

March 3<sup>rd</sup>, 2011

Dear Robin Hood Vendor:

Thank you for your interest in the 2012 Robin Hood Festival.

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. Please contact me if you have any questions about this classification.

**I may be reached at [mike.boljat@comcast.net](mailto:mike.boljat@comcast.net) or on my cell at 503-724-2200. E-mail is preferential. John Tucker will also be assisting in the administration of the Vendor Committee and he may be reached at [pdog\\_man@yahoo.com](mailto:pdog_man@yahoo.com).**

- Small Business Vendor Fee is \$120 for one booth
- \$10 Discount on fee can be taken on applications postmarked on or before April 30<sup>th</sup>, 2012
- Please read the attached Covenants
- Fee must be paid in full at the time of application
- Please fill out Robin Hood Vendor Form, sign the form and enclose payment when being mailed
- Booth assignments will be based on: Past Festival Participation; Order of Applications Received; Proper Spacing of "Like" Vendors. We will try to meet Vendor requests and needs if space allows. Final Assignments are at the discretion of the Vendor Committee
- Additional Fee of \$30 Required for Corner Booth Space
- 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

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,

Mike Boljat



Vendor Chair- Robin Hood Festival of Sherwood, OR

## Robin Hood Covenants 2012

### Hours of Operation

**Festival hours are 5pm-11pm on Friday, July 20th and are 9am-11pm on Saturday, July 21st.**

*Food vendors shall remain open until at least 10pm both evenings. Merchandise and activity vendors shall remain open until 7pm.*

### Payment

Payment must accompany the application and the application will be considered accepted when the check or money order has cleared. No cash, please. The application fee is non-refundable except where approved by the RHF Vendor Committee.

### Insurance

A certificate of liability insurance is required for **food and activity vendors 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 food or activity 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 20th at Hopkins Elementary School (located at 21920 Sherwood Boulevard) starting at noon for approved vendors. This is when you receive your space assignment if not previously issued one. Booth set-up begins at noon and vendors must be ready by the festival opening at 5pm. Please arrive as early as you are able to if you need extra time to set up your space. You must be in your booth and open by 9am on Saturday of the Festival. **All vendors must check-in by 3 PM on Friday or risk losing their space.**

### 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 4:30pm on Friday and by 9am on Saturday. No vehicles will be allowed in the festival area during the hours of operation.

When breaking down your booth, please do so and stage it for loading BEFORE bringing a vehicle in the Festival on Saturday. NO vehicles will be allowed in the Festival area before 7pm on Saturday. Police escorts will be on-site to assist with safe transport for larger vehicles as they exit the Festival area. If you wish to remain open after 7pm, please feel free to do so as the Festival will continue to operate until 11pm on Saturday. **Festival attendees will be walking the area after 7pm- please respect their rights to move about the streets as the streets are officially closed to through traffic for the duration of the Festival.**

### **Exhibit Space**

Vendors may not solicit outside their rented booth area.

### **Cleanliness, Housekeeping and Conduct**

All refuse must be disposed of daily in the 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. 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.**