



Bend Summer Festival

July 13th & 14th, 2019

As the summer comes on in Bend our thoughts turn to Bend Summer Festival. One of our favorite shopping areas is The Souk, which focuses on imported goods from all over the world along with commercial goods that reflect the needs and interests of our community and the public at large. We invite you to be part.

If you have further questions after reading the contents of this application, please contact Lisa Hamel.

Email: hamellisa@hotmail.com Phone: 503-260-2886

EVENT DETAILS IN ALPHABETICAL ORDER

ADA In an effort to make the Bend Summer Festival 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 Mike Viegas at the City of Bend, 541-693-2141.

Cancellation Policy Cancellations received before June 1st, 2019 will receive a 50% refund. No refunds are given after June 1st, 2019.

The Bend Summer Festival is located in Downtown Bend. Directions and setup information will be emailed to vendors one week prior to the event. No map will be provided ahead of time. You will be given your booth space when you arrive at the event, no exceptions.

FEES

\$300.00 paid to Lay It Out Events Bend Summer Festival for every 10x10 space.

There is no 10% commission and no application fee. All fees must be received by June 30th.

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

Saturday 11am-7pm and Sunday 11am-6pm.

Vendors must stay open during all hours of the event. Vendors showing up late or leaving early will not be allowed to return for future events and their deposits will be cashed.

Inclement weather does happen; The Bend Summer Festival takes place outdoors. Please be prepared for all weather conditions. The Bend Summer Festival will take place rain or shine, as well as in high-wind and/or extremely hot weather. No refunds will be granted due to weather, no exceptions. It is your responsibility to make sure your space is tied down during the day and night. No refunds will be granted due to any unforeseen event or situation sanctioned by the City of Bend.

SECURITY

Security will be provided overnight from 10pm Saturday night to 8am Sunday morning. The Bend Summer Festival and Lay It Out Events are not responsible for lost or stolen goods.

INDEMNIFICATION

- 1.1. 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.
- 1.2. 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 nemployment insurance required by law relating to services performed under this agreement and will at any time, upon request of Lay It Out Inc., provide Layt 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 The Bend Summer Festival policies they will lose their deposit.

AGREED TO BY: _____
Vendor Representative Signature

DATE: _____

*Please return this page with payment & insurance

Bend Summer Festival 2019 Souk Vendor Agreement

Mail application and fee to: Lay It Out Events Attn: Karin Roy, 704 NW Georgia Ave., Bend, OR.
97701

VENDOR INFORMATION

Business Name: _____

Contact Name: _____

Merchandise Description: _____

ADDRESS

Street: _____

City: _____

State: _____

Zip: _____

E-mail: _____

Phone: (____) _____ - _____

Website Address: _____

Payment Info: CC# _____ or please enclose check

For Official Use Only

Paid Date _____ with check # _____ / Credit Card # _____ (last 4 digits)