



**Dallas Winterfest
Vendor Application
Friday, December 7, 2018**



Join us for an evening of musical performances, sing a longs, caroling and friendship as we await the arrival of Santa to light the Sequoia Tree on the Polk County Courthouse.

Fundraising for this event is mostly through sponsorship or donations from our business community. This allows us to serve FREE cookies, coco, cider, and the opportunity to see Santa!

The Dallas Area Visitors Center offers food, retail, and commercial businesses and organizations to setup a booth on the lawn. We average between 1,500 - 2,000 people on Friday night.

Please complete this application and return, with payment, to: **Dallas Area Visitors Center
Winterfest 2018
168 SW Court Street
Dallas, OR 97338**

Deadline: November 23, 2018

Business/Vendor Name		
Contact		
Mailing Address		
City	State	Zip Code
Phone	Cell	
eMail		
ALSO INCLUDE:		
• Photo of Products and/or the Vendor booth when fully set up <i>(you may eMail this)</i>		
• Price list or Menu		
• Full Payment <i>(your payment will be processed upon receipt to complete the application, this does not guarantee that you are accepted)</i>		

Entry Fees:

- \$35–10x10' Retail/Information Vendors (includes 2 plug ins)
- \$50–10x10 Food Vendors (includes 2 plug ins)
- \$75 Food Trucks (generators needed)

**Chamber Members receive \$10 off
*Bounty Market Members receive \$10 off
*Sponsors receive a FREE booth space
Add \$10 if submitted after 11/23/2018, and no discounts apply

Sponsorship Fees:

- \$1,000 – Premier Sponsor
- \$500 – Major Sponsor
- \$250 – Supporting Sponsor

Electrical:
Please list what you will be plugging in

Amps needed: Include your plug configuration
 20 30 50 Other _____

Once your needs are reviewed by the selection committee and our electrician, additional charges may apply. You will be notified as soon as possible.



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Date & Schedule: Friday, December 7, 2018 from 5pm to 8pm

Set-Up Hours: Exhibitors will be admitted on to the courthouse lawn at 2:00pm on Friday, December 7, 2018. You will be allowed to park for 30 minutes along the square to unload and are responsible for hauling your items to your designated space and bringing materials to do this; i.e., dollies, additional staff, etc.

Space Size and Furnishings: All work and displays must stay within designated space. No boxes, extra merchandise or debris should be visible. Spot area must be kept clean throughout the event and be left spotless afterwards. No soliciting, approaching patrons, or distribution of advertising material outside of booth area. There is no smoking allowed in or around the booths.

Exhibitor's Space will measure 10 feet wide by 10 feet deep. Multiple spots may be purchased for a larger space, as space allows.

Vendor Trailer Space will measure 20 feet wide by 10 feet deep and be positioned on the street facing the sidewalk & lawn.

Food Vendors must have a back wall. Side walls are also recommended.

Electricity is provided. We need to know the outlet and ampage needed. Please specify your needs to assure proper set up and placement of your booth. **No additional electricity will be available upon arrival.** Please bring extension cords as wiring may not be extended directly to your booth. All electrical appliances & cords must meet applicable codes. Generators are allowed upon approval. Trailer Vendors must supply their own power.

Water spigot is available on the Courthouse for your use. There is no water hookup to your booth.

Space Assignments of specifically selected booths cannot be guaranteed, however every effort will be made to honor your selection.

Exhibit Decorations: No displays, signs, decorations, banners, advertising matter or exhibits may extend outside the defined limits of the assigned booth space(s). Aisles, walkways, and overhead spaces must remain open. Exhibitors may not post signs outside their designated booth space.

Accommodations: No overnight stay is available at the Polk County Courthouse Square. A list of hotels, RV Parks, etc. is available at the Visitors Center.

Cancellation & Refund Policy: Cancellations or changes must be requested in writing and received at the Visitors Center no later than November 26th. Refund requests made after November 26th must be received in the office by December 10th. Upon review and approval by the Dallas Area Visitors Center Board of Directors, a refund may be granted in January.

Dismantle Hours & Procedures: EXHIBITS MAY NOT BE DISMANTLED BEFORE THE 8PM CLOSING or risk not being invited to participate in the 2019 Dallas Winterfest. Each exhibitor must remove his/her exhibit including, but not limited to, all boxes, crates, debris and other material related to his/her exhibit or use of the display space at the conclusion of the show. The Visitors Center reserves the right to charge the exhibitor for any expense incurred for normal for removal and disposal of any property item left after 9:00pm, December 8th.



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Licenses: Any and all licenses including city, county, state, or federal inspections or permits required by law of any exhibitor in the installation or operation of said vendor is the sole responsibility and expense of the signing exhibitor prior to vendor setup. Contact the City of Dallas at 503-623-2338, or Polk County Health at 503-623-8175.

Fire Hazard Restrictions: All exhibits must comply with appropriate fire regulations. For information and/or details, contact the Dallas Fire Department at 503-623-2338.

Restrictions: The Visitor Center reserves the right to restrict or remove an exhibit, without refund, if it is not in compliance with the terms and conditions of this agreement or is found to be unsuitable or illegal. This restriction applies, but is not limited to: noise, display size, sound systems (i.e. radios, televisions, stereos, VCRs, DVDs), persons, conduct, printed matter, or anything of character that might be unsuitable or illegal for the show or the Visitors Center. No one under the age 18 will occupy the booth unless accompanied by an adult. There is no smoking allowed in or around the booths.

Liability & Insurance:

- Exhibitor releases Dallas Area Visitors Center, Polk County and the City of Dallas, and their respective directors, officers, employees and agents (the "Indemnitees") from liability for damage to or loss of Exhibitor's equipment, stock and other personal property, and agrees to defend, indemnify and hold the Indemnitees harmless from all claims, liabilities, demands, damages or actions, of whatever form or nature, arising from or relating to Exhibitor's participation in Dallas Winterfest, including costs and attorney fees incurred in defense thereof.
- Exhibitor acknowledges that overnight security is not provided for the event. Exhibitor shall be responsible for providing such security, and to obtain any permits or authorizations that may be required to provide such security.
- Exhibitor shall not damage or deface the event grounds or facilities, and shall be responsible to repair or restore any such damage or loss caused by Exhibitor and Exhibitor's employees, agents and volunteers.
- Exhibitor shall obtain and maintain general property damage and liability insurance naming Dallas Area Visitors Center. The requirements vary depending on the type of product you sell.

Guarantees: DAVC shall process all requests and has the right to deny a product/service for any reason. The Visitors Center makes no representations or guarantees concerning any matters connected with the Dallas Winterfest, except as expressly set forth in this agreement.

The undersigned applicant or authorized agent has read and understood the above agreement and agree to comply with said criteria of the Dallas Winterfest.

Print Name of Applicant or Authorized Agent

Name of Exhibit

Signature

Date

Please make a copy for your records & then return the original to: **Dallas Area Visitors Center
Winterfest 2018 SW Court Street Dallas, OR 97338**

Upon acceptance, confirmation information will be sent to you. Please contact the Dallas Area Visitors Center with questions or comments at 503-623-2564 or events@dallasoregon.org