



## Vendor Registration Packet

**SIGN-UP DEADLINE: Sunday, August 13, 2017**

### Vendor Types

- Artist/artisan:** Individuals or community-based groups who display or offer for sale their own hand-crafted or home-grown products.
- Product/service sales:** Individuals or organizations who provide services, or who sell products, samples, or merchandise manufactured primarily by someone besides the vendor.
- Food/beverage:** Individuals or organizations who offer for sale food products or samples. Food/beverage vendors must have appropriate equipment, permits, and licenses/permits required by local agencies. For more information and details, please contact Center for Human Development at <http://www.chdinc.org/eh/ehtrl.aspx> or call 541-962-8818.
- Info-only/promotion:** Individuals or organizations who only provide information about or promote services or products with no sales transactions during the event.
- Venue:** Individuals or organizations who provide activities for fairgoers.

### Rules and Requirements

1. Vendors are required to complete and sign the vendor application, submit any applicable insurance documents naming Cove Community Association and Ascension School Camp & Conference Center as additional insureds (for high risk vendors and caterers), and pay the required vendor fees.
2. Vendor approvals will be made to ensure diverse representation of local businesses and artisans.
3. When needed, approval preferences are given to vendors who live in or own businesses in Cove.
4. Approval is granted when CCA receives the required forms and payment has cleared.
5. Vendor committee attempts to locate vendors in a way that minimizes competition.
6. Limiting factors for booth placement include electrical or water needs, and types of activities/products.
7. Vendors are responsible for their own equipment, including tents, canopies, tables, chairs, extension cords, or other set-up items. We supply only the space, and outlets and spigots as needed.
8. Vendors are encouraged to set up the day before Cherry Fair to minimize vehicle traffic on the fair grounds.
9. Vendors must be set up and ready for visitors by 8am on Cherry Fair Day, and must remain open until 4pm or until the last music group ends their performance.
10. At the end of the day, vendors must leave their space as clean as they had found it before the Cherry Fair.
11. No motor vehicles are allowed in foot-traffic areas between 8am and 4pm. *Exception:* Musician vehicles will be escorted to the stage area to load/unload equipment immediately before and after performances.
12. Visit [coveoregon.org/cherry-fair-vendors](http://coveoregon.org/cherry-fair-vendors) for updates and tips for success as Cherry Fair nears.

### How to Sign Up

Mail completed Vendor Application with payment to:

**Cove Community Association**  
Attn: Cherry Fair Vendors  
P.O. Box 31  
Cove, OR 97824

**Questions, concerns, special needs?**  
Contact Cindy Edwards  
(541) 805-8563  
[cindy@ideassoc.com](mailto:cindy@ideassoc.com)

# Vendor Application

Office Use:

- Send Confirmation
- Update Contacts
- Add to CF Master

Postmark:

Payment:

## 1. Provide contact info:

Business/Organization Name: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Primary phone#: \_\_\_\_\_ Cherry Fair Day phone#: \_\_\_\_\_

## 2. Tell us about what you will do at the Cherry Fair:

Vendor Type(s)

- Artist/artisan
- Product/service sales
- Food/beverage
- Info-only/promotion
- Venue

What do you plan to sell, serve, or distribute?

Electrical outlet needed:

- \_\_\_ None
- \_\_\_ Yes: \_\_\_\_\_ amps/volts

Special requests (*we try our best to fill them*):

Water hookups needed:

- \_\_\_ None
- \_\_\_ Yes

## 3. Calculate fee based on space type and specifications:

*Payment required at time of application. Refunds granted if Cherry Fair is cancelled.*

*Non-vendor community and non-profit organizations: Please contact us.*

*Make checks payable to Cove Community Association (or CCA).*

Vendor's ZIP Code	Product/service 10' x 10'	Food truck/trailer 20' x 10'
97824	\$20 per space	\$40 per space
All others	\$30 per space	\$50 per space

Space fee: \_\_\_\_\_

# of Spaces: X \_\_\_\_\_

Total Fee: = \_\_\_\_\_

## 4. Sign the Participation Agreement and Release of Liability

In consideration of the issuance by Cove Community Association and Ascension Camp & Conference Center, I hereby accept all risk of illness, injury or death that may result from my participation or the participation of my employees, agents, or representatives, and I hereby RELEASE Cove Community Association and Ascension Camp & Conference Center from any and all liability for any and all claims and causes of action for loss of or damage to property and for any and all illness or injury including death, that may result from or occur during the Event whether caused by negligence of Cove Community Associate or Ascension Camp & Conference Center, their governing bodies, officers, employees, or representatives, or otherwise, and hereby agree to defend INDEMNIFY and hold harmless Cove Community Association or Ascension School Camp & Conference Center from and against any and all claims, liabilities, damages, and costs and expenses that may arise as a result of my participation or the participation of my employees, agents or representatives in the Event for which this Permit is issues. THIS PARTICIPATION AGREEMENT AND RELEASE OF LIABILITY IS VOLUNTARY.

Vendor's signature: \_\_\_\_\_

Date: \_\_\_\_\_