

## Sherwood Robin Hood Festival Vendor Covenants 2019

### **VENDORS: PLEASE READ ALL COVENANTS CAREFULLY!**

#### **Hours of Operation**

Festival hours are 5 PM-11 PM on Friday, July 19 and 9 AM-11 PM on Saturday, July 20. *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 1<sup>st</sup> 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. 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.

#### **Check-in and Set-up Times**

Vendors must check in Friday, July 19 at **Hopkins Elementary School, 21920 SW Sherwood Blvd, Sherwood.** **Food vendors ONLY** check in between **Noon and 1PM.** **All other vendors** between **1PM and 4PM.**

You will receive your space assignment here, if not previously issued. Vendors must be set up and ready by the Festival opening at 5 PM. Please arrive as early as you are able within this time frame, especially if you need extra time to set up your space. **All vendors must check-in by 4 PM on Friday** or risk losing their space. You must also be in your booth and open by 9 AM on Saturday of the Festival.

#### **Vehicles**

Vendors will be allowed to bring their vehicles into the Festival area for **30 minutes** on Friday during set-up times, to allow for unloading, and then they **must** be moved to the parking area. This will facilitate easier unloading for others. After moving your vehicle out of the area, you may then set up your booth. All vehicles must be removed from the Festival area by **4:30 PM** on Friday and by **8:30 AM** on Saturday. No vehicles will be allowed back in the Festival area until 8:00 PM Saturday.

#### **BOOTH BREAKDOWN**

**NO VEHICLES will be allowed in the Festival area Saturday between 8:30 AM and 8:00 PM. That evening, please break down your booth and have it ready to load BEFORE bringing a vehicle into the Festival area.**

Police escorts and SRHFA personnel will be on-site to assist with safe transport for vehicles as they enter and 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 in the area between 8 & 11 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.**

## **Sherwood Robin Hood Festival Vendor Covenants 2019 (continued)**

### **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.**