



2011 LEBANON STRAWBERRY FESTIVAL

Thursday, June 2 thru Sunday, June 5

Location: Cheadle Lake Regional Park, Lebanon, Oregon

(Santiam Hwy / Weirich Dr. just south of town)

Mailing address: PO Box 105 Halsey, Or 97348

Contact person: Denise Johnson (541) 979-8478

ddj71@live.com

	Set up time	Business hours	Carnival hours
Wednesday June 1	10:00am - 4:00pm	-----	-----
Thursday June 2	10:00am – 3:00pm	4:00pm – 9:00pm	4:00pm - close
Friday June 3	10:00am – 12:00pm	3:00pm – 9:00pm	Noon - close
Saturday June 4	-----	1:00pm – 9:00pm	Noon – close
Sunday June 5	-----	Noon – 5:00pm	Noon - close

- ALL vehicles must be removed from festival area into designated parking area 1 hour prior to the scheduled business hours.
- On Saturday please note, the parade begins at 11am and spectators usually do not start showing up until around 1pm. However traffic can be quite challenging, in order for you to be up and running by 1pm it is highly recommended that you be at the site earlier.
- All vendors are welcome to open earlier or stay later than the designated business hours at your discretion.
- LSF is no longer providing ice at the site.

BOOTHS MAY BE TAKEN DOWN SUNDAY AFTER 5:00 pm. Any earlier and you will forfeit your deposit.

2. You will provide your own booth. We must have exact size of your exhibit/space requirements and a drawing of its design. Booth spaces will adjoin each other so be specific. The Lebanon Strawberry Festival (LSF) reserves the right to not allow set up of any booth which might a) Impede pedestrians or traffic; b) Appear unsightly; c) Have jagged edges or projections which could cause pedestrians harm; or d) Does not appear to be of sound construction.
3. Vendors must provide all furniture and sales space for your exhibit. Your booth cover must be fire retardant and one (1) dry chemical fire extinguisher must be present, as per the Uniform Fire Code. The Fire Marshall will inspect your booth for compliance.
4. LSF will assign booth spaces on a "FIRST COME BASIS" (when we receive your signed contract & booth fees). You will be notified, by mail, on your acceptance. When you arrive to set up your booth, you will receive your space assignment. **Set up may be different than in years past, remember, assignment is on a first come basis.
**Selection and placement of vendors is at the sole discretion of the Lebanon Strawberry Festival planning board. All decisions are final.
5. No person under the age of 16 shall be allowed in booths without a parent/adult present.
6. LSF reserves the right to limit the number of vendors selling alike products.
7. LSF reserves the right to restrict the sale of product(s) if it is not noted on your application. All merchandise must be suitable for a family-type atmosphere.
8. Security will be provided for you after hours on **Thursday, Friday & Saturday** only, however LSF is **NOT** responsible for any property loss due to theft or vandalism for any reason.
9. All vendors must supply their own trash containers and are responsible for daily cleanup. All litter and debris must be cleaned up before leaving the festival on Sunday. Grease cannot be dumped into dumpster. A grease disposal vat is available on site.

10. All extension cords must be a minimum of #10 gauge. No 2 wire extension cords allowed. Inspection will be performed. LSF recommends up to 50 yards of extension cord.
11. Food vendors must submit a detailed menu with their signed booth application. LSF reserves the right to limit the number of vendors selling the same type of food. Hamburgers and cheese burgers are reserved for non-profit organizations. NO EXCEPTIONS!
12. Food vendors **MUST** secure the necessary food licenses PRIOR to set-up. For permit info contact: Linn County Health PO Box 100 Albany, OR 97321 or 541-967-3821. The Health Dept. will inspect your booth for compliance.
13. The vendor agrees to hold the city of Lebanon, and the Lebanon Strawberry Festival harmless and free from liability because of bodily injury to, or property damage of, the vendors, their agents, employees, or third party while in or on the premises occupied by the vendor.
14. It is the responsibility of all food vendors to provide their own insurance protection for liability. Insurance binder must be included with application.
15. **All booth fees** must be in the form of a **Cashiers Check** or **Money Order**. All fees for your booth space(s) must accompany your signed application. Your contract will not be accepted without signatures of the responsible parties and the fees. Have money payable to the Lebanon Strawberry Festival.
16. **Cleaning deposit** should be a **separate personal check** made out to LSF. Then we can give it back at the time of departure after inspection. If not paid as a separate check, then the deposit will have to be mailed. Please have your space inspected at time of departure.
17. As we have no control over the weather conditions, come prepared in the event of rain. There will be no refunds. (The LSF is held outside).
18. All matters not covered in these conditions are subject to the decision of the LSF; and all decisions are final.
19. Parking is allowed in designated area only. Overnight camping is permitted in designated areas only, and must be self-contained. (No water or power is provided for camping area).
20. **ALL VENDORS** are to use **PEPSI Products** exclusively! Vendors must purchase all Pepsi and water on site only. Pepsi representatives will be available on site.
21. **IMPORTANT** * Knives cannot be sold to children under 18! Vendors should post a sign stating such.
22. The road that runs along the fair grounds by the entrance is a fire lane and CANNOT be driven on when the festival is in session. You must enter and exit through the parking lot.
23. All cancellations must be received in writing no later than May 15, 2011. Any cancellation after May 15th forfeits all fees paid, with the exception of cleaning deposit. NO EXCEPTIONS!
24. **WE RESERVE THE RIGHT TO REFUSE APPLICATIONS.**
25. **THE LEBANON STRAWBERRY FESTIVAL GROUNDS ARE UNDER CONSTRUCTION. WE WILL NOT GUARANTEE ANY PLACEMENT OF VENDORS. PLEASE BE PATIENT AND BEAR WITH US THRU THESE CHANGES.**

We hope to see you at the Festival!! If you need further information, please call Denise at (541) 979-8478 or email at ddj71@live.com Please note that with my work schedule the best way to contact me is via email.

2011 Lebanon Strawberry Festival Country Fair Application

Thursday June 2 – Sunday June 5

Application Deadline 5/15/11

Business Name: _____

Contact Person: _____

Address: _____ Phone: _____

City, State zip: _____

Email Address: _____

Returning Vendor: yes _____ no _____

Note: All vendors are to use Pepsi products exclusively. Vendors must purchase Pepsi and water on site only. A Pepsi representative will be available on site.

Booth Fees & Type of Booth: (Space requires for booth when fully set up. Include trailer hitch and overall length and width when figuring booth size.) ***In order to be considered a CRAFT vendor, at least 50 % of the merchandise must be hand made and assembled by the vendor.***

_____	\$110.00	Commercial	10 x 10
_____	\$200.00	Commercial	10 x 20
_____	\$310.00	Commercial	10 x 40
_____	\$55.00	Craft	10 x 10
_____	\$110.00	Craft	10 x 20
_____	\$110.00	Food	Push cart (under 6 ft, must remain stationary)
_____	\$240.00	Food	10 x 10 plus tongue and hitch = _____ feet
_____	\$400.00	Food	10 x 20 plus tongue and hitch = _____ feet

Please add \$15.00 for each additional linear foot of space needed
_____ feet @ \$15.00 per foot = \$ _____

_____ \$50.00 Cleaning Deposit
Please have your area inspected BEFORE you leave. Your deposit will be returned at this time if you submitted a personal check for your cleaning deposit. If you included your deposit with your booth fee, please allow 2 weeks for cleaning deposits to be returned.

Electricity is Extra. Please see attached form for payment amounts for electrical.

Booth fee	\$ _____	
Extra Feet	\$ _____	
Cleaning	\$ _____	
Electrical	\$ _____	Total amount \$ _____

Specific Detail of Merchandise: please be as specific as possible, photos are helpful. If you do not list it on your application please do **NOT** expect to offer it for sale at the festival.

- Any vendors causing the main GFI to trip, **WILL BE REMOVED** from the system.
- All 50 Amp 240 Volt receptacles are California style 4 wire; You must bring your own adapters to cross to your style.
- Any requested repairs of vendor equipment will be at charged at the rate of \$70.00 per hour with a 1 hour minimum.
- NOTE: Please check all your equipment prior to arrival so you are sure you can run on the GFI circuit.
- ELECTRICAL RATES

120 Volt 20 Amp single receptacle	\$35.00
240 Volt 30 Amp single receptacle	\$50.00
240 Volt 50 Amp single California Style plug	\$125.00
- Prices are for Power to within 50 feet of your space.
- You will be charged for each cord that you plug into the power system.
- Please inform us of all your power requirements so we can calculate and distribute the power accordingly. If you do not request power, it may not be available when you arrive.
- We will be checking connections throughout the event and collecting any fees that are due.

Thank you and have a good season.

Lebanon Strawberry Festival

Dear Country Fair Concessionaire:

In the past, the Strawberry Festival Board has always insisted that any participant in the food section of the Strawberry Festival's Country Fair carry liability insurance. Because of the rising costs of insurance, some concessionaires found it impossible for them to secure the appropriate liability insurance. In an effort to solve this problem, the Board has investigated and found a carrier who

provides a group policy to cover vendors at a very affordable rate. For more information, contact Ronn Passmore, Rhodes-Warden Insurance (541) 258-2131.

In the event that you do not wish to secure liability coverage (we strongly suggest you have some type of coverage, however it is not mandatory this year), the Strawberry Festival Board insists that you sign an indemnification and a hold-harmless agreement with the Lebanon Strawberry Festival Association.

The terms of the Indemnification agreement are as follows:

In consideration for being allowed to participate in the Lebanon Strawberry Festival's Country Fair, we for ourselves and assigns release, waive, discharge and covenant not to pursue any claim against the Strawberry Festival Board of the Strawberry Festival Association and its members for any loss or damage or any claim thereof.

The undersigned further agrees to indemnify and hold the Strawberry Festival Association, its members and employees harmless from any claim that is made against them by reason of our participation in the Lebanon Strawberry Festival event. This agreement shall be binding and insure to the benefit of our heirs and assigns.

In requiring this indemnification agreement, it is understood that the Lebanon Strawberry Festival Board is not conceding or agreeing that it has any liability for the actions of the concessionaire.

Yours truly,
Lebanon Strawberry Festival Country Fair

_____ We will/have provided our own insurance.

Name of Company: _____ Agent: _____

Policy #: _____ Phone #: _____

Date of coverage: _____

_____ We will not provide insurance but have signed this indemnification agreement.

The undersigned agrees to the above indemnification terms and have checked the blank corresponding to our insurance intentions.

Signature of representative

Name of concessionaire

*** Please return this insurance form with your application.**