottish Festival, an event hosted by the Celtic Heritage Alliance, Inc. (CHA), celebrates the diverse cultures of the seven Celtic nations with an overall Scottish theme. We highly encourage our vendors to dress for the occasion, and to decorate their booths accordingly; as a special incentive, we will award a prize for the “best dressed” booth!

Last year’s event had over 3,000 patrons during its first weekend in McMinnville. Feedback from vendors has been very positive; and we’ve documented the feedback from those who participated and used that information to improve your vendor experience moving forward.

Event Location: Linfield College
900 SE Baker St, McMinnville, OR 97128

Dates: 7th Setup (Event Runs 8th & 9th) 10th Teardown **June, 2019**

Set Up Dates & Times:

Itinerary will be delivered by May 15, 2019 to clarify set up and tear down times to assure everyone participating will have adequate time and resources available.

NO VEHICLES MAY BE LEFT ON THE GROUDS DURING THE EVENT - SPECIAL VENDOR PARKING WILL BE DESIGNATED NEARBY.

CHA is a licensed 501(c) 3 non-profit organization operating in Yamhill County and has a permit from the City of McMinnville for this event. Vendors are not required to purchase a separate (temporary) business license from the City of McMinnville. There is no sales tax in the State of Oregon.

Vendors must choose a Vendor Package and complete the attached Agreement. To ensure you obtain your vendor space, your Vendor Package selections and Vendor Agreement must be postmarked no later than **March 15, 2019**.

Vendor Application Checklist

- Completed Vendor Application
- Signed/Dated Vendor Agreement
- Images or samples of product and display
- Electrical equipment list with plug size, volt/amp needs. (Each item plugged into a power strip must be listed)
- Current Food Handler’s License (if applicable)
- Current Server’s Permit (if applicable)
- Proof of insurance (If applicable)
- Payment to CHA for vendor space

Our Vendor Team Leader may contact you with questions relating to your Vendor Application at the address





below.

2019 VENDOR INFORMATION

Business Name _____

Description of goods and/or services to be sold at your space(s) during Festival:

If you are a NEW VENDOR to this event, you MUST provide images depicting your display and/or the products you intend to offer at the Festival or working links to a web page where items may be viewed.

Contact Name: _____

Mailing Address: _____ City: _____

State/Province: _____ Zip Code: _____

Website: _____ E-mail: _____

Phone: _____ Fax: _____

I will be selling items from my _____ tent _____ trailer _____ other: _____

The measurements of my sales trailer are: _____' long x _____' high x _____' wide

The measurements of my sales tent are: _____' long x _____' wide. I have _____ tent(s) total.

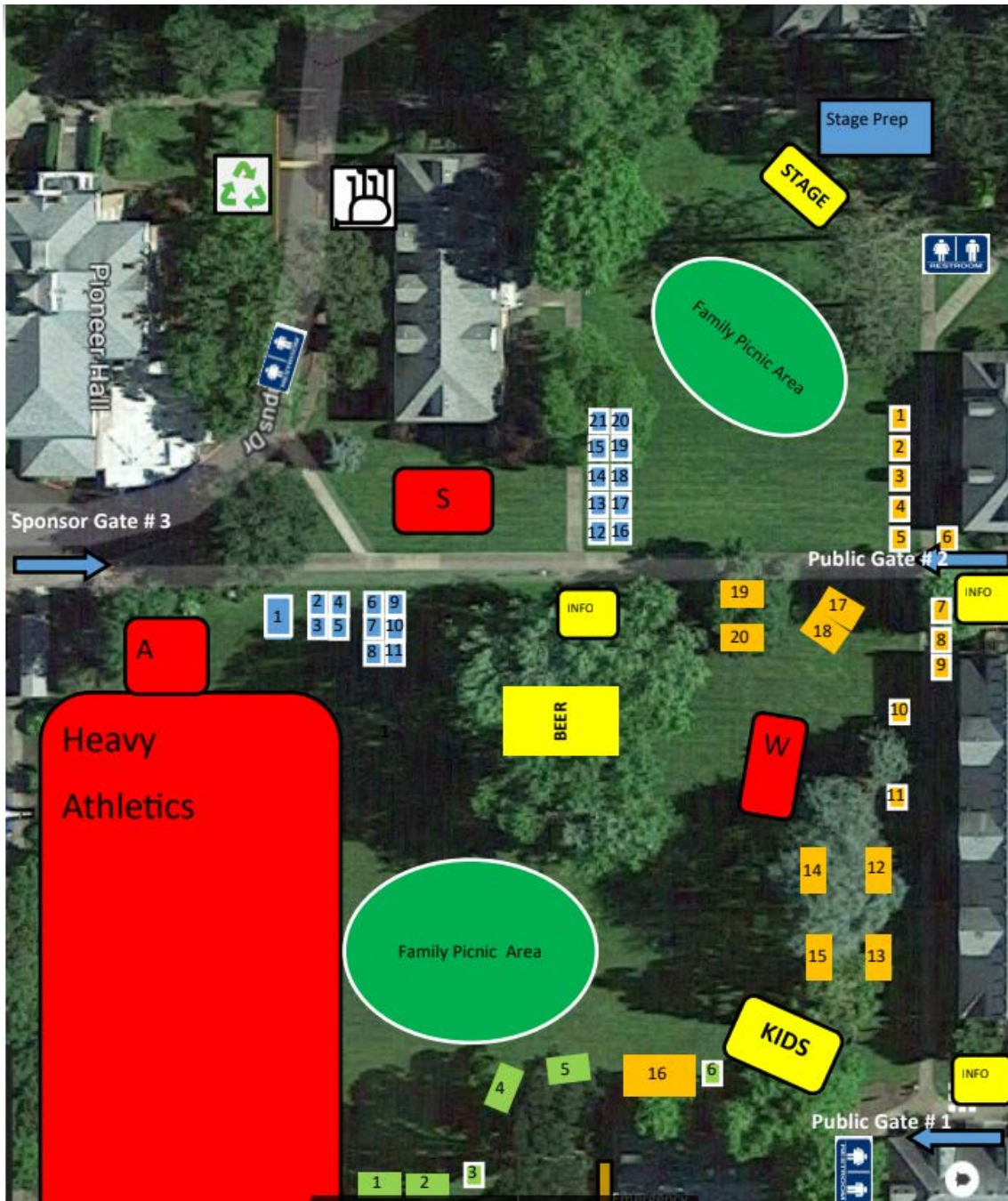
The measurements of my other structure are: _____

I wish to be added to the waiting list in the event of cancellations by other vendors: Yes No





2018 Map of Festival Grounds



*Layout subject to change for 2019





2019 VENDOR PACKAGES

Vendor Loyalty Program: Vendor spaces are assigned first to returning vendors in appreciation for their loyalty; then on a first- come, first-served basis based on the date your application is received, with remaining spaces taken into account. A non-refundable application fee of \$25.00 is included in the price of your vendor space.

Vendor Fees are based on the entire weekend

- Merchants: 10x10 Space Fee - \$150.00 for 1st 10x10. 2nd 10x10 is \$100 and each additional is \$75 per 10x10
- Food Vendors 10x10 Space Fee - \$200.00 for 1st 10x10. 2nd 10x10 is \$100 and each additional is \$75 per 10x10

Vendor Care Bundle:

- Vendor/Staff passes for festival entry
- Electric services
- Waste Management

*** Please attach a listing of electrical equipment to be used and volt/amp needs**

- How many **10' x 10' Merchant Vendor** spaces do you require? _____

- How many **10' x 10' Food Vendor** spaces do you require? _____

Please use this space to list any equipment you use that requires electric power and how many amps/volts they require:





2019 VENDOR AGREEMENT

This Agreement is made and entered into by and between Celtic Heritage Alliance, Inc. (“CHA”) and the Vendor identified below (“Vendor”). Vendor wishes to participate in the 2019 McMinnville Scottish Festival (the “Festival”), a CHA event scheduled June 8th & 9th 2019 in McMinnville, Oregon.

The parties agree:

1. Subject to Vendor’s compliance with this Agreement, CHA will allow Vendor to sell, distribute and display the products and wares described in the Vendor application during the Festival. Subject to the terms and conditions of this Agreement, Vendor agrees to sell, distribute and display at the Festival space the products and wares described in the Vendor Application that meet the terms and conditions of this Agreement.
2. Vendor agrees that there are to be no items sold at the festival that include drugs or drug paraphernalia, tobacco- related products, items with adult content, or anything deemed by CHA to be objectionable in content or inappropriate for a family event. Should Vendor’s products and/or services be deemed inappropriate by CHA or do not meet these criteria, CHA reserves the right to remove any merchandise deemed inappropriate at any time during the Festival.
3. Vendor understands and agrees that Vendor spaces are assigned on a Vendor loyalty, first-come, first-served basis based on receipt of Vendor Application, space preferences, and payment by Vendor. Vendor understands and agrees that space assignments are not guaranteed. **Vendors will be notified of their space assignment at least two weeks prior to the date of the event.**
4. Should Vendor spaces be completely reserved prior to Vendor’s reservation request, all fees paid will be refunded to the Vendor except the non-refundable application fee. No fees will be refunded to any Vendor within two weeks prior to, during, or after the festival. Vendors may request to be wait-listed in the event of no-shows or cancellations. Vendor may request that it be placed on the waiting list in the event of cancellations by other vendors.
5. Vendor agrees to the set-up and tear-down schedules as outlined in the Vendor Information provided above. Vendor must be set up and open when the Festival begins each day and remain open during Festival hours and that any items, structures or vehicles not directly in use as a part of the Vendor space must be removed from the grounds and into designated parking not later than 8:00 am on Saturday. Failure to do so may result in your vehicle being towed.
6. Vendor agrees that IN NO EVENT IS CHA OR ITS VOLUNTEERS LIABLE TO VENDOR OR ANY THIRD PARTY FOR ANY THEFT, DAMAGE, INJURY, LOSS OR DEATH OR ANY CAUSE OF ACTION WHETHER ARISING IN TORT, CONTRACT OR OTHERWISE.



7. Vendor acknowledges that each vendor space is approximately 10' long x 10' deep (10'x10'), the boundaries of which may not be exceeded in length or depth. Vendor space size includes the total size of your vehicle or trailer, including trailer hitches (Example: If you order a 10' space and your vehicle is 17' with a 3' trailer hitch, you must reserve two 10' x 10' spaces.). Vendor may rent one or more space(s) and agrees that CHA shall not be required to make any alterations to the Vendor space. Vendor spaces outside these parameters must be negotiated with the Vendor Team Leader in conjunction with this Agreement in advance.
8. Vendor agrees to maintain clean and sanitary conditions at its Vendor space at all times, and will remove all trash from, and around the immediate vicinity of, its Vendor space at the close of each day and deposited in the designated trash and/or recycling receptacles on Festival grounds. Non-compliance with this may result in a fine by the City of McMinnville for littering.
9. CHA provides security officers who will patrol during Festival hours, and overnight security personnel. However, please note that the Festival venue is a large and fairly open space. CHA cannot take responsibility for loss of or damage to Vendor property. As well as staffing its space during Festival hours, we recommend that Vendor take reasonable steps to secure its goods overnight during the Festival.
10. Vendor agrees to comply with all local laws and ordinances and will maintain a standard of behavior that is suitable for this family-oriented event. Should a Vendor or its staff fail to conduct themselves appropriately and engage in behavior which has been deemed unsuitable by CHA, the Vendor will be asked to close the Vendor booth and vacate the premises. This includes report or evidence of overindulgence of alcohol, any use of illegal substances or other offensive behavior (e.g., loud and disruptive or inappropriate speech or language).
11. Vendor agrees to provide its own means of shade or shelter for outside spaces and is responsible for its own set- up and tear-down operations. Vendor agrees to continuously staff its space until the close of the festival each day.
12. Vendor and all servers offering food items must have current State of Oregon-issued Food Handler's Licenses (www.orfoodhandlers.com) and must provide copies of licenses to CHA prior to the beginning of the Festival. Vendors must meet all required sanitary, heat- and cold-keeping requirements in its Vendor space.
13. Vendor and all servers offering food items must have a current Temporary Restaurant License, if required by **Yamhill County Environmental Health**. If obtained, Vendor must provide a copy of the license to CHA prior to the start of the Festival.
14. Vendors who desire to sell beverages containing alcohol must have proper Oregon Liquor Control Commission licensing and follow OLCC guidelines while selling and serving those products. If applicable, Vendor must provide copies of its license to CHA prior to the start of the Festival. Web page: <http://www.oregon.gov/OLCC>.



- 15. Vendor acknowledges that CHA’s insurance does not include coverage for Vendors. IN NO EVENT IS CHA LIABLE TO VENDOR OR ANY THIRD PARTY FOR ANY THEFT, DAMAGE, INJURY, LOSS OR DEATH OR ANY CAUSE OF ACTION WHETHER ARISING IN TORT, CONTRACT OR OTHERWISE.
- 16. Vendor acknowledges that it has reviewed this Agreement and CHA’s Vendor Guidelines. Vendor will comply with this Agreement, the Vendor Guidelines, any request by a CHA representative and all applicable local, state and federal laws. CHA may terminate this Agreement immediately if CHA determines that Vendor is in violation of this Agreement.
- 17. Vendor may terminate this Agreement at any time. **No refunds of any fees paid to CHA if Vendor’s termination of this Agreement is received by CHA less than 30 days prior to the event date.**
- 18. Vendor agrees that the information provided by the Vendor to CHA, including but not limited to the Vendor’s likeness, name and logo, may be used on CHA’s web page, in the official Festival program and on other printed, photographic and graphic materials related to the event.
- 19. The effective date of this Agreement is the date this Agreement is last signed by a party below.

By signing this Agreement, I agree to comply with the terms and conditions set forth herein.

Printed Name: _____ Business Name: _____

Authorized Signature: _____ Date: _____

CHA Vendor Committee Use Only

Received _____ Fee Paid _____ Accepted: Yes _____ No _____ Waiting List # _____ Notified _____

By: _____ Date: _____

NOTES:

