

2024 ROBIN HOOD FESTIVAL VENDOR INFORMATION

Thank you for your interest in the 2024 Sherwood Robin Hood Festival on Friday and Saturday, July 19-20, 2024. We had a wonderfully successful Festival in 2023, and look forward to your participation this year! The Robin Hood Festival is put on by an all-volunteer community group dedicated to creating a fun event for the citizens of Sherwood and the surrounding area. Please look for updates posted on our website at www.RobinHoodFestival.org.

We have a large variety of vendors in our popular vendor village, from handcrafters to franchise retailers to local businesses and non-profit organizations. Please contact us if you have questions about which one category is for you: RobinHoodVendors@gmail.com

Artisan

The spirit of the artisan is a core part of what makes the Robin Hood Festival a successful, family-friendly event. For the purposes of the Festival, Artisan Vendors create their own arts or crafts as a matter of business or as a hobby. **The Artisan Vendor Fee is \$120 per booth space, 11'x11'.**

Non-Profit

Non-profit organizations benefit significantly from the exposure created by being a part of Sherwood's signature Festival event, with an opportunity to reach up to 20,000 people. The Festival is the perfect place to interact with people of all ages and share information about your organization, as well as raise funds via donations. For the purposes of the Festival, a Non-Profit Vendor is an entity that is classified as a 501(c)3 or 501(c)4 organization and operates within non-profit guidelines. **The Non-Profit Vendor fee is \$90 per booth space, 11'x11'.**

Franchise

Franchise businesses provide a great way to build a small business from home while leveraging the resources of a larger company as support. Franchise businesses are built on personal relationships, and the Festival is a wonderfully accessible avenue enabling building a base of solid relationships and leads for your client base. For the purposes of the Festival, a Franchise Vendor is a person who provides goods and services on a small scale in the name of a larger business entity. If your small business is a franchise of a larger company (e.g., Scentsy, Tupperware, etc.), this category applies to you. **The Franchise Vendor fee is \$140 per booth space, 11'x11'.**

Small Business

Small businesses are a vital component of our local economy, enhancing our community and quality of life. The partnership between small businesses and the Robin Hood Festival can make a large number of people aware of your business and help to develop the relationships leading to growth. For the purposes of the Festival, a Small Business Vendor is an entity that provides goods and services as a licensed entity and operates on a small scale. If you own and/or operate a small business and do not fit the Artisan description, this category applies to you. **The Small Business Vendor fee is \$170 per booth space, 11'x11'.**

Large Business

Large businesses are an essential piece of the community and the economy - in many cases the name of the business is known but the people running the businesses are not known. The partnership between Large Businesses and the Festival will put a friendly face to the name of your company and can help you build a genuine level of trust between your business and the local community. For the purposes of the Festival, a Large Business Vendor is an entity that provides goods and services as a licensed entity and operates on a large scale. If your business operates on a national scale or out of multiple storefronts or hubs, this category applies to you. **The Large Business Vendor fee is \$200 per booth space, 11'x11'.**

Activities

Fun family and children's activities are a cornerstone of the Robin Hood Festival. From medieval games to rock-climbing walls, activities provide an entertaining balance for kids and adults who are looking for more to do besides enjoy the stage acts, shop the booths, and grab a bite to eat. For the purposes of the Festival, an Activities Vendor is an entity that sets up and manages the operations of a Festival attraction and charges a fee for participation. **The Activities Vendor fee is \$250 or more, depending on the size and location of the space.**

****Please carefully read the instructions on the following page**

2024 ROBIN HOOD FESTIVAL VENDOR INFORMATION (continued)

Vendor instructions:

- Please read the **Vendor Covenants** for 2024 – some of these have changed this year. They will be enforced and may impact future acceptance to the Festival.
- Important: All vendors need to have liability insurance. See **Vendor Covenants** for these requirements.
- Required open hours are 5–8pm Friday, and 9am–8pm Saturday; optionally until 10pm. See **Vendor Covenants**.
- An additional 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.
- An additional 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.
- The **Vendor and Sponsor Booth Application** is available on our website **RobinHoodFestival.org/vendors**. You may sign and submit this application electronically; or you may print the form, sign it in ink, and mail it to us. In either case we will need a check for payment. Optionally, a \$25 non-refundable deposit may be submitted to hold each space you want, with the rest of the payment due by June 24, 2024. If full payment is not received by this date, you will move to the back of the preference line and lose any corner or special placement requested. Checks will be deposited only after applications are approved.
- Booth assignments will be based on: past Festival participation, order of applications received, proper spacing of vendors with similar products, and vendor requests if space allows. We intentionally mix up different types of vendors, rather than group similar products. Final assignments are at the discretion of the Vendor Committee.
- The Festival does not provide tables, chairs, canopies, or other equipment.
- 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: We have held this fun contest for several years, and it 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 that afternoon.

Sponsorships: We would also like to call your attention to sponsorship opportunities at the Festival, with significant advertising benefits available for a modest investment above normal booth prices. Sponsors contributing \$350 or more receive a free basic booth space, in addition to promotions in the media and placement in announcements and banners during the Festival. The free booth space benefit applies only to one basic space for Artisans, Non-Profits, Franchises, Small or Large Businesses, with the option to purchase additional space. Due to the logistical requirements and higher fees for Activities and Food Vendor spaces, these spaces cannot be provided for free. Please visit the Sponsors webpage to learn about various sponsorship levels and apply to be a Sponsor. **www.RobinHoodFestival.org/sponsors**

Thank you again for your interest in participating in the Robin Hood Festival. Your commitment to the Festival will help to ensure that a long-standing Sherwood Oregon tradition will continue to thrive. Our commitment to you, as a vendor, is to be your partner and allow you the best opportunity to operate your business during the Festival. We are open to listening if you have any questions, concerns, or suggestions that you believe will create an even better environment for Festival attendees or for the Vendors.

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

Website: **www.RobinHoodFestival.org/vendors**

Email address: RobinHoodVendors@gmail.com

Mailing address: Sherwood Robin Hood Festival Association. PO Box 496, Sherwood OR 97140