



HERMISTON
PARKS AND RECREATION

City of Hermiston Special Event Vendor Application

TO APPLY: In order to be considered as a vendor in any special event put on by The City of Hermiston Parks and Recreation Department, please completely fill out the information below.

COMPANY/ORGANIZATION: _____

CONTACT: _____ **PHONE:** _____

ADDRESS: _____

TAX ID: _____ **EMAIL:** _____

2016 SPECIAL EVENTS

- Stars and Stripes Celebration (July 4th 1:00PM-10:30PM)
- Movies in the Park (July 22nd, July 29th, August 5th 8:30PM-11:00PM)
- Treats on Main and Beyond (October 31st 4:00PM-7:00PM)

2016 VENDOR FEES (Please check the booth space applying for)

- Food/Retail: \$55
- Carnival Game Booth: \$35
- Art/Craft Booth: \$25
- Extra Booth Space: \$15
- Electricity/Generator rental: \$50

TERMS AND CONDITIONS

By initialing the statements below, as a vendor participating in a City of Hermiston Parks and Recreation Event, I agree to, understand, and will be held responsible for all of the following.

Hermiston Parks and Recreation reserves the right to remove any vendor who does not comply with any of the following:

_____ Vendor Approval Process

1. Applications for all summer events are due to the Parks and Recreation office, location at Hermiston City Hall, by 5:00PM Tuesday, July 1st
2. Vendors will be notified by email as to which events they have been approved to participate in.
3. Vendors will be selected according to: available space, tenant mix, past involvement, and at the discretion of Hermiston Parks and Recreation.

_____ Payment

1. All payments must be received at the time of registration.
2. Vendors will not be approved until payment has been made.
3. No refunds will be available for a vendor who has paid but fails to be at event.

4. Payment can be made using cash, check, or credit card. Please make all check payments to City of Hermiston.

_____ **Space Assignment**

1. Prices assigned to booth spaces are based on a 10'x10' space. If vendor exceeds a 10'x10' space by 2' or more, vendor will have to pay an additional \$15.
2. Notification of approval and booth space will be sent through email.
3. Heat generating appliances require at least a 10ft clearing around appliance.
4. Electricity (110V) is limited and usage is only available upon the approval of the Hermiston Parks and Recreation Department. Vendors requiring electricity must specify plug and wattage request. Vendors must provide their own extension cords.

Electrical Needs: # of Outlets_____ Voltage_____ Watts_____ Amps_____

_____ **Food/Beverage/Retail Sales**

1. Alcoholic beverage sales are strictly prohibited
2. Food must be prepared and sold in compliance with the Umatilla County Health Department. Any unresolved infractions will result in immediate closure.
3. Umatilla County Health Department permits must be displayed on all food booths at all times.
4. Food vendors must provide insurance that includes the City Of Hermiston to be named as an additional insured. Insurance coverage will be for general liability and shall contain a minimum liability amount of \$1,000,000 per single occurrence and \$2,000,000 aggregate. The vendor is solely responsible for any injuries or damages related to the uses identified in this agreement as a result of the vendor's products and services.]
5. Hermiston Parks and Recreation reserves the right to sell glow sticks and other patriotic items. **Sale of these items is prohibited.**
6. Vendors can only sell products in their assigned areas.

_____ **Clean Up**

1. All trash must be bagged and put in trash cans.
2. Vendors are responsible for conditions around their assigned space during and after the event.
3. Grease from BBQ's and any other liquids from cooking must be disposed of properly and cleaned before leaving.
4. A minimum of a \$50 fine will be applied to any cleaning that is required in the vendor's assigned area after the vendor has vacated the area.

Please write a brief description of booth and products you intend to sell, including prices.

I have read all the conditions for participation in Hermiston Parks and Recreation's special events and agree to abide by the conditions set forth.

Signature_____ **Date:**_____