

# 2021 SHERWOOD ROBIN HOOD FESTIVAL VENDOR COVENANTS

**FESTIVAL RESCHEDULED TO SEPTEMBER 24 – 25, 2021**

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

If you have any questions, please email [RobinHoodVendors@gmail.com](mailto:RobinHoodVendors@gmail.com)

## Hours of Operation

Festival hours are 5pm – 10pm on Friday **September 24**, and 9am – 10pm on Saturday **September 25**. All vendors shall be open at least from **5pm – 7pm Friday, and 9am – 7pm Saturday**.

## Payment

A check for payment must accompany the application. Any cancellations after **September 1<sup>st</sup>** will only be considered for a refund if the space can be resold before the Festival, and if it is approved by the SRHFA Vendor Committee. There will be a \$25 fee charged on all refunds approved.

## Insurance

**All vendors must have a certificate of liability insurance** – this is being required this year upon advice of our legal counsel and our Festival insurer. A copy of the insurance certificate must be provided upon acceptance as a vendor. The minimum coverage is \$1,000,000 per occurrence / \$2,000,000 general aggregate. Be sure to list the Sherwood Robin Hood Festival Association, its agents and assigns, and the City of Sherwood as Additional Insureds. Food Vendors in the bank parking lot must also list the US Bank National Association as an Additional Insured. Note: small vendors may be able to be covered by your homeowner's insurance. If you need help finding an insurance carrier, please contact us at [RobinHoodVendors@gmail.com](mailto:RobinHoodVendors@gmail.com).

## Permits

Food and activity vendors are responsible for obtaining all required governmental permits. **All persons serving food or beverages, including those in regular booths, must have a valid Food Handler Card.** County regulations may be found at [www.co.washington.or.us/HHS/EnvironmentalHealth/FoodSafety/Business/index.cfm](http://www.co.washington.or.us/HHS/EnvironmentalHealth/FoodSafety/Business/index.cfm) **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, **September 24**. You will be given the location for check-in **prior to the Festival**. **Food vendors ONLY** may check in between **Noon and 1 pm; all other vendors** between **1 pm and 4 pm**. You will receive your space assignment at check-in, 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.

## 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

**You must keep your booth open until at least 7 pm both evenings. NO VEHICLES will be allowed inside the Festival area Friday after 4:30 pm, or Saturday between 8:30 am and 8:00 pm. Saturday evening, please break down your booth and have it ready to load BEFORE bringing a vehicle into the Festival area.** Security and/or 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 do so, as the Festival will remain open until 10 pm **both evenings**. **Festival-goers will be walking in the area until 10 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.**

## 2021 Sherwood Robin Hood Festival Vendor Covenants (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 smoking or vaping in vendor spaces. These 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. **In late September, sunset is around 7pm, and twilights ends around 7:30pm. Most of the Festival area is well lit by street lights, but you may also need lights for your booth, especially if you stay open late.** 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.

**Defense, indemnity and hold harmless agreement:** *I agree and bind my organization to defend and hold harmless the Sherwood Robin Hood Festival Association, the City of Sherwood, their officers, agents, servants, volunteers, and employees from all claims for damage or injury arising out of our activities in connection with this event. I understand that this agreement to indemnify is for any and all liability of the Sherwood Robin Hood Festival Association, the City of Sherwood or any third person. This agreement applies only from derivative liability arising from my activities of my organization in connection with this event. If litigation arises from this agreement, the prevailing party at trial, and any decided appeal, shall be entitled to its reasonable attorney fees and costs incurred in the litigation.*