

March 11, 2018

Dear Robin Hood Sponsor:

Thank you for sponsoring the 65th annual Sherwood Robin Hood Festival, taking place July 20-21, 2018. A \$250 minimum contribution qualifies sponsors for a free booth (if requested). A general sponsor application form must also be completed, indicating your contribution level, independent of this booth request.

All prices are for basic 11 foot wide spaces. Note that Activities and Food Vendor spaces cannot be provided for free. Sponsors who need more space can rent a second space. The fee for additional spaces is at standard Festival rates - \$75 for a Non-Profit, \$90 for an Artisan, \$100 for a Franchise, \$120 for a Small Business and \$150 for a Large Business - see Vendor Instructions for descriptions of vendor categories. Be sure to visit the Sponsors Page on www.robinhoodfestival.org for additional Sponsor instructions & forms.

Due to increasingly high demands for booth space and to create the most enjoyable experience for attendees, this year we are asking sponsors requesting a free booth (available if contributing \$250 or more) to staff it for the entirety of posted Festival vendor hours Friday and Saturday. There may be a limited number of spaces available for partial hours on the Festival outskirts (Friday night only or Saturday only) for sponsors contributing \$500 or more.

New this year: Sponsors unable to staff a booth and contributing \$250 or more may alternatively submit advertising materials (business cards, brochures, postcards, small flyers, etc.) which will be on display for attendees. Please contact the Festival for more information.

Please read the following instructions carefully:

- Please read the attached Covenants, as they will be enforced and non-compliance may impact whether a sponsor booth will be awarded in the future.
- Please fill out the Sponsor Booth Application, sign the form and enclose payment for any extra spaces, corners and electricity.
- An additional Fee of \$30 is required for Corner Booth Space. If we sell out corner spots, this fee will be refunded.
- An additional Fee of \$10 required for authorization to Utilize Electrical Outlets
- Please plan for at least two people to work in the booth if possible.

We allow the use of zip ties, but we request that they not be clipped and left behind. Please clean up your space upon departure, as this could impact future acceptance to the Festival.

If you have questions, you can email robinhoodvendors@gmail.com or call the general Festival number 503-625-4233, and a Vendor Committee member will return your call.

Thank you again for your consideration with regards to participating in the Robin Hood Festival. Your commitment to participation in the Festival is a commitment to ensuring that a long-standing Sherwood, OR tradition will continue to thrive. Our commitment to you, the vendor, is to be your partner and allow you the best opportunity to operate your business during the Festival. We are open to listen if you have any questions or concerns that you believe will create an even better environment for the Festival or for the Vendors.

Hip, hip, huzzah! We are looking forward to having you join us for our 65th year!

Sincerely,

The Vendor Committee
Robin Hood Festival of Sherwood, OR
www.robinhoodfestival.org

Sherwood Robin Hood Festival Vendor Covenants 2018

Hours of Operation

Festival hours are 5 PM-11 PM on Friday, July 20 and 9 AM-11 PM on Saturday, July 21. *Merchandise and activity vendors shall remain open until at least 8 pm both nights.*

Payment

Payment must accompany the application, and the application will be considered accepted when the check or money order has cleared. No cash, please. The deposit fee is non-refundable. All fees for cancellations after July 1st will only be considered for a refund if the space can be resold before the Festival and approved by the SRHFA Vendor Committee. There will be a \$25 fee charged on all refunds approved.

Insurance

A certificate of liability insurance is required for **activity vendors or those doing facial or body artwork only**. The Sherwood Robin Hood Festival Association must be listed as the certificate holder. A minimum coverage is \$1,000,000. **A copy of the certificate must accompany any activity or body art application, and we will not accept any application without this.**

Permits

Food and activity vendors are responsible for obtaining all required governmental permits. **All persons serving food or beverages must have a valid Food Handler Card.** Washington County Health and Human Services Division may be contacted at 503-846-3460. **All food vendors must provide a photocopy of their Washington County temporary restaurant license at check-in.** Food vendor's names may be forwarded to Washington County if there is any question concerning proper permits being issued. Inspectors from the county regularly walk the Festival grounds.

Security

The Festival will provide security overnight, and vendors may leave their booth set-up Friday night at their own risk. The Sherwood Robin Hood Festival Association and the City of Sherwood will not be responsible for lost, damaged or stolen items.

Set-up and Check-in Times

Check-in will be Friday, July 20 at Hopkins Elementary School (located at 21920 Sherwood Boulevard) starting at **1 PM** for approved vendors. This is when you receive your space assignment if not previously issued. Booth set-up begins at 1 PM, and vendors must be ready by the Festival opening at 5 PM. Please arrive as early as you are able, especially if you need extra time to set up your space. You must be in your booth and open by 9 AM on Saturday of the Festival. **All vendors must check-in by 4 PM on Friday** or risk losing their space.

Vehicles

Vendors will be allowed to bring their vehicles into the Festival area for 30 minutes on Friday to allow for unloading and then must be moved to the parking area. This will facilitate easier unloading for others. After moving your vehicle, you may set up your booth. All vehicles must be removed from the Festival area by 4:30 PM on Friday and by 9 AM on Saturday. No vehicles will be allowed in the Festival area during the hours of operation.

Please break down your booth and have it ready to load BEFORE bringing a vehicle into the Festival area on Saturday. NO vehicles will be allowed in the Festival area before 8 PM on Saturday. Police escorts will be on-site to assist with safe transport for larger vehicles as they exit the Festival area. If you are able to remain open later, please feel free to do so, as the Festival will remain open until 11 PM on Saturday. **Festival attendees will be walking the area after 8 PM - please respect their rights to move about the streets, as the streets are officially closed to through traffic for the duration of the Festival. Also be respectful of vendors who are staying open, and do not block access to their spaces when loading your vehicles.**

Exhibit Space

Vendors may not solicit outside their rented booth area.

Cleanliness, Housekeeping and Conduct

All refuse must be disposed of daily in the food vendor dumpster and/or the trash receptacles stationed throughout the Festival. **Please do not use the trash receptacles of the local residents or merchants!** Booths and space (front, back and surrounding area) must be kept free of garbage and debris and must always be neat and clean. All vendors must provide a container for their own garbage. The vendor will be considered in violation of the housekeeping rules if SRHFA must dispose of a vendor's debris or perform housekeeping duties.

No dumping of contaminated water (bleach water, grease water, old coffee) is allowed into storm drains or on the grass. Vendors should use the gray water tanks provided. Grease must be placed in a lidded container next to the dumpster. There will be a fresh water source available.

The Robin Hood Festival does not allow vendors to smoke in their spaces (This includes electronic cigarettes). Smoking must be done only across the railroad tracks. Although SRHFA does not have a written dress code, it expects everyone associated with this event to be neat, clean and have good personal hygiene. **SRHFA encourages vendors to dress in Robin Hood era garb. Having fun with the medieval theme will attract even more attendees to your booth.** Good citizenship with Customers and other vendors is a must. The SRHFA reserves the right to shut down a booth or request dismissal of anyone whom they believe is not a credit to the event.

Beverages

Vendors will not be allowed to sell any alcoholic beverages. In an effort to be fair to both non-profit and for-profit vendors, minimum drink prices will be set at \$.60 for 12oz., \$.75 for 16oz., \$.90 for 20oz., and \$1.00 for 32oz. Non-food vendors may sell or give away water in their booth space.

Electricity

SRHFA will provide electricity to vendors who request electricity on their application. For non-food vendors planning to leave before dark (but no earlier than 8 PM), lights are not needed - non-food vendors planning to stay open after dark should consider the lighting needs for the interior of their booths. When stating the amount of amps needed, vendors need to remember fans and other possible power sources. Vendors must provide their own heavy-duty extension cords (minimum of 100 feet).

Music

No sound devices or music (tape recorders, CD players, etc.) shall be allowed. If you are selling any music CD's or tapes, you need to provide headphones for listening.

Interpretation or Modifications

In matters of interpretation and/or modification to the existing rules, procedure, or policies, the decision of the SRHFA President shall be final.

Hold Harmless

THE VENDOR AGREES TO HOLD HARMLESS, THE SHERWOOD ROBIN HOOD FESTIVAL ASSOCIATION, SRHFA'S SPONSORS INCLUDING THE CITY OF SHERWOOD, AND THEIR RESPECTIVE OFFICERS, DIRECTORS, AGENTS OR EMPLOYEES FROM ANY LOSS, CLAIM, ACTION, SUIT OR LIABILITY TO THIRD PERSONS; WHETHER DIRECTLY OR INDIRECTLY RELATED TO THIS EVENT. THIS INCLUDES, BUT IS NOT LIMITED TO, CLAIMS FOR INJURY TO PERSONS INCLUDING DEATH OR THE DESTRUCTION OF PROPERTY; WHETHER INTENTIONAL, NEGLIGENT OR CONSEQUENTIAL AS A RESULT OF ANY ACT OF OMISSION OF A VENDOR, OR THE OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS OF A VENDOR'S BUSINESS.