

# 2024 SHERWOOD ROBIN HOOD FESTIVAL VENDOR COVENANTS

## 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: Friday July 19, 5pm – 10pm; and Saturday July 20, 9am – 10pm.  
All vendors shall be open at least from 5pm – 8pm Friday, and 9am – 8pm Saturday.

### Applications and Payment

Applications may be submitted electronically or sent by mail. Payments must be made by check (see application). Any cancellations after July 1<sup>st</sup> will be considered for a refund only 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 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 copy of their Washington County temporary restaurant license application.** Inspectors from the county inspect each food booth and 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 on Friday, July 19. 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 check in between **1 pm and 4 pm.** You will receive your space assignment at check-in, if not previously issued. 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. Vendors must be set up and ready by the Festival opening at 5 pm Friday. 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. Vehicles may be in the Festival area **only** during these times: Friday 1pm- 4:30pm for setup (noon start for food vendors); Saturday 7am - 8:30am; and Saturday after 8pm. No vehicles may be moved in the Food Court between 4:30 pm Friday and 10pm Saturday.

### BOOTH BREAKDOWN

**You must keep your booth open until at least 8 pm both evenings. On 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 on both Friday and Saturday. **Festival attendees 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.**

# 2024 Sherwood Robin Hood Festival Vendor Covenants (continued)

## Exhibit Space, Cleanliness, Housekeeping and Conduct

- Vendors may not solicit outside their rented booth area.
- Good citizenship with customers and other vendors is a must.
- If customers of your booth need to form a line, be sure that it does not block access to your neighbors!
- All refuse must be disposed of daily in the food vendor dumpster and/or the trash receptacles stationed in the Festival area. 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.
- 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.
- 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 \$1.00 for 16oz or less, and \$2.00 for larger quantities. Vendors may also give away water in their booth space.

## Electricity

SRHFA will provide electricity to all food vendors. Street booth vendors may request electricity on their application; most, but not all, of the booth locations have electricity available. Booth vendors are limited to one electrical appliance per booth. In mid-July, sunset is around 9pm with twilight until around 9:30, and most of the Festival area is well lit by street lights, so vendors who plan to leave before dark (but not before 8pm!) may not need lights. Vendors must provide their own heavy-duty extension cords (minimum of 100 feet).

## Music

No audible music or sound device is allowed in a booth. If you are selling music or other recordings, you need to provide headphones for listening. Any live performance must be coordinated with the Festival's Entertainment committee.

## 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.*