

Winterfest Vendor Application

Event: Winterfest

Location: Meinig Park, Sandy, Oregon

Presented by: City of Sandy Parks & Recreation



1. Vendor Type (select one)

☐ **Food Service Vendor**

☐ Food Booth

☐ Food Truck (requires additional approvals listed below)

☐ **Goods Vendor** (handmade items, crafts, retail goods, etc.)

2. Business Information

Business/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Email: _____

Website/Social Media (optional): _____

3. Date Selection

Our preferred vendor nights are scheduled to align with the Jolly Trolley Events, which typically bring the highest number of visitors into Meinig Park. We encourage vendors to select these dates, as they are expected to have the most foot traffic and sales opportunities.

Time: 4:30 PM – 8:00 PM

Please select the dates you would like to participate:

- ☐ Saturday, December 6
- ☐ Saturday, December 13
- ☐ Sunday, December 21
- ☐ Monday, December 22

Other Winterfest Dates

Winterfest runs November 22 – January 3. If you would like to request a booth on an additional evening outside of the preferred dates listed above, please write in your requested date(s) below:

4. Food Service Vendors Only

All food vendors must provide:

- Temporary Restaurant License (if applicable)
- Proof of current Food Handler's Permit for at least one operator
- Proof of insurance (minimum \$1,000,000 liability, City of Sandy named as additional insured)

Description of Food/Beverages:

Food Trucks must also provide the following documentation:

- City of Sandy Business License
- Clackamas County Health Department approval
- Approved Fire Marshal inspection report

5. Goods Vendors Only

- Proof of insurance (minimum \$1,000,000 liability, City of Sandy named as additional insured)

Description of Goods/Products:

6. Fees

Vendors agree to pay the following fee structure per scheduled Winterfest evening:

- \$50 per event (space and tabling)

Payment is required in advance to the City of Sandy Parks & Recreation in order to confirm and reserve your vendor space.

7. Rules & Requirements

- Vendors must supply their own booth, tables, chairs, and coverings.
- Setup must be complete 30 minutes prior to the event.
- Vendors are responsible for all trash and cleanup of their space.
- Vendors must comply with all local, state, and federal laws and health/safety regulations.
- Early departure is not permitted. Vendors must remain set up until the event ends (8:00pm).
- All canopies must be properly secured with weights on all four corners.
- Vendors are encouraged to refrain from using non-recyclable or non-biodegradable serving items (no Styrofoam, plastic wrap, etc.).
- Parks are tobacco-free zones. No smoking in vendor areas

8. Inclement Weather & Cancellation Policy

Winterfest is generally held rain or shine. Events will only be modified or canceled if severe weather conditions compromise the safety of vendors, volunteers, or attendees. Any changes will be determined by the Event Manager, and vendors will be notified via email as far in advance as possible. The Parks and Recreation website will also be updated with event status.

- **High Winds:** Vendors are responsible for securing all canopies with weights on all four corners. The Event Manager may require canopies to be disassembled if improperly weighted structures pose a risk.
- **Lightning:** If lightning occurs, an announcement will be made. Vendors should immediately unplug electrical equipment, step away from metal objects, and seek shelter indoors or in vehicles.
- **Snow & Ice:** If snow or icy conditions make the event area unsafe for vendors, volunteers, or guests, the Event Manager may cancel or modify the event. Vendors should monitor communications for updates.

- **Storm Damage:** If storm damage affects the event site, making it unsafe for vendors, volunteers, or guests, the Event Manager may cancel or modify the event. Vendors are responsible for securing their equipment and structures, and any hazards created by storm-damaged equipment must be immediately reported and addressed. The City is not liable for damage to vendor property caused by storms.

Refunds: Vendors will not be required to pay fees for canceled events. If fees have already been submitted, they will be refunded.

9. Cancellation Policy

Except in emergencies, vendors must notify event staff of a cancellation **two weeks** prior to the event date. If cancellation is reported within the designated time frame, the vendor will not be charged for the space.

Vendors are not permitted to sub-lease their stalls.

10. Insurance & Indemnification

Vendors shall defend, indemnify, and hold harmless the City of Sandy, its officers, agents, and employees against all liability, loss, or expenses, including attorney's fees, arising from participation in Winterfest. Vendors must provide proof of liability insurance, naming the City of Sandy as an additional insured.

Acknowledgment

By signing below, I agree to comply with all event rules, requirements, and applicable laws. I understand that failure to comply may result in removal from the event without refund and exclusion from future events.

Vendor Signature: _____ **Date:** _____

City of Sandy Parks & Recreation Approval: _____ **Date:** _____