

2023 ROBIN HOOD FESTIVAL FOOD VENDOR INFORMATION

Thank you for your interest in being a Food Vendor at the 2023 Sherwood Robin Hood Festival taking place Friday and Saturday, July 14-15, 2023. We had a wonderfully successful Festival in 2022 (after being cancelled for two summers), and look forward to your participation this year! Please look for updates posted on our website at www.RobinHoodFestival.org.

For many Festival attendees, having a good lunch and/or dinner is a big part of the Festival experience; having a great Food Court has been a hallmark of the Robin Hood Festival. To the credit of the food vendors, the service, prices and quality have kept the Festival folks coming back for more! Because you are a food vendor, your booth/kitchen is located in the parking lot behind the US Bank in Old Town Sherwood - there is access to water and power and plenty of room for your customers. A large number of vendors apply for a limited amount of spaces available, so apply early and note the selection and jury process explained below. You must stay open until at least 8 PM Friday and Saturday nights.

- Our Food Vendor fee structure has changed for this year, to better accommodate the variety of sizes of spaces needed by different vendors. The fee for a basic single space (11' wide x 15' deep) is unchanged from 2019 and 2022, and is \$275 for a single space (\$175 for non-profits). The fee for additional booth width is now \$20 per foot (\$10 for non-profits.) All trailers need to be measured from the tongue tip to back of trailer with doors (or awnings) open to determine space needed. There is still a Food Vendor clean up deposit of \$50 which will be refunded providing the vendor's space is left clean. Please send one check for all fees and deposit.
- Please read the **Vendor Covenants** for 2023 – some of these have changed this year. They will be enforced and may impact future acceptance to the Festival.
- Please fill out and sign the **Robin Hood Festival Food Vendor Application**, enclose a check for full payment, and mail it to PO Box 496, Sherwood OR 97140.
- Please also send the following documents. We prefer that the documents be emailed rather than sent in the mail, if possible, to reduce paper use. Email to: RobinHoodVendors@gmail.com
 - Copy of Restaurant License (this may be provided at check-in)
 - Copy of Food Handler's Permit
 - Certificate of Insurance. See **Vendor Covenants** for insurance requirements.
 - Full Menu w/prices
 - Dimensions and picture of booth
 - Non-Profits: Include a copy of your 501(C-3) and/or 501(C-4) certificates.
- Food Vendor selection will be based on: Past participation and good standing; variety of menu choices; decision of Vendor Committee via a jury process.
- Final jury of Food Vendors will be done at the first part of June. More may be admitted after this date on a space available basis, so please contact us if applying late. We anticipate a very large crowd, and having a sufficient number and variety of food vendors is essential.

Payment is due in full when applying to be a participating Food Vendor - we will hold the application and check until the final jury process has been completed. Unaccepted checks will be returned accordingly.

Food vendors will submit to inspection by the Fire Marshall upon the start of the Festival - any issues of non-compliance with code will result in the booth being shut down until the Fire Marshall approves compliance. A list of current compliance procedures is being procured for distribution. Final check-in instructions will be sent when the jury process has been completed.

Booth Décor Contest: This was a new feature for our Festival in 2019, and will take place again this year! The SRHFA encourages vendors to decorate their booth and dress in Robin Hood era garb. Having fun with the medieval theme will attract even more attendees to your booth. This year the vendor winning the Booth Décor Contest will receive a fifty-dollar (\$50.00) refund by mail. Judging will be done on Saturday and announced on Festival stages about 5:00 pm.

If you have questions, please send an email to: RobinHoodVendors@gmail.com.
Hip, hip, huzzah! We are looking forward to having you join us this year!

Sincerely,

Vendor Committee, Sherwood Robin Hood Festival Association
RobinHoodVendors@gmail.com
www.RobinHoodFestival.org/vendors