



First Full Weekend of June
Annual Lebanon Strawberry Festival
Cheadle Lake Park • Lebanon, OR

Lebanon Strawberry Festival
PO Box 273 • Lebanon, OR 97355
www.lebanonstrawberryfest.com

Contact: 541-359-4484 or vendors1@lebanonstrawberryfest.com

No liability is accepted for possible errors or omissions. Copies are available through the Eventeny portal or by request at vendors1@lebanonstrawberryfest.com.

For more information, email info@lebanonstrawberryfest.com or call the Event Coordinators at 541-359-4484.

The information contained on the following pages is made as part of each Use Agreement by reference. It is your responsibility to familiarize yourself and your employees with the following rules, conditions, provisions, and information.

OPERATION DATES AND HOURS

All booth spaces are outdoors and required to be open for businesses during the below listed hours. Please come prepared for any weather/darkness that may occur during these hours. Vendors can choose to extend their closing times daily at their discretion, but closing early will forfeit any deposits or fees paid and may result in removal from venue and barring reapplication in future years.

All booths are to be open and are ready for the public 30 minutes prior to opening.

Festival Hours

Thursday: 4 — 11 p.m.
Friday: 1 p.m. — Midnight
Saturday: Noon — Midnight
Sunday: Noon — 5 p.m.

Country Fair Vendor Hours

Thursday: 4 — 9 p.m.
Friday: 1 — 9 p.m.
Saturday: Noon — 9 p.m.
Sunday: Noon — 5 p.m.

Food Court Vendor Hours

Thursday: 4 — 11 p.m.
Friday: 1 p.m. — Midnight
Saturday: Noon — Midnight
Sunday: Noon — 5 p.m.

MOVE-IN/RESUPPLY/MOVE-OUT

NOTE: Country Fair vendor booths are located on the park lawn. If conditions are too wet, you may not be allowed to drive to the booth. In this case every effort will be made to allow vehicles as close as possible. Please be prepared to carry or transport your own booth set up and content.

MOVE-IN TIMES

Food Trailers & Trucks: Tuesday, Noon – 6 p.m. and Wednesday, 8 a.m. – 6 p.m.
Country Fair Vendors: Wednesday, 8 a.m. – 6 p.m. and Thursday 8 a.m. - Noon

FOOD TRAILERS & TRUCKS

All Food Trailers & Trucks are REQUIRED to be placed in position and detached from tow vehicles **NO LATER THAN 6 p.m. on WEDNESDAY**. NO EXCEPTIONS. Set up of the booths may continue as outlined below, but no trailers may be moved into position or remain attached to their tow vehicles after these stated hours. You may be required by Event Management to set up at a specified time due to access, if so you will be personally notified in advance.

ALL OTHER VENDORS

Remaining Food Vendors with structures or tents and all Commercial Vendors are REQUIRED to set up their booth spaces between the hours of 8 a.m. – 6 p.m. on Wednesday or 8 a.m. - Noon on Thursday. Vehicles must be moved to vendor parking no later than NOON on Thursday.

Final minor booth preparations will be allowed until opening on Thursday. **ALL VEHICLES MUST BE REMOVED FROM FENCED AREA NO LATER THAN NOON**. All booths are required to be “ready for business” by the stated opening time.

FIRE SAFETY INSPECTION STARTS AT NOON THURSDAY. ALL POWER CORDS MUST BE LAID OUT AT THIS TIME OR THEY WILL NOT BE ALLOWED. NO EXCEPTIONS.

FOOD VENDOR RESTOCK AND FOOD PREP

Food Concessions vendors will have access to their booths daily starting at the following times for resupply. *Please note: VEHICLES ARE ONLY ALLOWED INSIDE THE FENCED AREA DURING THE STATED HOURS**.

THURSDAY: 8 a.m. - Noon
FRIDAY: 9 – 11 a.m.

SATURDAY: 9 – 11 a.m.
SUNDAY: 9 – 11 a.m.

** Restock HOURS are tentative and will be posted on arrival if changed.*

TEAR DOWN AND MOVE OUT

All booths must remain set up until 5 p.m. on Sunday. Vehicles will not be allowed within the Fenced area until 6 p.m. or as determined by Event Management to load up. Booths that take down early will not be allowed back the following year and will forfeit all cleaning deposits. All exhibits must be removed from the Festival grounds by 3 p.m. on Monday, NO EXCEPTIONS.

During Move-Out, Vendors will be expected to remove all trash and debris from their booth area and place it in trash receptacles provided by the Festival. Any articles or materials not removed from the grounds by the stated time may become the sole property of the Festival and will result in the forfeiture of any cleaning deposits. Strawberry Festival reserves the right to dispose of such property in any manner it may deem to be in the best interest of the Festival. Removal of items is subject to additional fees.

BOOTH FEES, FURNISHINGS, LAYOUT, AND PASSES

Booth Fee includes the use of space for four days. It does not include tables, chairs, tent/cover, etc.—please bring everything you need to display your wares, protect from weather, and lighting to facilitate operation past sundown.

Electricity is not provided but can be purchased for an additional fee. If you purchase electricity, bring (1) 10-gauge extension cord with a minimum of 50 feet of cordage. Two prong extension cords will not be allowed. Extension cords are not provided.

BOOTH FURNISHINGS — All materials, fabrics, table coverings, etc. used in exhibit and display decoration must be flame resistant. Such materials are subject to the inspection of the Lebanon Fire Marshal who may demand removal of untreated materials. Please refer to the Fire Marshal Regulations provided by the Lebanon Fire Marshal's Office. Questions concerning the flame resistance of materials to be used in booths should be referred to the Lebanon Fire Marshal's Office.

Rugs or mats are suggested floor coverings for the exhibit booths. Painting of grass is prohibited. Vendors shall not deface Lebanon Strawberry Festival facilities or property in any way. Extension cords may be used only within the guidelines established by the Lebanon Fire Marshal's office. See enclosed Fire Marshal Regulations for details. The height of either side of the exhibits may be 10' high at the front of the booth and 10' high at the back of the booth. All booth furnishings, including signs and display racks, must remain inside the boundaries of designated booth space at all times.

LAYOUT — The Strawberry Festival layout continues to shift from year to year, and the venue continues to undergo development. The Vendors Coordinators cannot guarantee placement preferences for booth spaces. They will make every reasonable effort to accommodate vendor placement preferences, giving priority to returning vendors and continuing in order of the time applications are received. ALL PLACEMENT ASSIGNMENTS WILL BE FINAL. See the included Booth Space Layout Map at back of packet from previous years as a reference of where spots may be located to help communicate your preferences to our team.

VENDOR PASSES — Each Vendor booth will receive 2 VENDOR Parking passes, good all four (4) days of Strawberry Festival for the VENDOR LOT. Additional VENDOR Parking passes are available upon request. Vendors will be provided with 2 admission passes/wristbands good for all four (4) days. Additional vendor passes may be available to purchase at check in. Reasonable requests for additional admission passes will be considered upon request. VENDOR ADMISSION & PARKING PASSES MAY ONLY BE USED BY REGISTERED VENDORS.

ADDITIONAL INFORMATION

ELECTRICITY — is purchased in addition to booth space through the event application portal. Vendor is responsible for ordering the appropriate amperage for their needs. The electrical outlet will be provided within 50' of the booth space. Vendors who over tax the electrical will be removed from the circuit with no refund. Extension cords are not provided. Please bring (1) 10-gauge extension cord with a minimum of 50 feet of cordage. Two prong extension cords will not be allowed.

ELECTRICAL SERVICES — The following rates apply to electrical requirements ordered. An extra service charge will be assessed for orders received late. Vendors will be limited to two 50-amp outlets in any one combined exhibit location.

1 Outlet up to 1,000 watts 120 v or 20amp \$35 each and 1 Outlet—240 volts—50 amp \$125 each

- 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. 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. **ANY VENDOR FOUND DRAWING MORE POWER THAN ORDERED WILL BE REMOVED FROM THE CIRCUIT. IF YOU ARE UNSURE OF YOUR POWER REQUIREMENTS, PLEASE CONSIDER INCREASING YOUR ORDER TO AVOID**
- **OVER-DRAWING AND POSSIBLE REMOVAL FROM THE CIRCUIT.**

NOTE: Orders received after deadline are subject to availability and may not be accommodated.

SOME BOOTH SPACES MAY HAVE A “SPIDER BOX” LOCATED WITHIN THE PERIMETERS OF THEIR SPACE; UNDER NO CIRCUMSTANCES IS THE VENDOR TO COVER OR TAMPER WITH THE PANEL. LEBANON STRAWBERRY FESTIVAL MUST HAVE ACCESS TO THESE PANELS AT ANY GIVEN TIME, DO NOT BLOCK.

TELEPHONE AND INTERNET SERVICE — WIFI is sometimes available at the festival grounds. Please be prepared to operate off-line or provide your own Wi-Fi or hot spot for internet service. The Festival will make every effort to provide this service, but cannot guarantee performance.

ICE — Ice may be available at the event for purchase. Though we do not usually have a supply issue, ice sales are offered as a “while supplies last” basis. **THE STRAWBERRY FESTIVAL DOES NOT GUARANTEE ICE AVAILABILITY.**

VENDOR CAMPING — DRY camping for tents, trailers and RV’s is available to purchase through the event management portal in advance.

SECURITY — Lebanon Strawberry Festival will exercise all reasonable diligence in protecting the property of Vendors but will not be responsible for articles lost by fire or theft, or mysterious disappearance. Please report any thefts to security or event manager as soon as possible. The festival does have onsite security and roaming night security.

PAYMENT AND REFUND POLICY — Booth Fees are due at time of acceptance. Fees may be paid online via event management portal or paid within 10 days via check to the address on the invoice. If check is not received within 10 days the card on file will be charged. Failure of successful payment may result in an immediate cancellation of your Confirmation Notice and a forfeiture of your assigned Vendor spot.

FOOD COURT SALES – Concession fees are due at the close of business on Sunday. The use of electronic payment processing or Point of Sale system is required. Daily sales reports are required. Your total payment will be calculated for settlement to Festival by the end of business on Sunday. Any vendors who leave without settling their sales fees will not be allowed to return and are subject to being reported to a collection agency. Your fee is 20% of your sales or your original booth payment whichever is GREATER. Sales reports should be emailed to vendors1@lebanonstrawberryfest.com at the end of each day.

INSURANCE — All Vendors are required to provide a certificate of liability insurance coverage. All food and commercial vendors are required to provide a certificate of insurance for Worker’s Compensation (if qualifying) & 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. Your certificate of valid insurance must be received with your application or by the designated deadline. No Vendor shall be allowed to set up at the festival without qualified proof of coverage.

FIRE MARSHAL REGULATIONS — All Vendors will be required to abide by rules and regulations as set forth by the Lebanon Fire District. The rules listed in this Handbook were current at time of posting, but CODES CAN CHANGE. It is the Vendor's responsibility to ensure the current code is adhered to. Strawberry Festival assumes no liability in inaccuracies after the date of posting. Vendor should keep rules on hand in each exhibit booth. ALL VENDORS MUST BE READY FOR ELECTRICAL INSPECTION AT THE DESIGNATED TIME. A NOTICE OF INSPECTION TIME WILL BE SENT TO ALL VENDORS 10 DAYS PRIOR TO FESTIVAL.

DUPLICATE PRODUCTS — Vendors do not have exclusive rights to the products they sell at Strawberry Festival. The Vendor team will make every reasonable effort to limit duplicated products, and to place duplicate products at a reasonable distance from one another. It is our goal to provide shopping diversity for patrons at the same time allowing as many applicants as possible the opportunity to be a vendor at the Lebanon Strawberry Festival.

WEAPONS, NOVELTIES, AND PROHIBITED ITEMS — For public safety and to ensure the peaceful enjoyment of the Lebanon Strawberry Festival, the following items are prohibited from sale or open display on Festival grounds: Firearms, weapons, and destructive devices as defined by OAR 576-065-000

Toy weapons and potential weapons, including but not limited to: blowguns, darts, paintball guns, swords, daggers, throwing stars, electronic stun guns, mace, pepper spray, and laser pointers.

Knives: Certain knives (e.g., household knives) may be permitted with specific approval from the Festival Manager. Knives may not be sold to anyone under the age of 18, and vendors must post clear signage to this effect within their booths.

Authority and Enforcement: The Festival Manager has sole discretion to determine prohibited items. The Lebanon Police Department will assist in enforcing this policy. If you are unsure about any of your products, please consult the Vendor Team for clarification.

RULES OF CONDUCT

All Vendors are expected to conduct themselves in a professional manner and according to the Rules Governing Exhibits. Vendors will refrain from mentioning their competitors or their competitors' products in a derogatory manner or in any other way disparaging another Vendor who is also participating in the Festival. Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the festival. Such Vendors may not be invited to return to subsequent festivals.

The sale and/or misuse of credentials by Vendors, their agents, family members, or any other person may result in immediate expulsion with no refund; there may be monetary fines, and the Vendor may not be allowed to return to subsequent festivals. All Vendors will be required to keep their booths open all four (4) days of the festival during all official festival hours. Violators may face expulsion and not allowed to return. The Lebanon Strawberry Festival provides a service to both Vendors and Festival goers.

It is our policy to maintain clean facilities, neat grounds, and respect for our festival goers. We must insist that Vendors provide the same respect for Festival goers as well as fellow Vendors. Lebanon Strawberry Festival retains the right to remove any Vendor and their exhibit from the festival grounds if Vendor does not comply with the written rules.

1. **Sound devices**, including but not limited to speakers, organs, pianos, radios, are subject to approval of Lebanon Strawberry Festival, and if allowed, must be controlled so as not to interfere with others. The privilege for use of such sound devices may be revoked at any time. If you feel that another vendor's sound level is too loud, please report it to the Vendor Coordinator. Do not try to "drown out" noise by creating more.
2. **Operation of DRONES** or any other flying device will not be permitted at Strawberry Festival without prior authorization. Any Vendor or patron found in violation with this safety regulation will be asked to leave the premises.
3. Vendors must operate in a **safe manner** at all times, taking care and keeping in good order the space occupied by them, taking every precaution against possible injury to patrons, visitors, guests, or employees.
4. **Open Flames** are prohibited by order of the Lebanon Fire District. Open flames will not be permitted in any Vendor booth without express permission (Food Vendors please see Lebanon Fire District regulations for cooking apparatus exceptions)
5. **Smoking is prohibited** by order of the City of Lebanon. Smoking is prohibited on the Festival ground except in designated smoking sections. Candles may not be lit in tents or covered areas.
6. **INSPECTIONS** All Vendors at Lebanon Strawberry Festival must adhere to all local and state rules and regulations, as well as the rules outlined in this handbook. All vendor's booths are subject to inspections by entities including, but not limited to, Strawberry Festival personnel, Lebanon Fire District, and Linn County Health Department. **FAILURE TO PASS ANY INSPECTION OR COOPERATE WITH INSPECTORS' MAY RESULT IN IMMEDIATE REMOVAL FROM EVENT AND FORFEITURE OF ANY BOOTH FEES.** Strawberry Festival is not responsible for any losses incurred by failure to pass any required inspections.
7. **Pets** are not allowed on the Strawberry Festival grounds. Pets/Animals are **NOT ALLOWED** at the Strawberry Festival. The only exception is service dogs that are specifically trained to aid a person with a disability and comply with the guidelines outlined in the Americans with Disabilities Act. Any animal will be removed by security or event management for less than perfect behavior.
8. **Food or beverage** may not be given away without Management's written consent as such acts may conflict with concession rights held by others. Vendors expecting to dispense free samples must obtain permission to do so before the Fair opens. **SALES OF READY-TO-CONSUME FOOD OR BEVERAGES (INCLUDING WATER) FROM A COMMERCIAL EXHIBIT BOOTH ARE STRICTLY PROHIBITED** without prior written consent from the management.

9. **Advertising material** placed on or in automobiles on Festival grounds property is specifically prohibited and no permission for such distribution will be granted under any circumstances.
10. **Canvassing or solicitation** except by vendors is not allowed. Canvassing or demonstration of exhibit must be confined to the inside boundaries of Vendor's assigned space and in no case may extend to any other part of the grounds. Advertising of candidates for office may take place only in a booth rented for that purpose.
11. Lebanon Strawberry Festival reserves the right to refuse exhibits which may **violate community standards** of decency or otherwise infringe upon the rights of, or cause bodily harm or intimidation to our staff, Vendors, or members of the public.
12. **Removal for illegal practices or rules violation.** Lebanon Strawberry Festival reserves the right to stop or remove from the Fair or relocate any Vendor or their representative and/or exhibit, performing any act or practice which, in the opinion of the Lebanon Strawberry Festival, is illegal; interferes with the performance of other Vendors; creates a health, safety or fire hazard; or violates any rules stated herein
13. **Counterfeit Merchandise** is illegal and is strictly forbidden. You are in violation if you knowingly intend to sell or distribute merchandise that has a counterfeit logo, graphic, or brand name that is identical to, or substantially indistinguishable from a registered trademark. Lebanon Strawberry Festival has procedures that will allow outside investigations and/or seizures concerning such merchandise. For further information about trademark counterfeiting, see Oregon Revised Statute 647.135.10.
14. **Compliance with all laws, rules, codes and policies.** Vendors shall comply with those laws, rules and regulations and codes of the State of Oregon, Linn County, City of Lebanon, and the Lebanon Strawberry Festival that may include but are not limited to worker's compensation insurance, health and safety, fire, construction, and utilities.
15. It is mutually understood and agreed that no alteration or variation of the terms of the Use Agreement shall be valid unless made in writing and signed by the parties and that no oral understanding or agreements not incorporated in the Use Agreement and no alterations or variations of the term thereof, unless made in writing between the parties, shall be binding on any of the parties.
16. **Disagreement decisions.** The decision of the Festival Manager or their representative, in their official capacities, must be accepted as final in any disagreement between Vendors.
17. All matters not covered in these conditions are subject to the decision of the Festival Manager or their representative, in their official capacities, which shall be final.
18. The application and booth permit is not binding upon the Festival until it has been duly accepted and signed by its authorized Festival Manager or its representative, and payment received per the terms of the Use Agreement.
19. **Drawings for free prizes** - The following rules apply to all Vendors who wish to conduct a drawing for a free prize. These do not apply to licensed charitable raffles, which are controlled and regulated by the Oregon Department of Justice. 1. Entry forms/draw slips may ask for the patron's name, address, phone number, and email ONLY. The name of the VENDOR HOLDING THE USE AGREEMENT MUST BE ON ENTRY FORM/DRAW SLIP, as well as the drawing date and a list of prize(s). 2. Any information obtained from entry forms/draw slips are for exclusive use of the Vendor holding the Use Agreement doing the drawing and may not be sold or distributed to another party. 3. All drawings for free prizes must be conducted on or before the last day of the Lebanon Strawberry Festival. 4. No purchase may be required for a person to be eligible for the prize drawing or for the prize to be awarded. 5. At the booth where the drawings are entered, a clearly visible sign must be posted to include the following information: 1) Date of drawing 2) Need not be present to win 3) No purchase necessary 4) If entrants are subject to sales appointments, calls or contacts, this must be indicated. Any Vendor conducting a drawing who fails to comply with any of the above rules shall be subject to immediate cancellation of booth space and/or exclusion from participating in future Lebanon Strawberry Festivals.

20. **Subleasing** - Use Agreement holders are prohibited from subleasing, assigning, or apportioning to another party the whole or any part of the contracted space allotted to them by the Lebanon Strawberry Festival. The allotted space is for the sole and exclusive use of the Vendor named on the Use Agreement. Use Agreement holders may subcontract for their goods or services to be sold by a third party as long as such goods or services are listed on the Use Agreement and approved by Lebanon Strawberry Festival.
21. **Signs** - All signs, banners, or posters supplied by Vendors must be professionally made, neat in appearance and placement must meet Lebanon Strawberry Festival guidelines (see Booth Furnishings above) The use of hand lettered or felt- marker signs are discouraged. All signs advertising any product by brand name placed on the outside of Vendor's designated area may be in violation or may require an extra fee, as this may be in conflict with paid sponsors. All signs must remain affixed to or inside the footprint of the booth.
22. **Helium Balloons** and High flying helium "blimps" will not be allowed unless pre-approved in writing by Lebanon Strawberry Festival.
23. **Vendor Clean Up** At the end of each day during Festival time, each Vendor is responsible for the cleanup of their booth area. Any Vendor using food for demonstrations such as slicers, cookware, blenders, etc., must provide a waterproof, covered container to hold refuse, thus preventing leakage onto the grass or into other booths. Each Vendor will be responsible for emptying their refuse container daily or more frequently as required. Any Vendor who has an exhibit that allows food, water, or refuse to leak onto the ground into another Vendor's booth will be subject to a \$25.00 cleaning fee for each occurrence and after the second occurrence will be subject to expulsion from the festival without refund. You may be liable for injuries caused to persons slipping in such leakage.
24. **Labor** Lebanon Strawberry Festival is not responsible, nor will it arrange to provide any kind of labor for the installation, removal, or servicing of any exhibit space. It is recommended that Vendors needing to use local labor contact the Employment Office.
25. **Recycling & Trash** Containers for recycling will be located in strategic areas convenient to booths. Vendors are asked to break down and put cardboard and other recycling in these specific containers. Large trash containers are also close by for your convenience.

NONCOMPLIANCE PROCEDURES

In the event that a Vendor refuses to comply with fees, conditions, rules or other information as outlined in this Handbook or Use Agreement, the Lebanon Strawberry Festival will take the following action.

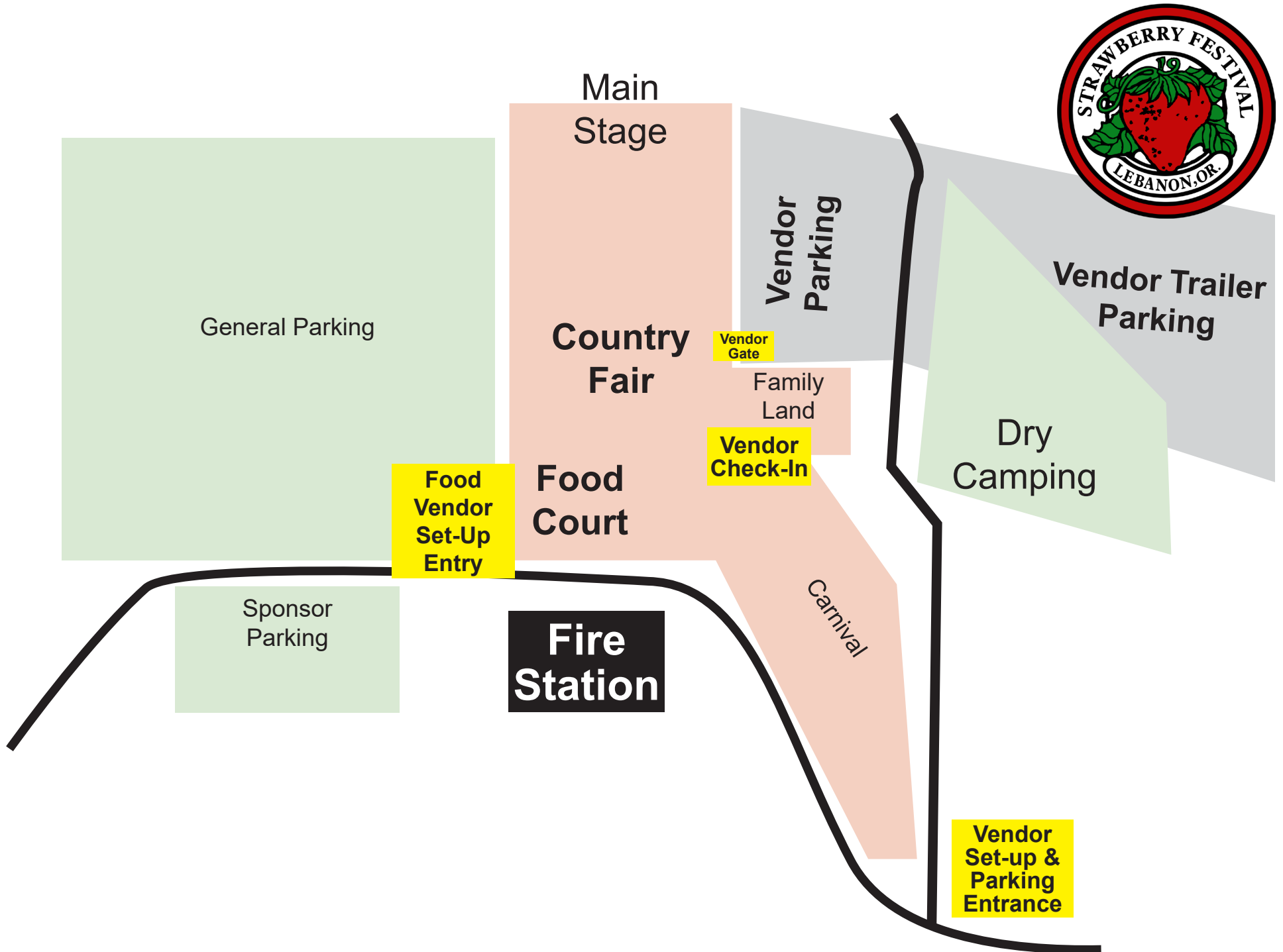
Upon first observance of Vendor noncompliance, Lebanon Strawberry Festival staff will talk with Vendor on an informal basis to inform them of infraction and request compliance. If Vendor noncompliance continues or reoccurs, Lebanon Strawberry Festival staff will issue to Vendor a written notice of noncompliance, stipulating that Vendor complies immediately or is removed from Festival.

PROTEST PROCEDURES

Any protest of Lebanon Strawberry Festival actions regarding noncompliance procedures must be in writing, delivered in person or by certified mail to the Event Manager within three (3) business days of occurrence, and must make reference to the specific law, rule regulation or practice upon which the protest is based. The Event Manager will respond, in writing, within two (2) business days of receipt of protest. The decision of the Festival Manager shall be final.

CONSUMER SAFEGUARD

Applicants who are doing business under court order, notice, or investigation by the State of Oregon or any other state for alleged or confirmed violation of consumer fraud laws will be denied a Use Agreement as a Vendor at the Lebanon Strawberry Festival. All applicants are subject to verification of this by the Oregon State Department of Justice, at the Festival's discretion.



Main Stage

General Parking

Vendor Parking

Vendor Trailer Parking

Country Fair

Vendor Gate

Family Land

Dry Camping

Food Vendor Set-Up Entry

Food Court

Vendor Check-In

Carnival

Sponsor Parking

Fire Station

Vendor Set-up & Parking Entrance

↑ Main Stage

↖ Main Gate/
Parking

Info

Volunteer Hospitality

Festival Merch

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Vendor
Parking

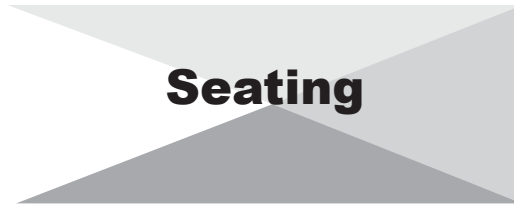
↗ Family
Land



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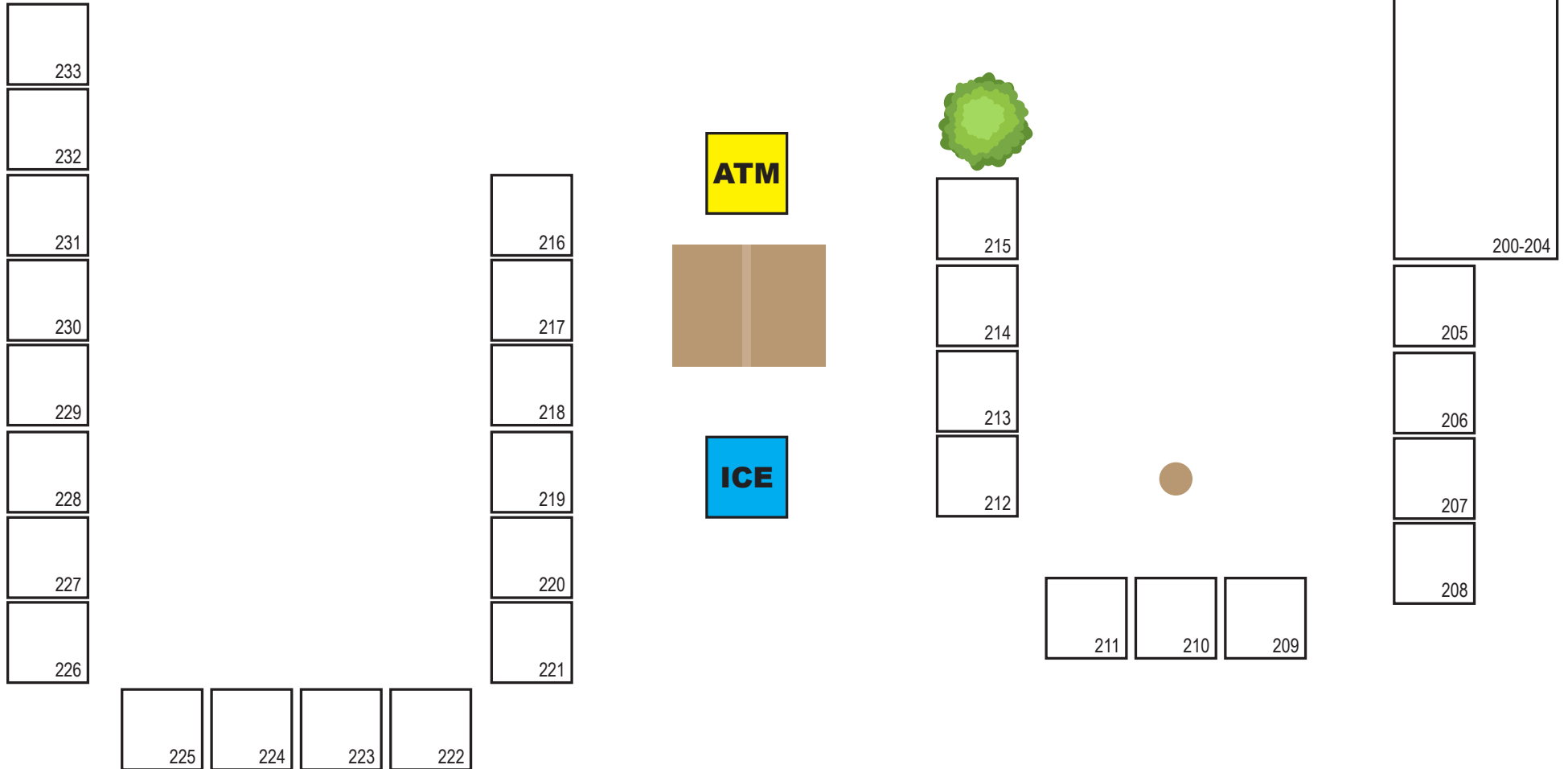
Country Fair Vendors

Note: Not to Scale. Subject to change.



Country Fair Vendors,
Main Stage

Carnival



Food Court
Note: Not to Scale. Subject to change.

