



# Lebanon Strawberry Festival Vendor Application

Thursday, June 1 thru Sunday, June 4  
Location: Cheadle Lake Regional Park, Lebanon, Oregon  
(Santiam Hwy / Weirich Dr. just south of town)

**Mailing address: PO BOX 273, Lebanon OR 97355**

**Contact person: April James 541-200-7869**

vendors@lebanonstrawberryfest.com

	<b>Set up time</b>	<b>Business hours</b>	<b>Carnival hours</b>
Wednesday June 1	10:00pm - 4:00pm	-----	-----
Thursday June 2	10:00am – 3:00pm	4:00pm – 9:00pm	4:00pm - close
Friday June 3	-----	3:00pm – 9:00pm	Noon - close
Saturday June 4	-----	1:00pm – 9:00pm	Noon – close
Sunday June 5	-----	Noon – 5:00pm	Noon - close

- ALL vehicles must be removed from festival area into designated parking area 1 hour prior to the scheduled business hours
- On Saturday please note, the parade begins at 11am and spectators usually do not start showing up until around 1pm, however, traffic can be quite challenging. In order for you to be up and running by 1pm it is highly recommended that you be at the site earlier.
- All vendors are welcome to open earlier or stay later than the designated business hours at your discretion.

**BOOTHS MAY BE TAKEN DOWN SUNDAY AFTER 5:00 pm.  
Any earlier and you will forfeit your deposit.**

1. You will provide your own booth. We must have the exact size of your exhibit/space requirements and a drawing of its design. Booth spaces will adjoin each other so be specific. The Lebanon Strawberry Festival (LSF) reserves the right to not allow set up of any booth which might a) Impede pedestrians or traffic; b) Appear unsightly; c) Have jagged edges or projections which could cause pedestrians harm; or d) Does not appear to be of sound construction.
2. Vendors must provide all furniture and sales space for your exhibit. Your booth cover must be fire retardant and one (1) dry chemical fire extinguisher (2A 10BC) with a valid service tag no more than 11 months old must be present (LSF can make arrangements for your extinguisher to be inspected and tagged on site prior to fire marshal inspection, please notify us prior to setting up so we can make the arrangements for you) as per the Uniform Fire Code. The Fire Marshal will inspect your booth for compliance. Fire extinguisher must be on site and easily accessible at all times.



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3. LSF will assign booth spaces on a "FIRST COME BASIS" (when we receive your signed contract & booth fees). You will be notified, by email, on your acceptance. When you arrive to set up your booth, you will receive your space assignment. \*\*Set up may be different than in years past, remember, assignment is on a first come basis.  
\*\*Selection and placement of vendors is at the sole discretion of the Lebanon Strawberry Festival planning board. All decisions are final.
4. No person under the age of 16 shall be allowed in booths without a parent/adult present.
5. LSF reserves the right to limit the number of vendors selling like products.
6. LSF reserves the right to restrict the sale of product(s) if it is not noted on your application. All merchandise must be suitable for a family-type atmosphere.
7. Security will be provided for you after hours on **Thursday, Friday & Saturday** only, however LSF is **NOT** responsible for any property loss due to theft or vandalism for any reason.
8. All vendors must supply their own trash containers and are responsible for daily cleanup around and in the booth area. All litter and debris must be cleaned up before leaving the festival on Sunday.
9. All extension cords must be a minimum of #10 gauge. No 2 wire extension cords allowed. An inspection will be performed. LSF recommends up to 50 yards of extension cord.
10. The vendor agrees to hold the city of Lebanon, and the Lebanon Strawberry Festival harmless and free from liability because of bodily injury to, or property damage of, the vendors, their agents, employees, or third party while in or on the premises occupied by the vendor.
11. It is the responsibility of all food vendors to provide their own insurance protection for liability. Insurance binder must be included with application.



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12. **All booth fees** must be in the form of a **Cashiers Check** or **Money Order**. All fees for your booth space(s) must accompany your signed application. Your contract will not be accepted without signatures of the responsible parties and the fees. Have money payable to the Lebanon Strawberry Festival.
13. **Cleaning deposit** should be a **separate personal check** made out to LSF. Then we can give it back at the time of departure after inspection. If not paid as a separate check, then the deposit will have to be mailed. Please have your space inspected at time of departure.
14. As we have no control over the weather conditions, come prepared in the event of rain. There will be no refunds. (The LSF is held outside)
15. All matters not covered in these conditions are subject to the decision of the LSF; and all decisions are final.
16. Parking is allowed in designated areas only. Overnight camping is permitted in designated areas only, and must be self-contained. (No water or power is provided for the camping area).
17. **IMPORTANT** \* Knives cannot be sold to children under 18! Venders should post a sign stating such.
18. The road that runs along the fairgrounds by the entrance is a fire lane and CANNOT be driven on when the festival is in session. You must enter and exit through the parking lot.
19. All cancellations must be received in writing no later than May 15. Any cancellation after May 15 forfeits all fees paid, with the exception of cleaning deposit. NO EXCEPTIONS!
20. **WE RESERVE THE RIGHT TO REFUSE APPLICATIONS.**
21. **THE LEBANON STRAWBERRY FESTIVAL GROUNDS ARE UNDERGOING IMPROVEMENTS. WE WILL NOT GUARANTEE ANY PLACEMENT OF VENDORS. PLEASE BE PATIENT AND UNDERSTANDING OF THESE CHANGES.**



## Lebanon Strawberry Festival Vendor Application

The Following applies to all Food Vendors

Grease cannot be dumped into dumpsters. A grease disposal vat is available on site.

Food vendors must submit a detailed menu with their signed booth application. LSF reserves the right to limit the number of vendors selling the same type of food.

Food vendors MUST secure the necessary food licenses PRIOR to set-up. For permit info contact: Linn County Health PO Box 100 Albany, OR 97321 or 541-967-3821. The Health Dept. will inspect your booth for compliance.

Food vendors using deep fryers shall provide a Class K fire extinguisher with a valid service tag no more than 11 months old.

We hope to see you at the Festival!! If you need further information, please call April at 541-200-7869 or contact me at [vendors@lebanonstrawberryfest.com](mailto:vendors@lebanonstrawberryfest.com)

Note: We no longer have an exclusive contract with Pepsi. LSF reserves the right to enter into an exclusive sales agreement with a beverage company. We will notify food vendors of such a change a minimum of 30 days prior to the festival. Please be advised that the LSF Board will be monitoring prices so that we do not have vendors undercutting other vendors. Also Ice is not guaranteed to be available on the grounds, but we MAY have some available at the information booth. Check with the vendor coordinator prior to the festival to secure ice.



# Lebanon Strawberry Festival Vendor Application

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Returning Vendor: yes \_\_\_\_\_ no \_\_\_\_\_

Booth Fees & Type of Booth: (Space required for booth when fully set up. Include trailer hitch and overall length and width when figuring booth size.) **Application Deadline 5/01/23**

_____	\$155.00	Commercial	10 x 10
_____	\$270.00	Commercial	10 x 20
_____	\$500.00	Commercial	10 x 40

### FOOD VENDORS:

20% of daily sales + cost of space rental. Festival staff will come around at the end of each day to collect sales tape or POS report data.

_____	\$210.00	Food	Push cart (under 6 ft, must remain stationary)
_____	\$365.00	Food	10 x 10 plus tongue and hitch = _____ feet
_____	\$575.00	Food	10 x 20 plus tongue and hitch = _____ feet

Please add \$20.00 for each additional linear foot of space needed  
\_\_\_\_\_ feet @ \$20.00 per foot = \$\_\_\_\_\_

\_\_\_\_\_ \$50.00 Cleaning Deposit

Please have your area inspected BEFORE you leave. Your deposit will be returned at this time if you submitted a personal check for your cleaning deposit. If you included your deposit with your booth fee, please allow 2 weeks for cleaning deposits to be returned.

**Electricity is extra.** Please see attached form for payment amounts for electrical.

Booth fee	\$ _____	
Extra Feet	\$ _____	
Cleaning	\$ _____	
Electrical	\$ _____	Total amount \$ _____

Specific Detail of Merchandise: please be as specific as possible, photos are helpful.

Lebanon Strawberry Festival – PO Box 273, Lebanon, OR 97355 – First Full Weekend in June





# Lebanon Strawberry Festival Vendor Application

## TO ALL VENDORS

- All electrical outlets are GFI (ground fault interrupter) protected.
- Any vendors causing the main GFI to trip **WILL BE REMOVED** from the system.
- All 50 Amp 240 Volt receptacles are California style 4 wire; you must bring your own adapters to cross to your style.
- Any requested repairs of vendor equipment will be charged at the rate of \$70.00 per hour with a 1 hour minimum.
- NOTE: Please check all your equipment prior to arrival so you are sure you can run on the GFI circuit.
- ELECTRICAL RATES

120 Volt 20 Amp single receptacle	\$35.00
240 Volt 30 Amp single receptacle	\$50.00
240 Volt 50 Amp single California Style plug	\$125.00
- Prices are for Power to within 50 feet of your space.
- You will be charged for each cord that you plug into the power system.
- Please inform us of all your power requirements so we can calculate and distribute the power accordingly. If you do not request power with your application it may not be available when you arrive.
- We will be checking connections throughout the event and collecting any fees that are due.

Thank you and have a good season.

Lebanon Strawberry Festival



# Lebanon Strawberry Festival Vendor Application

Dear Country Fair Concessionaire:

All food and commercial vendors are required to provide a certificate of insurance for Worker's Compensation & General Liability policy in the amount of \$1,000,000, naming the Lebanon Strawberry Festival as additionally insured on the policy for the duration of the event dates.

We understand that this process may be new for many vendors. In an effort to aid in the acquisition of a policy, the Board has investigated and found a carrier who provides a group policy to cover vendors at a very affordable rate. For more information, contact Mr G & Jenny Insurance Group at 541-200-6070.

Please have your insurance agent forward a copy of the certificate of insurance to:

Lebanon Strawberry Festival  
PO Box 273  
Lebanon, OR 97355

Email: [vendors@lebanonsgstrawberryfest.com](mailto:vendors@lebanonsgstrawberryfest.com)

Fax: 541-500-0099

Name of Company: \_\_\_\_\_ Agent: \_\_\_\_\_

Policy #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of coverage: \_\_\_\_\_

**\* Please return this insurance form with your application.**