

2010 NEWBERG OLD FASHIONED FESTIVAL

BOOTH RULES & REGULATIONS

Thursday, July 22nd thru Sunday, July 25th

LOCATION: Memorial Park . . . Located between Howard and Blaine Streets,
- and - 3rd and 5th Streets, in Newberg.

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1.	<u>SET UP:</u>	<u>MIN. BUSINESS HRS / MAX. HRS</u>		
	Thursday:	11am - 4pm	5pm - 8:30pm	/ 4pm - 10pm
	Friday:	9am - 11:30am	11:30am - 9pm	/ 9am - 10pm
	Saturday:	None (Parade begins @ 10am)	10am - 9:30pm	/ 8am - 10pm
	Sunday:	None (Pancake Break. Begins @ 7a)	11am - 4pm	/ 8am - 4pm

**NEW
HOURS**

**THURSDAY -> SATURDAY: THE PARK WILL CLOSE AT 10PM TO FOOT TRAFFIC.
BOOTHS MAY ONLY BE TAKEN DOWN SUNDAY AFTER 4:00 pm.**

2. Newberg Volunteer Fire Department (NVFD) provides **only** the space. Vendors shall provide any/all space enhancements necessary to display their merchandise. The booth/display must be skirted on at least the public display side.
3. Booth spaces are sold in increments of 10' wide x 10' deep. Vendors requiring space greater than 10' in width, and 10' in depth – including the tongue if a trailer - may purchase one ½ space to equal a total of 15' wide x 10' deep. If the booth requires more than 15' in width, the vendor will be required to purchase a second full space (20' wide x 10' deep).
4. (NVFD) reserves the right to deny the set-up of **any** booth which might: a) Impede pedestrian or vehicle traffic; b) Has jagged edges or projections which could cause pedestrian harm; c) Appears unsightly; or d) Appears unsafe in any manner or not of sound construction.
5. **TRASH:** All vendors **must** supply their own trash containers and are responsible for daily clean-up. **All litter and debris must be cleaned up from your area before leaving the Park on Sunday.**
6. **EXTINGUISHERS (non-food booths):** If open flame or power is present in the booth, the covering must be fire resistant and, one (1) 5 lb. dry chemical ABC fire extinguisher must be present.
7. **ELECTRICITY:** **** ONLY NVFD will connect and disconnect all electricity. All Vendors wanting electricity MUST provide their own heavy duty grounded electrical cords (up to 250 ft.), and a maximum of two cords. Cords running longer than 100 ft. must be #10 gauge wire, runs shorter than 100 ft. can be #12 gauge wire. Frayed, damaged or worn electrical cords will be taken out of service by NVFD personnel. **Any/all power strips MUST be breaker style. No generators will be allowed in the park.****
8. **All vendors, their agents, products and/or services, signage, literature, and merchandise will be contained INSIDE the purchased space(s). NO vending of merchandise, distribution of literature, product samples and/or services, give-away items, or solicitations will be tolerated OUTSIDE of the booth(s). Violators will be immediately removed from the park - without warning - and no reimbursement of fees.**
9. **All Vendors shall comply with the minimum business hours as outlined above** – UNLESS - arrangements have been made IN ADVANCE. **Early withdrawals or booth closures will not be allowed. Failure to comply will result in denial of your participation in future festivals.**
10. ****2009 vendors have the option of retaining their same space again this year - IF their application and fee are received prior to 4/30/10. NVFD will then assign booth spaces based on date received order. When you arrive to set up your booth, you will receive your space assignment. We will attempt to honor specific placement requests noted on your contract. **You will receive a confirmation letter that a space(s) have been reserved for you.****
11. All persons in booths **must** wear Exhibitor ribbons (extra ribbons are available from Park Coordinators). No persons under the age of 18 shall be allowed in booths without an adult present.

12. NVFD RESERVES THE RIGHT TO RESTRICT THE SALE OF ANY AND ALL PRODUCT(S), AND LIMIT THE NUMBER OF VENDORS SELLING LIKE PRODUCTS (ie. Party Plans, Political and Religious affiliations, specialty items, jewelry, wood products, etc.). If an item is not listed on your application, it is not permissible to sell. You must notify NVFD if you wish to add or change products listed on your application before the festival. All merchandise, services, and/or literature must be suitable for a family oriented atmosphere. Animals or second-hand products cannot be sold in the Park.

14. It is the responsibility of all **food and commercial vendors** to provide their own insurance protection for liability and/or equipment and operations. **FOOD VENDORS MUST PROVIDE A PROOF OF INSURANCE CERTIFICATE WITH THEIR COMPLETED CONTRACT AND PAYMENT BEFORE THEY ARE ALLOWED TO SET UP AND/OR SELL PRODUCTS IN MEMORIAL PARK.**

15. Food Vendors must submit a detailed menu with their signed booth application. **NVFD reserves the right to limit the number of vendors selling like or same type of food. For your ice needs, contact Burk Whitmire at 503-537-1230.**

16. Food Vendors **MUST** contact the Yamhill County Health Department; 412 Ford St, McMinnville, OR. 97128; 503-434-7525, to secure the necessary food licenses/permits **PRIOR** to the festival, and setting-up. **Yamhill County Health Department WILL inspect your booth for compliance.** Failure to comply Health Department requirements will result in **PARTICIPATION IN THE FESTIVAL BEING DENIED.**

17. **FOOD WASTES:** All food vendors will provide individual containers for trash, gray water, and grease. Gray water disposal is provided in the park. **Grease shall not be disposed of in the park, into gutters or dumpsters. All food vendors are responsible for off-site disposal.**

18. **EXTINGUISHERS:** **Food Booths** are **required** to have one (1) dry chemical fire extinguisher in the booth; booths with deep fryers are required to have one (1) 40BC present per IFC.

19. Streets will be open to car traffic on Thursday for set-up. (A children's parade will close Howard Street for a short period of time on Thursday evening). Parking spaces around the park will be posted '**LOADING ZONE ONLY**' or '**NO PARKING**' and will be **STRICTLY** enforced as such. **HANDICAPPED PARKING** will be available on 4th Street.

20. All **FEES** for your booth space(s) shall accompany your **SIGNED** application - **YOUR CONTRACT WILL NOT BE ACCEPTED WITHOUT SIGNATURE(S) AND THE FEE made check payable to: Newberg Volunteer Fire Department -or- NVFD.**

21. **Vendors' who request self-contained RV parking space will be given a special pass which will allow them to set up their RV's in DESIGNATED AREAS ONLY. RV space is limited and will be available on a first come basis.** Any vendor living in a RV on the city streets will be in violation of City of Newberg's Development Code, and is subject to a fine. The vendor will also be removed from the park, and no refund will be issued.

22. The Vendor agrees to hold the City of Newberg, the Newberg Volunteer Fire Department, The Old Fashioned Festival, and Chehalem Park and Recreation District harmless and free from liability because of bodily injury to, or property damage of, the Vendors, their agents, employees, or third persons, while in or on the premises occupied by the Vendor.

23. **COMPLIANCE WITH CITY CODES & ORDINANCES:** All vendors, their agents, employees and assigns shall comply with all City of Newberg Codes and Ordinances including, but not limited to those relating to the throwing/depositing of litter in public places, regulating the distribution of commercial /noncommercial handbills, controlling the depositing of litter on private premises, and prohibiting trucks from dropping foreign matter on public streets. Non-compliance with any of the above rules and regulations will be grounds for immediate removal from the park - without any refund of fees - and potential denial from participating in future Newberg Old Fashioned Festivals.

24. **NO REFUNDS WILL BE ISSUED AFTER JULY 1st.**



We welcome you to the 2010 Newberg Old Fashioned Festival.

We hope you enjoy all of the festivities that are planned. If you need any further information, or have any questions, please leave a message for **Jill or Al at Newberg Fire Department, 503-537-1230, option 2,** Monday through Thursday, between 8:00 am and 5:00 pm or anytime at: nfd@newbergoregon.gov.