



# 2017 Garibaldi Days Vendor Application Packet July 21-23, 2017



All Fields Must Be Completed. Incomplete applications will be returned.

**Sign and return the Vendor Application, the Vendor Agreement and the Set Up Information Page.**

Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Vehicle License #: \_\_\_\_\_

Items to be sold (be specific) \_\_\_\_\_

VENDOR TYPE: \_\_\_ General (arts/crafts, merchandise) \_\_\_ Food \_\_\_ Non-Profit

### BOOTH TYPE:

Early Bird Special - Register & Pay Before June 1<sup>st</sup> - Take \$10 off entire booth fee!

10 X 10 tent space, General Area, no electricity \$95.00 \_\_\_\_\_ Quantity? \_\_\_\_\_

10 X 10 tent space, 6<sup>th</sup> Street and General Area, electricity \$130.00 \_\_\_\_\_ Quantity? \_\_\_\_\_

10 X 20 tent or trailer, *New Food Court Area*, electricity \$200.00 \_\_\_\_\_ Quantity? \_\_\_\_\_

### SEND COMPLETED PACKET TO:

Mail: Garibaldi Days  
PO Box 708  
Garibaldi, OR 97118

Fax: (503)322-3737  
Email: kylie@ci.garibaldi.or.us

**\*Incomplete applications will be sent back.**

The City of Garibaldi does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

It is understood that upon acceptance into the Garibaldi Days Festival that Participant (vendor) is authorized to have a booth and that Participant agrees to indemnify and hold harmless the City of Garibaldi, and the Port of Garibaldi, its officers, directors, employees, agents representatives, successors, and assigns (collectively referred to as indemnities), and to defend indemnities at participant's sole cost from all claims and demands, suits, actionable damages, judgments, expenses, including indemnities, court costs and attorney fees of every kind or nature based upon damages or injury to persons or property arising in any manner from participant's activities and/or participating in the Garibaldi Days Festival. **It is further understood that by signing this application, that vendor agrees to abide by all event rules as outlined on this and the following pages.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# 2017 Vendor Agreement

Please read carefully as rules and vendor areas have changed.

**Vendor maps will be sent out soon.**

- **PAYMENT OPTIONS** Pay by credit card by calling Garibaldi City Hall at (503)322-3327 or mail the application with a check made out to City of Garibaldi, PO Box 708, Garibaldi, OR 97118.
- Vendor applications must include **payment in full**. The fee includes all business licensing for the event dates.
- **INCOMPLETE APPLICATIONS WILL BE RETURNED.** If the incomplete application includes a check, it will be sent back via certified mail.
- **REQUIRED GENERAL VENDOR BOOTH HOURS:**  
Friday, July 21: 10AM – 7PM, Saturday, July 22: 10AM – 7PM, Sunday, July 23: 10AM – 4PM
- **ELECTRICITY** The General Vendor Area offers only 8 general vendor spaces with electricity. The new 6<sup>th</sup> Street Vendor Area offers 26 spaces with electricity.
- Vendors with electricity must provide their own extension cords. 100-200 feet of heavy duty cord may be needed, depending on location. ***Only 12-gauge outdoor extension cords allowed.***
- Vendor booths are required to be open the ***entire*** three days during vendor booth hours. **NO OPENING LATE, OR LEAVING THE EVENT BEFORE 7PM FRIDAY OR SATURDAY AND NO TEARING DOWN BEFORE EVENT CLOSE 4PM SUNDAY.**
- Vendor spaces provided are dry spaces with no water provided.
- Placement in a specific booth is not guaranteed. Please return your fully completed application as soon as possible.
- All vendor garbage to go in dumpsters only, not in public garbage bins.
- If any part of your booth goes over the designated booth space (without event staff permission), you will be immediately charged for an additional booth fee.
- No illegal drugs or weapons of any kind may be sold in booths.
- Vendor pets must be secured by a leash or kenneled in the owner's booth. Scooping is required.
- Garibaldi Days encourages originality of product vendors and will try not to duplicate product types. If it does occur, Garibaldi Days will not be responsible for the vendors' investment outcome due to duplicates of other vendors products.

**It is understood that by signing this agreement, vendor agrees to abide by all event rules as outlined.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## VENDOR SET UP INFORMATION FOR THURSDAY, JULY 20<sup>th</sup>:

- Volunteers will be on site on set up day to assist you and answer questions.
- General vendors using cargo haulers may set up from 8am to noon.
- General vendors not using cargo haulers may set up from noon to 4pm.
- Driving over the curbs or sidewalks or parking to unload in the yellow-curbed areas or bump-outs will not be permitted. Violators will be ticketed and/or towed at owner expense.

### DURING EVENT VENDOR PARKING:

- Vendors will be issued one vendor parking permit.
- Vendors must park in the corresponding numbered parking spot in the vendor parking area located behind Garibaldi City Hall or on Jerry Creasy Way.
- After set-up, all vendors must park in designated parking areas and display their parking pass in the driver's side dash. The vendor parking area will be monitored. Those without a permit will be towed at the owner expense.
- Vendors parking on Highway 101 will be towed at owner expense.
- RV's are not allowed to park overnight in the vendor parking area. A list of RV parks can be found at [www.VisitGaribaldi.com](http://www.VisitGaribaldi.com).

### FOR QUESTIONS, CONTACT:

**Lori Wilcox,**  
**Volunteer Vendor Coordinator**  
(503)322-0206 (9am-5pm, M-F)  
Email: [loriwilcox2285@centurylink.net](mailto:loriwilcox2285@centurylink.net)

**Kylie Poklikuha,**  
**Tourism & Events Specialist**  
(503)974-8581 Direct  
Email: [kylie@ci.garibaldi.or.us](mailto:kylie@ci.garibaldi.or.us)

**It is understood that by signing this agreement, vendor agrees to abide by all event rules as outlined.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# 2017 Food Court Vendor Agreement

Please read carefully as rules and vendor areas have changed.

**Vendor maps will be sent out soon.**

**NEW THIS YEAR!** Food vendors will now be situated throughout the general vendor areas to increase the opportunity for more sales!

**EVENING SALES OPPORTUNITY!** Ask about the option to either relocate your food truck, or set up a satellite booth at the concert and beer garden tent site on Friday and Saturday nights! Last year we had 400 to 500 people at the concerts which ran from 7pm to 10pm each night and they get hungry...so be ready for a LOT of sales!

- **FOOD CART TRAILERS REQUIREMENT:** Application must ***include photos and exact measurements*** of cart ***including hit and ramps***. This will help ensure the best set up for your space!
- **REQUIRED FOOD VENDOR HOURS:**  
Friday, July 21: 10AM – 7PM, Saturday, July 22: 10AM – 7PM, Sunday, July 23: 10AM – 4PM
- Vendor booths are required to be open the ***entire*** three days during vendor booth hours. **NO OPENING LATE, OR LEAVING THE EVENT BEFORE 7PM, ON FRIDAY OR SATURDAY AND NO TEARING DOWN BEFORE EVENT CLOSE 4PM SUNDAY.**
- **DOCUMENTS TO BE SUBMITTED WITH FOOD COURT VENDOR APPLICATIONS:**
  - A ***certificate of insurance*** in an amount not less than \$500,000 combined single limit coverage naming the City of Garibaldi as an additionally insured party
  - A ***current permit from the Tillamook County Health Department*** which you may obtain by contacting the Tillamook County Health Department at 800 Pacific Avenue, Tillamook OR 97141 or by calling (503)842-3902.
- The vendor space fee includes all business licensing for the above dates except for the Health Department Permit required for food service operations.
- The food court vendor space fee is **\$200** for each 10x20 space, which includes electricity.
- Vendors must provide their own extension cords. 100-200 feet of heavy duty cord may be needed, depending on location. ***Only 12-gauge outdoor extension cords allowed.***
- **FOOD COURT VENDOR SET UP INFORMATION FOR THURSDAY, JULY 20th:**
  - Food vendors ***using cargo haulers*** may set up from ***8am to noon***.
  - Food vendors ***not*** using cargo haulers may set up ***from noon to 4pm***.
- Vendor booths are required to be open the ***entire*** three days during vendor booth hours. **NO OPENING LATE, OR LEAVING THE EVENT BEFORE 7PM, ON FRIDAY OR SATURDAY AND NO TEARING DOWN BEFORE EVENT CLOSE 4PM SUNDAY.**

It is understood that by signing this agreement, vendor agrees to abide by all event rules as outlined.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_