

2023 ROBIN HOOD FESTIVAL SPONSOR BOOTH INFORMATION

Thank you for being a sponsor (or considering being a sponsor) of the 2023 Sherwood Robin Hood Festival, being held July 14 - 15, 2023. Updates will be posted on our website at www.RobinHoodFestival.org. The **Sponsors Page** of our website has additional sponsor information. www.RobinHoodFestival.org/sponsors

Sponsors contributing \$350 or more may request a free standard booth. Please note that Activities and Food Vendor spaces cannot be provided for free. Sponsors needing additional space may request a second space. The fee for additional spaces (basic 11' x 11' spaces) is at standard Festival rates: \$75 for a Non-Profit, \$110 for an Artisan, \$120 for a Franchise, \$140 for a Small Business and \$170 for a Large Business. See **Vendor Information** for descriptions of vendor categories.

Due to high demands for booth space and a desire to create the most enjoyable experience for attendees, sponsors requesting a free booth must staff it for at least these hours: Friday 5pm – 8pm and Saturday 9am – 8pm, or optionally up to 10pm each night. For sponsors contributing \$500 or more, there may be a limited number of spaces available for partial hours on the Festival outskirts (Friday night only or Saturday only). Sponsors contributing \$350 or more and unable to staff a booth may alternatively submit advertising materials (business cards, brochures, postcards, small flyers, etc.) which will be on display for attendees. Please contact the vendor committee for more information, as space is limited: RobinHoodVendors@gmail.com.

Sponsor Booth instructions:

- If you have not already done so, fill out and sign the Sponsor Application available on our website at www.RobinHoodFestival.org/sponsors.
- Please read the **Vendor Covenants** for 2023 – some of these have changed this year. Compliance will be enforced and may impact future acceptance to the Festival. Booths must be open until at least 8pm Friday and Saturday nights.
- **Important: All vendors need to have liability insurance.** See **Vendor Covenants** for these requirements.
- A fee of \$30 is required for a corner booth space - a corner is defined as two sides open for customers, though not necessarily on a street corner. If we sell out corner spots, this fee will be refunded.
- A fee of \$10 is required for authorization to utilize electrical outlets. Most but not all booths have this access, and users are limited to one electrical appliance.
- Fill out and sign the **Vendor and Sponsor Booth Application** available on our website, enclose a check for any payment, and mail it to PO Box 496, Sherwood OR 97140.
- Please plan for at least two people to work in the booth if possible.

Weights and/or tie-downs are needed for all tents to prevent problems due to gusts of wind; please plan accordingly. Be advised that all booth sites are on a hard surface; gallon jugs of water have been used in the past. Also, 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.

Booth Décor Contest: This was a new feature for our Festival in 2019, and will take place again this year! Vendors are encouraged 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. The winning vendor will receive a fifty-dollar (\$50.00) refund by mail. Judging will be done on Saturday and winner announced on Festival stages about 5 pm.

Thank you again for sponsoring the Robin Hood Festival. Your commitment to the Festival helps to ensure that this long-standing Sherwood tradition will continue to thrive. We commit to a partnership with our sponsors and vendors that promotes successful operation of your business during the Festival. We value your feedback, and suggestions for creating a better environment for the Festival will be thoughtfully considered.

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