



HERMISTON FUNFEST VENDOR BOOTH APPLICATION

Instructions: Return this application, the release form, and your payment to the "Greater Hermiston Chamber of Commerce" reference "Funfest 2011". Submit your application by **June 24, 2011** to reserve your space. Spaces assigned as received.

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

Nonprofit (\$25) | Chamber Member Vendor (\$35) | Commercial Vendor \$50

List the type of product (s) to be sold (please include food products and all others):
(some products may not be permitted to be sold at Funfest)

Please contact the Umatilla County Health Dept. to obtain your required licensing.
You cannot participate without proper licensing.
 Direct your inquiries to:
 Melissa Neye
 (Environmental Health Supervisor)
 541-571-9577

Will your food product be prepared on-site? Yes or No

If No, where will the food prep take place? _____

Size of space request: 16'x10' or 32'X10'

What side is your serving window on: Left or Right

Do you require water hook-up: Yes or No

You are responsible for your own power source.

Agreements & Understandings: All booth spaces must be pre-paid in advance in order to reserve and to hold that space. Requests for specific placement will be on a first come bases. **No refunds for cancellations.** Downtown merchants who choose to place a display on the street, outside their downtown business, will be required to pay the fee for use of that exhibitor space, but will have priority for that spot if pre-paid and reserved by June 24. The Funfest staff has full control over the placement of all booths, equipment, vehicles and persons and reserves the right to intercede, regulate or stop any activity, including the sales of your products for any reason. Efforts will be made to keep similar food and products separate. Efforts will be made to not place taller exhibitors directly in front of downtown merchants. There is limited 110 v. power on Main Street. Vendors need to be prepared and provide their own power. Vendors are responsible for their own fire control and safety measures. Any additional canopies or coverings for your space configuration must be identified in this application or you may be required to purchase an additional space. If a configuration larger than a 16' X10' parking space is required, please enclose a rough drawing with the size of your configuration for approval. Vendors are not permitted to use the sidewalks, as they are reserved for downtown merchants and foot traffic. All lights, free-standing objects and canopies must be anchored and/or tied down in the event of high winds. All trash must be bagged and ready for pickup throughout the day and at the conclusion of the event. Music and noise may be regulated. Set-up is scheduled for 7:30am - 8:30am, July 09, 2011, but may be available the night before. Contact the set up staff for early set up. Report to set up staff upon arrival. **Tear down is scheduled for 3 pm.** There will be no early tear down. Each exhibitor is required to provide a Ground Guide for all vehicles used during the 3pm tear down. This person must be 18yrs of age or older. **No vehicle will move during that period without a Ground Guide, for the safety of any remaining foot traffic.** Ground Guides will not be provided by the event staff. **The vendor or exhibitor must sign this form in order for their application to be considered.** The vendor exhibitor agrees that the Greater Hermiston Chamber of Commerce is not liable for any claims made for whatever reason, based on any activity of the exhibitor, their employees, agents, or participants, or others associated with their event. **The vendor shall have independent insurance covering its activities for this event.** You may contact the Greater Hermiston Chamber of Commerce Funfest staff at 541-567-6151 or email: info@hermistonchamber.com or look for Funfest staff wearing Yellow T-Shirts.

AGREED: _____

Signature

Title

Dated

Office use only:

DATE RECEIVED _____ BY: _____

PMT RECEIVED \$ _____ ON _____ BY: _____

COPY TO SET UP COMMITTEE ON _____ BY: _____

CONFIRMATION SENT ON _____ VIA _____ BY: _____

CANCELLATION RECEIVED ON _____ REIMBURSEMENT ON _____