



# 17th Annual McMinnville UFO Festival

May 13 & 14, 2016

## Vendor Application



We are excited to offer vendor applications for this year's UFO Festival. With literally thousands of extraterrestrials downtown during these two days, our goal is to have a variety of food, product and activity booths. The downtown merchants simply cannot handle the huge crowds that overwhelm their shops in a short amount of time. This is where you come in. We hope your group will take advantage of this opportunity to get involved in this VERY unique, VERY fun festival!

We would like your product or activity to take on the **UFO** theme, if possible but it is not necessary. We strive to have a variety of food and activities **WITH LITTLE OR NO DUPLICATION**, i.e. only one elephant ear booth, only one face painting station, etc. So, please contact us right away as you consider what you'd like to do at your booth and we'll let you know if you're product or activity works before you invest time and money.

### Vendor Information

**Business/Organization Name** \_\_\_\_\_

**Representative/Contact** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Email** \_\_\_\_\_ **Web** \_\_\_\_\_

**Application due:** Spaces are first-come, first-served

**Food Vendor fees:** Businesses located within 97128: **\$100** (\$150 if received after April 15)

Businesses located outside 97128: **\$150** (\$200 if received after April 15)

**Non-food Vendor fees:** Businesses located within 97128: **\$100** (\$150 if received after April 15)

Businesses located outside 97128: **\$150** (\$200 if received after April 15)

**Fees due date:** **Friday, April 15, 2016**

**Location:** A 10x10 space directly adjacent to Third St. The UFO Steering Committee will assign all booth spaces according to the best layout for the event

**Hours:** Friday 2-9PM; Saturday 10AM-6PM

**Electricity:** **\$80** for 5 amps, **\$125** for 20 amps; You must bring your own extension cord at least 50 feet long.

**This is not a contract. Do not send money with this application. Once approved, accepted exhibit vendors will be offered contracts along with details of participation.**

### Mail this application and completed Hold Harmless agreement to:

McMinnville Downtown Association  
105 NE Third Street, McMinnville, OR 97128

McMinnville Downtown Association and Zero Waste McMinnville have partnered to make McMinnville events for 2016 Zero Waste. We must have your participation to achieve this. Our goal is to have our vendors provide only compostable materials as you serve the public.



I have read and understand that all napkins, plates, silverware and to-go containers must be compostable or recyclable.

**Questions?**

Call 503-472-3605 or email rebecca@downtownmcminnville.com

**HOLD HARMLESS AGREEMENT AND RELEASE**

**17th Annual McMinnville UFO Festival  
May 13 & 14, 2016**

In consideration of the privilege of participating as a vendor in the 2016 UFO Festival, promoted and produced by the McMinnville Downtown Association, the undersigned, as an authorized representative for \_\_\_\_\_ (“Participant”) and his, her or its members, predecessors, assigns, heirs, executors, administrators, and legal representatives, does hereby agree to indemnify, waive, release, defend and hold harmless the McMinnville Downtown Association, its directors, officers, officials, agents, employees and volunteers from and against any and all liability, claims, lawsuits, losses, judgments, fines, penalties, damages and causes of action, including all costs, disbursements, attorneys’ fees and expenses of litigation, arbitration, mediation or settlement, for death, injury to, or debt of any person, or for loss off, damage to, or loss of use of any property arising out of or in connection with participation in the UFO Festival or any preparation leading up to the UFO Festival.

Participant acknowledges and agrees that his, her or its obligation to indemnify, release, defend, and hold harmless the McMinnville Downtown Association and its directors, officers, officials, agents, employees and volunteers from liability for any personal injury, property damage or wrongful death shall apply whether or not the claims, lawsuits, losses, or damages arise in whole or in part from the negligence of the McMinnville Downtown Association, and its directors, officers, officials, agents, employees and volunteers. Participant assumes all risk of bodily injury or property damage that his, her or its members may incur in participating the UFO Festival.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS DOCUMENT BY READING IT BEFORE I SIGNED IT, AND AM AUTHORIZED TO SIGN IT ON BEHALF OF \_\_\_\_\_. I understand and agree that the terms herein are contractual and not a mere recital and that I have signed this document as my own free act.

Authorized Signature: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.



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### Vendor Information



#### SET UP

Friday, May 13, 1PM–Vendors must be set up by **3PM**

- > You will be notified by May 10 as to which booth space you are to set up at. All vendors must check in with the on-site Event Coordinator upon arrival.
- > Please unload your vehicle and remove it from the area as soon as possible to allow others to unload.
- > Electricity will be available upon prior request, however, you must bring your own extension cord at least 50 feet long.

#### PARKING

- > FREE vendor parking is available at the public parking garage at 5th and Evans St. or on side streets OUTSIDE of the Historic District (see attached map)
- > Vendors may NOT park on the street, in a public parking lot, or business parking lot within the Historic Downtown District
- > Temporary parking for loading and unloading in the event area is allowed

#### EVENT HOURS – VENDORS ARE EXPECTED TO REMAIN OPEN AND OPERATING DURING THESE HOURS

- > Friday hours 3–9PM
- > Saturday hours 10AM–6PM
- > Entertainment will go to 10PM on Friday night but you are not required to stay open that long. You can if you wish.

#### TAKE DOWN – NO EARLY REMOVAL ALLOWED

- > Vehicles will be allowed in the event area on Saturday, May 14 starting at 6:15pm
- > All structures, product, trash, etc. must be removed by 9:00pm

#### VENDOR BOOTH SPACE

- > We provide a designated 10 x 10 space ONLY
- > You must provide all items needed for your booth: canopy, table, chairs, etc.
- > **BOOTH SIDE WALLS ARE NOT ALLOWED**

#### WHAT TO EXPECT – Final event layout map will be emailed to you on May 11th

- > Garbage Service: please empty your booth garbage and/or recycling in appropriate container. Do NOT use the event receptacles.
- > Ice may be purchased from Harvest Fresh Grocery at 3rd and Cows St.
- > McMinnville Downtown Association and Zero Waste McMinnville have partnered to make McMinnville events for 2016 Zero Waste. We must have your participation to achieve this. Our goal is to have our vendors provide only compostable materials as you serve the public.”

I have read and understand that all napkins, plates, silverware and to-go containers must be compostable or recyclable.



## **VENDOR RESPONSIBILITIES** (as stated in the Vendor Agreement)

- > You must comply with all applicable electrical, fire, and health department regulations and all city, county and state and federal laws
- > You must not bring any unauthorized vehicles, trailers, or deliveries into the selling area during event hours
- > You must have a working fire extinguisher on site

## **QUESTIONS AT THE EVENT**

- > Visit the MDA Event Information Booth located at 3rd and Davis
- > We hope you have a successful and enjoyable experience at the 2016 UFO Festival

**Questions?** Call the MDA at 503-472-3605

105 NE Third St, McMinnville OR 97128 or [rebecca@downtownmcminnville.com](mailto:rebecca@downtownmcminnville.com) cell: 253-330-1273

# McMinnville Downtown Parking

- Unrestricted Parking
- 2 Hr Parking Limit
- Hwy 99W

