

2017 Columbia County Pride

Vendor Guidelines

Please read and initial the following guidelines and return this page with your application form.

initial

- _____ Booth fees are non-refundable for any reason unless your application is denied. As an outdoor festival, please understand that we are at the mercy of Mother Nature.
- _____ Your booth must be set up, staffed and ready to operate by 2:00pm on Aug. 12. The event will be held from 2:00pm to 9:00pm Tear down will begin no earlier than 8:00pm and needs to be completed by 10:00pm.
- _____ No ground-stakes are allowed—**proper weights required** to ensure everyone’s safety.
- _____ At check-in, all exhibitors will receive a map showing the location(s) of their space along with unloading and parking instructions.
- _____ Vendors must provide necessary equipment to operate their booth. **Tents, trashcans, tables and chairs are NOT provided.** Vendors are responsible for maintaining and cleaning up their booth area.
- _____ Pride is unable to accept responsibility for any lost or stolen items, or for any equipment other than our own.
- _____ Only one organization or vendor may use each booth space unless prior authorization has been obtained from the Pride committee. All vendors must conduct business in their designated booth area only, unless approved otherwise by Pride committee. Pre-registered vendors unable to attend must notify Pride 48 hours prior to the event and are not permitted to sublet without prior consent from Pride. Fliers, handbills, and petitions will be limited to booth area only. Non-booth holders may NOT distribute merchandise or fliers of any kind.
- _____ NO FOOD ITEMS OR BEVERAGES MAY BE SOLD at vendor booths other than those specifically identified as food vendors!
- _____ It is the responsibility of all exhibitors to obtain all permits, licenses, etc.
- _____ Pride reserves the right to prohibit the sale or distribution of materials that may be illegal, pornographic, or those considered offensive. Please do not display any merchandise that would be inappropriate for children. This is a family friendly event. Any decision made by Pride officials is final.
- _____ No vehicles can be driven through the vendor area except during pre-determined setup and take down times, so plan accordingly.
- _____ Pride cannot assume responsibility for any vehicles ticketed or towed that are not properly parked.
- _____ You are required to provide a copy of minimum general liability.
- _____ Hold Harmless: By signing this form, you affirm and agree to hold harmless the Columbia County Pride, and the sponsors, its directors, officers, employees, agents and assigns from any and all loss, claim, action, suit or liability to third persons (including attorney fees at trial and appeal), from any cause whether directly or indirectly related to this event or this agreement including but not limited to claims for injury to persons including death or destruction of property; whether intentional, negligent or consequential as result of any act or omission or yours, or the officers, director, employees or agents of your business.
- _____ NO ALCOHOL, DRUGS OR TOBACCO IS ALLOWED ON THE FESTIVAL GROUNDS.

Date: _____

OWNER SIGNATURE

Send complete package to: Medicine Wheel Recovery Services (C/O Pride),
58147 Columbia River Highway Suite C
St. Helens, OR. 97051

Or email packet to pride@medicinewheelrecovery.com and make payment via Paypal on Medicine Wheel Recovery Services website (please include receipt number with pack if submitting via email).

Your package to us should include:

1. Vendor Booth Application Form
2. Payment—make checks or money orders payable to **Medicine Wheel Recovery Services (write PRIDE in memo area)**
3. Vendor Guidelines with initials
4. Copy of general liability insurance
5. Copy of required Licenses/Permits (if food vendor)