



2023 Peacock Festival Vendor Packet



Dear Prospective Vendor,

Thank you for your interest in participating in the first annual Peacock Festival. The event will be held on **Saturday, May 20th from 9:00 AM – 4:00 PM**. The location of the event is 200 Main Street (Main Street Park) in Monmouth, Oregon.

This vendor packet contains the Policies, Requirements, and Safety Regulations. It is YOUR responsibility to review them carefully.

By submitting the application, you agree that you have read, understand, and will follow all the policies, requirements and safety regulations.

We will be accepting applications from February 15th through April 15th, 2023. Applications received after April 15th may be accepted if we still have space available. We will inform all applicants of their status within a week of receipt of their completed application and registration fee. ***In the unlikely event a vendor is not approved, the application fee will be refunded in full.***

Fee for a FOR PROFIT TABLE/ BOOTH is \$25.00

Fee for a NOT-FOR-PROFIT TABLE/BOOTH is \$10.00

Applications can be only approved, and booth spaces reserved with a full payment of non-refundable fees and completed supporting paperwork. If you need information about applying to be a vendor please visit peacockfestival.com and select the vendor tab.

If you have additional questions, please check the web site at peacockfestival.com or contact us at monmouthpeacockfestival@gmail.com. Roxanne Beltz, event chairman, can also be contacted at roxanne@robixy.com or (503) 871-9850.

Vendor Policies, Requirements, and Safety Regulations

ACCEPTED VENDORS

Vendor acceptance will be based on appropriateness, product uniqueness, and the overall quality enhancing of the festival experience as determined by the staff. The number of vendors with the same or similar products may be limited. The festival staff reserves the right to select or refuse vendors and the festival staff decisions are final.

BOOTH DETAILS

All accepted vendors will be assigned a space for their booth consisting of a configuration that is approximately 10 feet wide by 10 feet deep. Multiple spots may be purchased and assigned contiguously, as space allows. Sharing a booth is permissible if it is noted in the description section of the application.

BOOTH SPACE CONDITIONS

All booth spaces are located at Main Street Park, and most are on the grass area, which is flat, however be prepared for some uneven ground. Some of the park is shaded by trees, while other parts are in the open. The festival is an outdoor, rain or shine event. **Each vendor must provide their own canopies, display tables, counters, racks, seating, or any other equipment they may need.**

Weighting or anchoring canopies must be done completely ON TOP of the ground and is required. We highly recommend pole weights or filled gallon jugs held in place with bungee cords to provide anchoring.

BOOTH SPACE ASSIGNMENTS

We reserve the right to place vendors within areas as deemed necessary to balance the park, accommodate electrical needs, and facilitate traffic flow and sales. Vendors may not move to another location without permission of the festival staff. We will be providing a map of the park with designated vendor booth locations the week before the festival. There will be festival staff at the park from 7 AM on the day of the event to help vendor location.

BOOTH SETUP AND BREAKDOWN

Setup: Setup of the booths will be between 7:00 AM and 8:30 AM on Saturday, May 20th. You know your set up best, so plan your time accordingly. Vendors may park temporarily on Main, Warren, or Jackson Streets while unloading, but these streets

will be the best for our visitors to park on, so we encourage you to move your vehicle to other streets during the festival. Driving onto the park grounds is prohibited. Please bring your own cart or dolly to transport anything you need for your booth. Festival staff will be on site and will stop by your booth as you are setting up to check you in. If you need to speak to a member of the staff, they will be easily identified by their Peacock Festival Staff Shirts.

As soon as you have unloaded, please move/park your vehicle in the Western Oregon University (WOU) parking lot "D" at the corner of Warren and Jackson Streets. (Northwest of the Park). Please clear the loading areas as quickly as possible to allow for others to unload.

Breakdown: Vendors can begin breaking down on Saturday at 4 PM unless Festival staff gives you permission to do so earlier. Vendors must be completely out of the park by 7:00 pm. Vendors must remove everything from their booth including, but not limited to, all boxes, crates, debris, and other materials related to their exhibit.

The booth site must be left clean and free of debris and/or damage to the grounds. Garbage must be bagged, tied, and taken to the trash receptacle. We reserve the right to charge the vendor for any excessive damages done to the property or expense incurred for removal or disposal of any items, garbage, or recycling left after 8 pm.

BOOTH RESPONSIBILITY

Participants are solely responsible for setting up and supervising their booths. During open hours (9 AM to 4 PM) the booths must be attended. When leaving your booth to attend to personal needs, we request that your booth have someone attending to it. We suggest you ask "your neighbor" to watch your booth for the times when you cannot be in it (using the restroom or getting something to eat). No one under the age of 18 may occupy the booths unless accompanied by an adult.

No display signs, decorations, banners, advertising matter, or exhibits may extend outside these boundaries of the assigned booth space, unless cleared by the festival staff. Aisles and walkways must remain open.

ELECTRICITY/FIRE HAZARD REQUIREMENTS

Electricity and electrical hook ups are available but limited. They will be assigned on a first reserved-first served basis.

All electrical appliances and cords must meet the applicable codes. Vendors must provide their own heavy duty 3-prong extension cord(s). Food vendors are responsible for having the appropriate fire extinguishers at their booth during the festival hours.

FOOD VENDORS HANDLING REQUIREMENTS

Food vendors must have a Temporary Restaurant License from Polk County and must have an on-site person with a Food Handlers Card. You must have, maintain and display any licenses or permits that may be required by federal, state or local law for operation of your booth. Booth operators assume full responsibility for any claims arising from food preparation or service. The Polk County Health Inspector will inspect booths for compliance. The sale of alcohol is not permitted at this event.

All the information you need for a temporary permit is located here:

<https://www.co.polk.or.us/cd/eh/temporary-restaurant-guidelines>

Each food vendor is responsible for removing any food byproducts (e.g. grease) they create, and no dumping will be permitted in the streets or near water drainage areas.

Food vendor insurance: Vendors that are considered high risk such as food vendors are **required** to provide the festival staff with a Certified Liability Insurance listing the Monmouth-Independence Chamber Visitor Center as an additional insured.

GENERAL INSURANCE AND LIABILITY

The Peacock Festival shall not be liable for any damages or other expenses that are incurred by the vendor. The festival assumes no responsibility for any injury, loss, or damage to the property of the vendor for any cause whatsoever. This includes, but is not limited to theft, fire, vandalism, or other casualty before, during, or after the event. The vendor shall not damage, mar, or deface items left on the grounds, and will be responsible for any such damages incurred.

Vendors that are considered high risk such as food vendors are required to provide the festival staff with a Certified Liability Insurance listing the Monmouth-Independence Chamber Visitor Center as an additional insured.

Vendors that are selling art, craft or similar objects are not required to have an insurance certificate, but are strongly encouraged to acquire one. o

Indemnity: Booth operators agree to defend, indemnify, and hold harmless the Peacock Festival chairman, staff, the Monmouth-Independence Chamber Visitor Center, its officers, agents and employees from and against any and all claims, liabilities, damages, demands, actions and penalties, of whatever form or nature, including property damage, personal injury or death as well as administrative actions, and including attorney's fees and costs incurred in defense thereof, arising out of or in any operator's agents or employees, of the operators booth.

RESTRICTIONS

Festival staff reserves the right to restrict or remove a vendor, without refund, if the vendor is not in compliance with the rules and regulations or is found to be unsuitable or illegal. This restriction applies but is not limited to: Sounds that are loud enough to be deemed disruptive by neighboring vendors, display size, personal conduct, printed material(s), or anything of character that might be unsuitable or illegal for the festival.

CANCELLATION AND REFUND POLICY

The festival is a "Rain or Shine" event. No refunds will be made due to weather conditions. In the event you are unable to attend/wish to cancel your registration please submit a request for refund in writing (no later than May 5th, 2023) and (after festival staff review) we will refund your registration fee within 60 days of May 20th.