



Bank of the Cascades Bend Summer Festival Gourmet Food and Wine Vendor Agreement

Saturday, July 14 (11a-6p) | Sunday, July 15 (11a-5p)

Minnesota Avenue becomes the hub for gourmet artisans from the Pacific Northwest to sip, graze and absorb all the flavors that surround them. This year, we pair a stellar line up of jazz musicians with world-class wines from Oregon, salts, oils, spices, exotic prepared food and more. Learn how to complement your foodie repertoire from the source, on the street, and with friends.

EVENT DETAILS IN ALPHABETICAL ORDER

ADA: In an effort to make all of 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.
- For more information please contact the City of Bend at 541-693-2141.

Booth fee: \$400 (10x10 booth)

Booth Designation: Food Vendors will learn of their booth location upon arrival at event. All vendors' placements are subject to change. Vendors may request spots, but will not be guaranteed any particular location.

Cancellation Policy: Cancellations received before June 13, 2018 will receive a 50% refund. No refunds are given after June 14, 2018.

Clean Up: Vendors are responsible for cleaning around their booth space for all garbage, sweeping, etc., at conclusion of event. Unsatisfactory cleaning of booth space area will result in the depositing of \$200 clean-up deposit check.

Electricity: Lay It Out Events is able to provide 15 amps of power for each 10x10 space rented. If you require more power, it is available at an additional cost of \$50 per 15amps. *Please*

indicate electricity needs when turning in your application. Generators are not allowed during the event. You may use your generator overnight. There is no power provided overnight.

Hours: Saturday, July 14 11am-6pm, Sunday, July 15 11am-5pm (please note that you are welcome to stay open later on Saturday evening, but we do require that all vendors stay until at least 7pm)

Insurance: ALL VENDORS MUST HAVE INSURANCE. Please have your insurance company send a certificate of insurance and list as additionally insured:

- Lay It Out Events 704 NW Georgia, Bend, OR 97703
- The City of Bend 710 Wall Street, Bend, OR 97703

Location: Minnesota Ave between Bond St & Wall St

Parking/ Loading and Unloading: Each Food Vendor will be given a set up time prior to the event. These times will be strictly abided by so as to keep traffic flowing as much as possible. Parking during the event is the responsibility of the vendor. No vehicles will be allowed to remain in the event area. At no point should the alley way be blocked. Please load and unload as quickly as possible to allow other vendors in. Event vehicles may come on to the event site, following the conclusion of the event (Sunday after 5pm), only after officially "checking out" with the on site food vendor manager. Please load and unload as quickly as possible to allow other vendors in. If you need assistance, please let a Lay It Out Events staff personnel know.

Sales of Alcohol: Alcohol vendors will be allowed to sell tastes of their products as well as bottles. Vinters will be allowed to sell glass pours. You must be approved through the OLCC in order to do so.

You must have your OLCC Application approved to participate in our events. This is an outline of the current process in Bend. I am also including the Plan to Manage documentation which you will need to submit as part of the permitting process. **WE WILL NOT FILE APPLICATIONS FOR YOU.** It is your responsibility to turn in your OLCC application at a timely manner. If you fail to secure your OLCC permit, we will NOT provide a refund.

1. **ALLOW MINIMUM 3 WEEKS TO COMPLETE THE PROCESS**
2. Apply to City of Bend, application is online at – www.bendoregon.gov – directly under the Bend logo is SERVICES box with a gear image, click
3. Scroll down to OICC Liquor Licensing. Follow instructions to submit to the City of Bend . There is a \$25 fee.
4. The City of Bend will send your application to OLCC once approved and they will email you to send them their licensing fee.

Contact phone for Alexandra at The City – 541 312 4914

Contact phone for OLCC Bend – 541 388 6321

Parking/ Loading and Unloading: Vendors will be given a set up time prior to the event. These times will be strictly abided by so as to keep traffic flowing as much as possible. Parking during the event is the responsibility of the vendor. No vehicles will be allowed to remain in the event area. At no point should the alley way be blocked. Please load and unload as quickly as

possible to allow other vendors in. Event vehicles may come on to the event site, following the conclusion of the event (Sunday after 5pm), only after officially "checking out" with the on-site vendor coordinator. Please load and unload as quickly as possible to allow other vendors in. If you need assistance, please let a Lay It Out Events staff personnel know.

Security: Vendors may leave booths set up overnight. Lay It Out Events will be providing overnight security, however, Lay It Out Events is not responsible for any loss, stolen, or damaged items.

Tents and Weights: Lay It Out Events will provide a tent for each vendor as well as weights for the provided tent. You will be responsible for providing your own tables, linens, and other décor.

Water: There is water available if needed. Please coordinate with your area coordinator in order to get access.

INDEMNIFICATION

Vendor shall indemnify and hold harmless Lay It Out Inc , 2018 Bend Summer Festival, The City of Bend 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.

- 1.1.** 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.
- 1.2.** 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.
- 1.3.** 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 the Bend Summer Festival. Vendor understands that they may not be asked to participate in future Bend Summer Festival events if they are in violation of Bend Summer Festival policies and they will lose their deposit.

By signing below, Food Vendor agrees to all above conditions, statements, requirements, and consequences. Noncompliance with any of the above items will result in termination from the event with no refund.

Bend Summer Festival 2018
Gourmet Food and Wine Agreement

Mail Application, Fee and Garbage Deposit to:

Lay It Out Events
Attn: Vendor Coordinator
704 NW Georgia Ave
Bend, Or. 97701

Business Name: _____

Contact Person: _____

Description of Business: _____

Address: _____

Phone: (____) - ____ - _____

Email Address: _____

Website Address: _____

Total Vendor Fee Enclosed:

Vendor Representative Signature

Date

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