

February 16, 2016

Dear Robin Hood Sponsor:

Thank you for sponsoring the 2016 Robin Hood Festival.

We are offering two options for sponsors who want booths. Option one is for those who can man their booth for all of the Festival hours and option two is for those who cannot man their booth for all Festival hours. Option one will allow a sponsor a spot along the main streets, while option two lets you come in or out of the Festival by placing you near the end of the street. That way you can set up or take down with less trouble. Please do not choose option one if you are not planning on being here for all hours.

Below is an explanation of the different vendor categories if you need an extra space. Please contact us if you have questions about which one is for you.

Small Business

Small businesses are an important piece of our local economy and a great way to build community- the partnership between small businesses and the Robin Hood Festival will hopefully open more eyes to your business and develop more relationships so you may grow your business. 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/operate a small business out of your home or using a storefront, this category applies to you. **The Small business fee is \$120 per extra booth space.**

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 Robin Hood 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 is operates on a national scale or out of multiple storefronts or hubs, this category applies to you. **The Large Business fee is \$150 per extra booth space.**

- Please read the attached Covenants as they will be enforced and affect future acceptance to the Festival. You must stay open until 8 PM both nights unless option 1 was selected.
- Please fill out Robin Hood Sponsor Booth Form, sign the form and enclose payment for any extra spaces, corners and electricity.
- An additional Fee of \$30 is required for Corner Booth Space -If we sell out corner spots this fee will be refunded. Corners are not available for option 2.
- An additional Fee of \$10 required for authorization to Utilize Electrical Outlets
- Please plan for at least two people to work in the booth if possible.

We allow use of zip ties, but request that they not be clipped and left behind, this could affect future acceptance to the festival.

If you have questions, I may be reached at pdog_man@yahoo.com.

Thank you again for your consideration with regards to participating in the Robin Hood Festival. Your commitment to participation in the Festival is a commitment to ensuring that a long-standing Sherwood, OR tradition will continue to thrive. Our commitment to you, the vendor, is to be your partner and allow you the best opportunity to operate your business during the Festival. We are open to listen if you have any questions or concerns that you believe will create an even better environment for the Festival or for the Vendors.

Hip, hip, huzzah and we are looking forward to another great year!

Sincerely,

John Tucker
Vendor Chair- Robin Hood Festival of Sherwood, OR

Robin Hood Covenants 2016

Hours of Operation

Festival hours are 5pm-11pm on Friday, July 15 and are 11am-11pm on Saturday; July 16. Sponsors shall remain open until 8pm both nights unless choosing Option 2.

Payment

Payment for extra spaces, corners and electricity must accompany the application and the application will be considered accepted when the sponsorship check or money order has cleared. No cash, please.

Insurance

A certificate of liability insurance is required for **activity vendors or those doing facial or body artwork only**. The Robin Hood Festival Association must be listed as the certificate holder. A minimum coverage is \$1,000,000. **A copy of the certificate must come with any activity or body art application and we will not accept any application without this.**

Permits

Food and activity vendors are responsible for obtaining all required governmental permits. All persons serving food or beverages must have a valid Food Handler Card. Washington County Health and Human Services Division may be contacted at (503) 846-3460. 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.

Security

The Festival will provide security overnight and vendors may leave their booth set-up Friday night at their own risk. The Robin Hood Festival Association and the City of Sherwood will not be responsible for lost, damaged or stolen items.

Set-up and Check-in times

Check-in will be Friday, July 15th at Hopkins Elementary School (located at 21920 Sherwood Boulevard) starting at **1 PM** for approved vendors and sponsors. This is when you receive your space assignment if not previously issued one. Booth set-up begins at 1 PM and vendors must be ready by the festival opening at 5 PM. Please arrive as early as you are able, especially if you need extra time to set up your space. You must be in your booth and open by 9 AM on Saturday of the Festival. **All vendors must check-in by 3 PM on Friday or risk losing their space. Option 1 sponsors need to check in even if the booth will not be open at 5 pm on Friday.**

Vehicles

Vendors will be allowed to bring their vehicles into the festival area for 30 minutes on Friday to allow for unloading and then must be moved in the parking area. This will facilitate easier unloading for others. After moving your vehicle you may set up your booth. All vehicles must be removed from the Festival area by 4:30 PM on Friday and by 9 AM on Saturday. No vehicles will be allowed in the festival area during the hours of operation.

Please break down your booth and have it ready to load BEFORE bringing a vehicle into the Festival area on Saturday. NO vehicles will be allowed in the Festival area before 8 PM on Saturday. Police escorts will be on-site to assist with safe transport for larger vehicles as they exit the Festival area. If you are able to remain open later, please feel free to do so as the Festival will remain open until 11pm on Saturday. **Festival attendees will be walking the area after 8 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.**

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 provided by 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 RHFA 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 vendors to smoke in their spaces (This not includes electronic cigarettes). Smoking must be done only across the railroad tracks. Although RHFA does not have a written dress code, it expects everyone associated with this event to be neat, clean and have good personal hygiene. **RHFA encourages vendors to dress in Robin Hood era garb.** Good citizenship with Customers and other vendors is a must. The RHFA 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.

Electricity

RHFA will provide electricity to vendors who request electricity on their application. Since the non-food vendors leave before dark, lights are not necessary. When stating the amount of amps needed, vendors need to remember fans and other possible power sources. 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 RHFA President shall be final.

Hold Harmless

THE VENDOR AGREES TO HOLD HARMLESS, THE ROBIN HOOD FESTIVAL ASSOCIATION, RHFA'S SPONSORS INCLUDING THE CITY OF SHERWOOD, AND THEIR RESPECTIVE OFFICERS, DIRECTORS, AGENTS OR EMPLOYEES FROM ANY LOSS, CLAIM, ACTION, SUIT OR LIABILITY TO THIRD PERSONS; WHETHER DIRECTLY OR INDIRECTLY RELATED TO THIS EVENT. THIS INCLUDES, BUT IS NOT LIMITED TO, CLAIMS FOR INJURY TO PERSONS INCLUDING DEATH OR THE DESTRUCTION OF PROPERTY; WHETHER INTENTIONAL, NEGLIGENT OR CONSEQUENTIAL AS A RESULT OF ANY ACT OF OMISSION OF A VENDOR, OR THE OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS OF A VENDOR'S BUSINESS.