

# MONROE FESTIVAL

## *2022 Vendor Information Letter, Application & Liability Release Forms*

Welcome to the second annual 2022 **Monroe Festival** in Monroe, Oregon and thank you for your interest in being a vendor! Please read this vendor information letter before completing and mailing your application and waiver of liability forms to us. We welcome vendors who provide unique and vintage products. Our goal is to select an array of vendors so as not to duplicate types of food or merchandise sold at the festival.

Vendors will be notified of acceptance on a rolling basis. If your application is accepted, we will email you then deposit your vendor check. Additional information will be emailed to you upon acceptance. If your application is denied, we will email you and your check will be returned promptly.

The deadline for completed vendor applications to be postmarked is **FRIDAY, FEB. 25<sup>TH</sup> 2022**

## **BOOTH REQUIREMENTS**

The community of vendors at the Monroe Festival contributes to the overall atmosphere of the festival therefore we will determine selection of vendors in a manner conducive to attendee's experience. When planning, please consider the following:

- You may arrive to set up your booth on Saturday, April 30<sup>th</sup> 2022 between 7 a.m. and 9 a.m. Booths must be completely set up by 10 a.m. Saturday, April 30<sup>th</sup> 2022.
- You are responsible for supervising your booth during ALL festival hours.
- Vendors are accountable for setting up, furnishing, maintaining, and breaking down their respective booths. All food, merchandise, trash, recyclables, and all other equipment must be removed from the festival area by 8:00 p.m., Saturday, April 30<sup>th</sup> 2022.
- Vendor locations should be cleaner than when you arrived including removal of all trash.

**VENDOR CHECKLIST:** Applications will not be considered unless ALL items are included.

- Fill out and sign the attached **Vendor Application, Rules & Agreement Form** (pages 2- 5)
- Sign the attached **Waiver of Liability and Hold Harmless Agreement** (page 6)
- Copy of **Certificate of Liability Insurance** or **ACORD Form** (Coverage of at least \$300,000)
- Make your check payable to **"City of Monroe"**
- Submit two images and/or a website address to view products to be sold at the festival

**Mail your completed vendor information (listed above) to the address below:**

**Festival Vendor Applications  
City of Monroe  
P.O. Box 486  
Monroe, OR 97456**

Thank you for your interest in the festival! We appreciate your energy and creativity as a vendor!  
Questions? Please contact Monroe Festivals & Events at [festivalsandevents@ci.monroe.or.us](mailto:festivalsandevents@ci.monroe.or.us)

# VENDOR APPLICATION, RULES & AGREEMENT (NON-ALCOHOLIC VENDORS)

## Monroe Festival Saturday, April 30<sup>th</sup> 2022

**DEADLINE FOR APPLICATIONS: FRIDAY, FEBRUARY 25<sup>th</sup> 2022**

The City of Monroe and Monroe Festival Committee (MFC) invite you to have a booth at the second annual **Monroe Festival** on Saturday, April 30<sup>th</sup> 2022 in beautiful Monroe, Oregon.

The **Monroe Festival** is the premier event for visitors seeking to see, taste, and experience the bounty of the Southern Willamette Valley. Visitors from Eugene, Springfield, Corvallis, Junction City and all surrounding areas come together for a day of sipping wines and brews, perusing unique and vintage goods, as well as riding our trolley – celebrating Monroe’s heritage, environment, and culture.

### FESTIVAL DETAILS

- **Name:** *Monroe Festival*
- **Date:** Saturday, April 30<sup>th</sup> 2022
- **Time:** 10 a.m. to 6:00 p.m.
- **Location:** 6<sup>th</sup> Street (Between Kelly Street & Commercial Street + Main Street between Highway 99W and Monroe Community Center (formerly Legion Hall) in Monroe, OR 97456
- **What to Bring:** Your love of local wine, food, fun, and live music!

### FEES

A flat fee of \$30 per booth will be charged to all vendors. This contribution will support the annual **Monroe Festival** as well as other projects focused on revitalizing our community! In the event of inclement weather and festival cancellation a full refund will be provided to all vendors.

### BOOTHS

Booth size is 10’ X 10’ in size.

### VENDOR BOOTH REQUIREMENTS

This festival is an outdoor festival. You will need to bring your tent, chairs, tables, etc. for your booth presentation. All tents must have ample anchoring to protect from any wind and rain that may arise, and anchoring must be strong enough to keep your tent secure.

## **SET UP & TAKE DOWN**

Set up will take place on Saturday, April 30<sup>th</sup> 2022 between 7:00 a.m. and 9 a.m.

The **Monroe Festival** closes at 6:00 p.m. and there will be no dismantling of any booths before 6:00 p.m. on Saturday, April 30<sup>th</sup> 2022.

You and your team will be responsible for setting up and taking down your own equipment. Your booth must be staffed at all times during the festival. Vendors are responsible for securing your own area and merchandise. There is no available locked storage for products and no room will be available in the Legion Hall to store merchandise overnight.

## **ALCOHOL POLICY**

There will be **NO ALCOHOL** allowed in your booth. Alcohol is strictly prohibited except in the designated wine and beer garden area.

## **PARKING**

- The gravel lot across from Monroe Fire Department (668 Commercial Street)
- The gravel lot across from Monroe City Hall (680 Commercial Street)
- On street parking between Highway 99W and N. 5<sup>th</sup> Street on Kelly Street
- On street parking between Highway 99W and S. 5<sup>th</sup> Street on Commercial Street
- On street parking on Highway 99W between Kelly and Orchard Streets.

## **MINIMUM BUSINESS HOURS**

Vendors must **remain open** throughout the entire festival. Businesses are required to be open for business from Saturday, April 30<sup>th</sup> 2022 between 10 a.m. and 6:00 p.m.

## **CANCELLATION**

If you find you will be cancelling your booth space, please grant us the courtesy of at least 10 days' notice so we have time to replace your space with another vendor. Your booth fee is nonrefundable.

## **CONCESSIONAIRE RULES FOR MONROE'S 2022 FESTIVAL**

- All applications must be approved and accepted by Monroe Festival Committee (MFC). All decisions of the MFC will be final. Applications not accepted will receive a full refund. Only items included in your application will be allowed. Substitutions or additions must be cleared through the MFC.
- We accept unique, vintage, and handcrafted Arts and Craft items. Commercially made items considered on case by case basis. Decisions will be made by the MFC. If you have any questions, please call or email for clarification.
- Booth construction will begin on Saturday, April 30<sup>th</sup> 2022 at 7:00 a.m. and must be completed by 10 a.m. Booth space will be 10' X 10' in size.

- During festival business hours, all booths shall be operational, and no vehicles will be allowed access to the booth area. If minimum hours are not followed, your booth may not be allowed back to the festival the following year.
- Festival Set up and Check-in Hours:
  - Saturday, April 30<sup>th</sup> 2022 between 7:00 a.m. and 9 a.m.
- Minimum Business Hours:
  - Saturday, April 30<sup>th</sup> 2022 between 10 a.m. and 6:00 p.m.
- No pets allowed in the wine and beer garden (i.e. Big Event Tent).
- No security is provided for non-alcoholic vendors. The venue has Public Access, so you are responsible for all your own possessions. We are not responsible for loss or theft.

### **CONCESSIONAIRE AGREEMENT FOR MONROE’S 2022 FESTIVAL**

The undersigned parties, the booth operator, hereinafter called the “Concessionaire” and the City of Monroe hereinafter called the “City”, do agree as follows:

1. That the City is in charge of the celebration within the City of Monroe, known as the ***Monroe Festival*** and as such celebration shall began at 10 a.m. and run through 6:00 p.m. on April 30<sup>th</sup> 2022, inclusive under the auspices of the City.
2. That the Concessionaire shall set up a structure hereinafter called the “booth” and be operational and ready for business by 10 a.m. on Saturday April 30<sup>th</sup> 2022 and furthermore said booth shall stay in business and operational until 6:00 p.m. on Saturday, April 30<sup>th</sup> 2022. The booth must be removed by 8:00 p.m. on April 30<sup>th</sup> 2022.
3. That the Concessionaire covenants and agrees to and with the City that no intoxicating beverages, drugs or drug related items of any kind or description shall be sold or given away at said vendor booths. Absolutely no drug paraphernalia.
  - **Note:** Wineries will be present, at the festival, in the big event tent under a special event permit and will be required to provide a certificate of insurance and signed waiver of liability to serve alcohol to anyone 21 years of age or older with proper photo ID.
4. That the Concessionaire shall procure at his own cost and expense all the necessary city, county, and state licenses and official permits for the purpose of carrying out the provisions of this agreement.
5. That the Concessionaire shall be responsible for their own liability insurance policy.
6. That the Concessionaire will sign and submit their application and liability release form.

**NOTE: THE CITY OF MONROE IS NOT RESPONSIBLE FOR YOUR PROPERTY, BOOTH AND PRODUCTS.**

**VENDOR APPLICATION**

*Please Print or Submit Your Completed Vendor Application via Mail or Email (preferred)*

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Email Address (Mandatory): \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

If you would like to receive a vendor application next year, via email, please check here: \_\_\_\_\_

**FESTIVAL BOOTHS – 10x10 SPACE @ \$30.00 PER SPACE ( ) \$ \_\_\_\_\_**  
**COPY OF CERTIFICATE OF INSURANCE OR ACORD FORM (Coverage of at least \$300,000)**  
**LIABILITY INSURANCE IS MANDATORY – SIGN ATTACHED LIABILITY RELEASE FORM**

**IMPORTANT:** Your booth fee must be submitted with this application by **FRIDAY, FEB. 25<sup>th</sup> 2022**

You will be notified by Friday, March 11<sup>th</sup> 2022, if you have been invited to be a vendor at the festival. Applications not accepted will receive a full refund.

A complete description of ALL ITEMS you intend to sell must be included with your application.

**NOTE:** All vendors please provide two images of items to be sold at your booth during the festival.

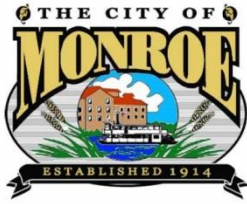
**LIST THE ITEMS YOU WANT TO SELL IN YOUR BOOTH BELOW (You may also include a website):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and agree to the terms and conditions set forth in this vendor application, rules, and agreement. I further agree that all personnel who occupy my booth shall follow the terms and conditions set forth in this document. By signing this agreement, I state that I have read the terms of the contract accompanying this agreement and that I understand the terms and agree to abide by them. I am 18 years of age or older.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Make checks payable to “City of Monroe”
- Mail to **Festival Vendor Applications, City of Monroe, P.O. Box 486, Monroe, OR 97456**
- We do accept credit cards at Monroe City Hall, 688 Commercial Street, Monroe, OR 97456
- Questions? Please contact Monroe Festivals & Events at [festivalsandevents@ci.monroe.or.us](mailto:festivalsandevents@ci.monroe.or.us)



## WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

For: Monroe Festival  
Location: City of Monroe, Oregon  
Date: Saturday, April 30, 2022

1. In consideration for receiving permission to participate in the Monroe Festival, I hereby release, waive, discharge and covenant not to sue the City of Monroe, their officers, agents, servants, employees or volunteers (hereinafter referred to as Releasees) from or for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death that may be sustained by me, or any of the property belonging to me, whether caused by the negligence of the Releasees or otherwise, while participating in such event/activity, or while in, on, or upon the premises where the event/activity is being conducted.
2. I am fully aware of the risks involved and hazards connected with this event/activity. I hereby elect to voluntarily participate in said event/activity with full knowledge that said event/activity may be hazardous to me and/or my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage of property owned by me, as a result of being engaged in such event, whether caused by the negligence of Releasees or otherwise.
3. I further agree to indemnify and hold harmless the Releasees from any loss liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said event/activity.
4. It is my express intent that this waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above mentioned Releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Oregon.
5. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representation, statements, or inducements, apart from the foregoing written agreement have been made; I am at least eighteen (18) years of age, and/or am the parent or legal guardian of the individual participating in the event/activity, am fully competent and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Signed on this \_\_\_ day of \_\_\_\_\_ 202\_\_

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**Participant Name (Print)**

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**Participant Signature**