

Old Time Fair Exhibitor Vendor Application Rules & Guidelines

(Please retain for reference)

Selection Criteria:

1. Vendors are not selected on a first-come, first-serve basis. All vendors are juried by the Parks and Recreation Department. Priority will be given to vendors who make one-of-a-kind handmade items, art, clothing, jewelry, furniture, and local crafts for sale. The following guidelines will be considered when making a decision:
 - a. The quality of the product.
 - b. The sustainability of the product.
 - c. A vendor's past performance and cooperation with other West Linn Parks and Recreation Events.
 - d. Booth display, cleanliness, and signage appropriate to the event.
 - e. Uniqueness of products.
 - f. Appropriate and affordable cost of items.

Note: It is our preference to have a variety of products offered with little or no duplication.

Setup Requirements:

1. All vendors will receive a booth space measuring approximately 10'x10'. Participants shall provide their own booth/tables/chairs/lighting/signage/extension cords/power strip and sun/rain covers. **All vendors are REQUIRED to have weights on all four corners of their canopy.** All booth supplies must fit within the designated space. Supplies cannot be stored on the sides of the booth or in walkways.
2. Space assignment will be provided by emailed prior to the event.
3. Specific Arrival, Setup, parking instructions will be emailed prior to event.
4. Please unload your supplies as quickly as possible and remove your vehicle from the event area before commencing booth setup.
5. For safety reasons, **all vehicles must be off the event area 90 minutes prior to the start of the event.** Late arriving participants must park their vehicles outside the event area and carry their supplies and products to their booth space.
6. Booths must be always staffed.
7. Participants are not allowed to disassemble booths before the event CLOSES:
8. Participants are not allowed to sell or distribute products before opening time or after closing.
9. The City of West Linn will provide professionally hired overnight security for vendors and items located within their booths. Vendors can secure their booths and products to minimize exposure to weather elements using storage totes and lowering their tents halfway. Vendors can also remove valuable products from their booths such as cash, jewelry, and electronics. Per the vendor's discretion, we encourage vendors to keep much of their booth displays intact for Sunday closeout.
10. All vendors and their employees are encouraged to park off-site in the historic Willamette neighborhood. Each day, a single reserved vendor parking space will be mailed to you. Each parking pass will be identified with booth name. Parking within vendor parking area will be strictly enforced. No late arrivals. Our goal is to allow all shoppers easy and efficient access to the event.

11. **Product Sampling:** Sampling is allowed following the ODA and OFMA sampling guidelines. Full guidelines here:

<https://docs.google.com/document/d/1KN9ayz4pQ4A3bHBzOsd0GuU3QHKHHdrtzx65OCAQJ0g/edit>

- a. Any vendor or food/product demonstrator, who engaged in sample of produce or any food product at the Old Time Fair is required to have and use a suitable handwashing station in the booth where sampling is taking place.

Maintenance and Clean Up:

1. Participants are responsible for keeping their space attractive during event hours and for cleaning up the space after the event closes, including the removal of garbage and any debris. Vendors with cardboard for recycling must flatten it and place it at the park curb for removal. Vendors whose products generate waste must provide recycling/trash containers for customer use.
2. Participants shall not permit any waste or strip of the property by action of the Vendor, its agents or employees. No shrubs, trees or other vegetation may be damaged, moved or otherwise disturbed as a result of this agreement. Vendors shall repair, replace or restore the licensed area so that it is free from evidence of vendor's use.
3. By law, parks throughout the City of West Linn are tobacco free. Please do not smoke in the park.

No exclusivity:

In order to provide the greatest variety of appropriate products and in an effort to avoid duplication of types of items, no vendor has exclusive rights to sell a particular type of product.

1. Goods selected must be reasonably priced and affordable to the audience ("reasonable prices") are determined by the Parks and Recreation staff. Reasonable cost shall be considered the opinion of the City of West Linn Parks and Recreation Department.

Compliance with Government Regulations:

1. Vendors shall observe and abide by all laws, rules and regulations imposed by any lawful governmental authority and relating in any way to any activity conducted on the premises. The vendor's agents and employees must also abide by these laws while on premise.
2. Vendors are responsible for complying with state and local health and licensing regulations governing the production and sale of their products. Vendors who fail to comply with applicable state and local regulations may be subject to removal from the event and forfeiture of booth fees.
3. Because vendors are selected based on product, the vendor shall offer for sale those products that have been approved by the Parks and Recreation staff on the vendor's application. No other products, services or items shall be offered for sale without the approval of the Parks and Recreation staff.

Cancellation Policy:

1. Except in emergencies, vendors must notify event staff of a cancellation 6 weeks prior to the event date. If cancellation is reported within the designated time frame, the vendor will not be charged for the space.
2. Failure to show up will result in an additional fine of \$100 and a review of vendor participation in future City of West Linn Parks and Recreation events.
3. Vendors are not permitted to sub-lease their stalls.

Inclement Weather Policy:

In general, it is West Linn Parks and Recreation’s policy to be open rain or shine. The event will not be closed unless it is determined that severe weather conditions compromise the safety of vendors, volunteers and customers. If a modification or cancellation is required, vendors will be notified via email.

1. High Winds: The Old Time Fair is located at Willamette Park, and it is not uncommon for winds to arise. **All vendors are responsible for making sure canopies are adequately secured with weights on all four corners.** If improperly weighted canopies are a risk to other vendors or customers, the staff may require canopies to be disassembled.

Completed vendor applications can be submitted to:

City of West Linn Parks and Recreation Department
22500 Salamo Road, West Linn, Oregon 97068
503-557-4700, acaceres@westlinnoregon.gov