

2016 VENDOR APPLICATION

The Newport Celtic Festival & Highland Games, an event hosted by the Celtic Heritage Alliance, Inc. (CHA), celebrates the diverse cultures of the seven Celtic nations. We highly encourage our vendors to dress for the occasion, and to decorate their booths accordingly; as a special incentive, we will award a prize for the “best dressed” booth!

In our first two years, the Newport Celtic Festival & Highland Games averaged approximately 4,500 patrons during its weekend. Feedback from vendors has been very positive; however, we survey those who participate and use that information to improve your vendor experience each year. After selling out our capacity in 2013, we recommend reserving your space early!



IMPORTANT CHANGE! WE HAVE RELOCATED 7 MILES INLAND TO TOLEDO, OREGON DUE TO HISTORICALLY ADVERSE WEATHER CONDITIONS AT OUR FORMER LOCATION IN NEWPORT.

NEW Event Location - Memorial Field
SW "A" Street
Toledo, Oregon 97391

Dates - 10, 11 & 12 June, 2016

Set Up Dates & Times - Friday, June 10th, 2016 (8:00 AM - 6:00 PM) **Limited food and beverage sales on Friday!**

Saturday, June 11th, 2016 (6:00 AM - 8:00 AM) Gates open to public at 9:00 am

NO VEHICLES MAY BE LEFT ON THE GROUNDS DURING THE EVENT - SPECIAL VENDOR PARKING WILL BE DESIGNATED NEARBY.

Tear-Down Date & Time - Sunday, June 12th 2016 (4:00 PM) **No Early Tear-down or closures!**

Accommodation: The Port of Toledo does allow for tent camping on the grounds. Information about local accommodations is available on our web page at www.newportcelticfestival.com. A very limited amount of RV “dry camping” (no water or electricity provided) space is available on a first come – first served basis.

CHA is a licensed 501(c) 3 non-profit organization operating in Lincoln County and has a permit from the City of Toledo for this event. CHA purchases a business license on behalf of all vendors selling items during this event. Vendors are not required to purchase a separate (temporary) business license from the City of Toledo. There is no sales tax in the State of Oregon.

Vendors must choose a Vendor Package and complete the attached Agreement. To ensure you obtain your vendor space, your Vendor Package selections and Vendor Agreement must be postmarked no later than **March 1st, 2016**.

Vendor Application Checklist

- _____ Completed Vendor Application
- _____ Signed/Dated Vendor Agreement
- _____ Images or samples of product and display
- _____ Electrical equipment list with plug size, volt/amp needs. (Each item plugged into a power strip must be listed)
- _____ Proof of non-profit status
- _____ Current Food Handler’s License (if applicable)
- _____ Current Server’s Permit (if applicable)
- _____ Proof of insurance (If applicable)
- _____ Payment to CHA for vendor space

**Please do not include this page with your submission or extra postage will apply!*

Our Vendor Team Leader may be contacted with questions relating to your Vendor Application at the address below.





2016 VENDOR INFORMATION

Business Name _____

Description of goods and/or services to be sold at your space(s) during Festival:

If you are a NEW VENDOR to this event, you MUST provide images depicting your display and/or the products you intend to offer at the Festival or working links to a web page where items may be viewed.

Contact Name: _____

Mailing Address: _____ City: _____

State/Province: _____ Zip Code: _____

Website: _____ E-mail: _____

Phone: _____ Fax: _____

I will be selling items from my _____ tent _____ trailer _____ other: _____

The measurements of my sales trailer are: _____ ' long x _____ ' high x _____ ' wide

The measurements of my sales tent are: _____ ' long x _____ ' wide. I have _____ tent(s) total.

The measurements of my other structure are: _____.

I wish to be added to the waiting list in the event of cancellations by other vendors: ____ Yes ____ No

____ I need to request ____ space(s) for Tent Camping

____ I need to request a space for "RV Dry Camping"*** – Total Vehicle Length/Width: _____

*(**No electric, running water, showers or toilets at this location. Your RV must be self-sustaining.**)*

Non-Profits Fee Waiver Request: We are a non-profit and hereby request our vendor fees be waived. (Please include proof of non-profit status and payment for full amount of vendor fees). _____

If approval of fees are waived, your payment will be refunded.



This year, we are moving 7 miles inland from Newport to Toledo, Oregon. We are currently working on the logistics of setting up the vendors spaces. The top area is "Memorial Field" which may contain everything the Lincoln County Fairgrounds did.

The bottom area is "Waterfront Park" which may be used in conjunction with "Memorial Field" should we need the additional space. "Waterfront Park" also allows for dry tent camping.

For those who typically have an "indoor" vendor space, our intent is to recreate that area by renting large tents with sidewalls to simulate the indoor space we had at the fairgrounds. This may be one very large tent, or several smaller tents depending on configuration flexibility and availability.

Once we have our maps, we will assign vendor spaces accordingly and notify you prior to the festival dates.





2016 VENDOR PACKAGES

Vendor Loyalty Program: Vendor spaces are assigned first to returning vendors in appreciation for their loyalty; then on a first-come, first-served basis based on the date your application is received, with remaining spaces taken into account. A non-refundable application fee of \$25.00 is included in the price of your vendor space.

IMPORTANT CHANGE: This year, a large tent or tents will be installed to replace the indoor vendor hall to recreate the space at our old location. This will allow our usual "indoor" vendors to maintain a similar standard for their set up area.

Indoor 10x10 Space Fee - \$140.00 per space

Outdoor 10x10 Space Fee - \$125.00 per space

All vendor packages include the following in connection with your participation as a vendor at this event:

Marketing Package:

- Free promotion of your business with a complimentary program listing in Official Souvenir Program
- Free promotion of your business with a logo and web linked listing on our web page
- Free promotion of your business with social media exposure through our international Facebook & Twitter followers

Vendor Care Bundle:

- Two **Free** weekend festival vendor passes for festival entry per paid vendor space - a **\$36.00 value per space**
- Pre-paid Business License under the Celtic Heritage Alliance's umbrella license with the City of Newport - a **\$95.00 value per vendor**
- Electric services bundle (1 **free** outlet per vendor booth) - a **minimum \$10.00 value per space per space purchased**
- 1 table and 2 chairs per vendor booth purchases - a **minimum \$20.00 value per space purchased**
- Free dry camping - by reservation only - adjacent to the grounds - a **minimum \$30.00 value per tent/vehicle**

We have limited tables and chairs. We ask that you only reserve what you need.

_____ - Please reserve _____ chairs for my vendor space. (Max: 2 per space)

_____ - Please reserve _____ 6'x24" table for each vendor space purchased. (Max: 1 per space)

_____ - I will be using propane at my vendor space. (Size of tank: _____) Requires compliance with fire codes.

_____ - I need _____ electrical outlets* totaling _____ amp/volts at my vendor space.

* Please attach a listing of electrical equipment to be used and volt/amp needs

- How many **10' x 10' indoor** vendor spaces do you require? _____ x \$135.00 = \$ _____

- How many **10' x 10' outdoor** vendor spaces do you require? _____ x \$120.00 = \$ _____

Additional tickets may be purchased at the gate for \$10.00 each.

Total Payment to CHA by ___ check ___ money order ___ cashier's check \$ _____ enclosed.





Please use this space to list any equipment you use that requires electric power and how many amps/volts they require:





2016 VENDOR AGREEMENT

This Agreement is made and entered into by and between Celtic Heritage Alliance, Inc. ("CHA") and the Vendor identified below ("Vendor"). Vendor wishes to participate in the 2014 Newport Celtic Festival and Highland Games (the "Festival"), a CHA event scheduled June 10, 11 & 12, 2016 in Toledo, Oregon.

The parties agree:

1. Subject to Vendor's compliance with this Agreement, CHA will allow Vendor to sell, distribute and display the products and wares described in the Vendor application during the Festival. Subject to the terms and conditions of this Agreement, Vendor agrees to sell, distribute and display at the Festival space the products and wares described in the Vendor Application that meet the terms and conditions of this Agreement.
2. Vendor agrees that **no less than 50% of the items offered for purchase by Vendor will be of an authentic Celtic nature**, which items may be handcrafted, prepared or manufactured. Items that may not be sold at the festival include drugs or drug paraphernalia, tobacco-related products, items with adult content, or anything deemed by CHA to be objectionable in content or inappropriate for a family event. Should Vendor's products and/or services be deemed inappropriate by CHA or do not meet these criteria, CHA reserves the right to remove any merchandise deemed inappropriate at any time during the Festival.
3. Vendor understands and agrees that Vendor spaces are assigned on a Vendor loyalty, first-come, first-served basis based on receipt of Vendor Application, space preferences, and payment by Vendor. Vendor understands and agrees that space assignments are not guaranteed. Vendors will be notified of their space assignment at least two weeks prior to the date of the event.
4. Should Vendor spaces be completely reserved prior to Vendor's reservation request, all fees paid will be refunded to the Vendor except the non-refundable application fee. No fees will be refunded to any Vendor within two weeks prior to, during, or after the festival. Vendors may request to be wait-listed in the event of no-shows or cancellations. Vendor may request that it be placed on the waiting list in the event of cancellations by other vendors.
5. Vendor agrees to the set-up and tear-down schedules as outlined in the Vendor Information provided above. Vendor must be set up and open when the Festival begins each day and remain open during Festival hours and that any items, structures or vehicles not directly in use as a part of the Vendor space must be removed from the grounds and into designated parking not later than 8:00 am on Saturday. Failure to do so may result in your vehicle being towed.
6. Vendor acknowledges that CHA provides volunteers to assist Vendors with offloading items for use in their Vendor booth. Vendor agrees that **IN NO EVENT IS CHA OR ITS VOLUNTEERS LIABLE TO VENDOR OR ANY THIRD PARTY FOR ANY THEFT, DAMAGE, INJURY, LOSS OR DEATH OR ANY CAUSE OF ACTION WHETHER ARISING IN TORT, CONTRACT OR OTHERWISE.**

_____ Initials



7. Vendor acknowledges that each vendor space is approximately 10' long x 10' deep (10'x10'), the boundaries of which may not be exceeded in length or depth. Vendor space size includes the total size of your vehicle or trailer, including trailer hitches (Example: If you order a 10' space and your vehicle is 17' with a 3' trailer hitch, you must reserve two 10' x 10' spaces.). Vendor may rent one or more space(s) and agrees that CHA shall not be required to make any alterations to the Vendor space. Vendor spaces outside these parameters must be negotiated with the Vendor Team Leader in conjunction with this Agreement in advance.

8. Should Vendor request the use of a 6'x24" table from CHA, Vendor agrees to use a table cover to protect the table. Vendor's décor must be in keeping with the Celtic theme of the festival and is encouraged, as is dressing in authentic Celtic garb during the festival. All costumes must be family-appropriate and as authentic and respectful to the Celtic culture as possible.

9. Vendor agrees to maintain clean and sanitary conditions at its Vendor space at all times, and will remove all trash from, and around the immediate vicinity of, its Vendor space at the close of each day. Trash should be deposited in designated trash and/or recycling receptacles on Festival grounds. Non-compliance with this may result in a fine by the City of Newport for littering.

10. CHA provides security officers who will patrol during Festival hours, and overnight security personnel. However, please note that the Festival venue is a large and fairly open space. CHA cannot take responsibility for loss of or damage to Vendor property. As well as staffing its space during Festival hours, we recommend that Vendor take reasonable steps to secure its goods overnight during the Festival.

11. Vendor agrees to comply with all local laws and ordinances and will maintain a standard of behavior that is suitable for this family-oriented event. Should a Vendor or its staff fail to conduct themselves appropriately and engage in behavior which has been deemed unsuitable by CHA, the Vendor will be asked to close the Vendor booth and vacate the premises. This includes report or evidence of overindulgence of alcohol, any use of illegal substances or other offensive behavior (e.g., loud and disruptive or inappropriate speech or language).

12. Vendor agrees to provide its own means of shade or shelter for outside spaces and is responsible for its own set-up and tear-down operations. Vendor agrees to continuously staff its space until the close of the festival each day.

13. Vendor and all servers offering food items must have current State of Oregon-issued Food Handler's Licenses (www.orfoodhandlers.com) and must provide copies of licenses to CHA prior to the beginning of the Festival. Vendors must meet all required sanitary, heat- and cold-keeping requirements in its Vendor space.

14. Vendor and all servers offering food items must have a current Temporary Restaurant License, if required by **Lincoln County Environmental Health**. If obtained, Vendor must provide a copy of the license to CHA prior to the start of the Festival. Web page: <http://www.lincolncountyhealth.com>

15. Vendors who desire to sell beverages containing alcohol must have proper Oregon Liquor Control Commission licensing and follow OLCC guidelines while selling and serving those products. If applicable, Vendor must provide copies of its license to CHA prior to the start of the Festival. Web page: <http://www.oregon.gov/OLCC>.

16. Vendor acknowledges that CHA's insurance does not include coverage for Vendors. IN NO EVENT IS CHA LIABLE TO VENDOR OR ANY THIRD PARTY FOR ANY THEFT, DAMAGE, INJURY, LOSS OR DEATH OR ANY CAUSE OF ACTION WHETHER ARISING IN TORT, CONTRACT OR OTHERWISE.

17. Vendor acknowledges that it has reviewed this Agreement and CHA's Vendor Guidelines. Vendor will comply with this Agreement, the Vendor Guidelines, any request by a CHA representative and all applicable local, state and federal laws. CHA may terminate this Agreement immediately if CHA determines that Vendor is in violation of this Agreement.

_____ Initials



18. Vendor may terminate this Agreement at any time. **Should Vendor's termination of this Agreement be received by CHA less than 30 days prior to the event date, all fees paid to CHA will be forfeited.**

19. Vendor agrees that the information provided by the Vendor to CHA, including but not limited to the Vendor's likeness, name and logo, may be used on CHA's web page, in the official Festival program and on other printed, photographic and graphic materials related to the event.

20. The effective date of this Agreement is the date this Agreement is last signed by a party below.

By signing this Agreement, I agree to comply with the terms and conditions set forth herein.

Printed Name: _____ Business Name: _____

Authorized Signature: _____ Date: _____

CHA Vendor Committee Use Only

Received _____ **Fee Paid** _____ **Accepted: Yes** ___ **No**___ **Waiting List #** _____ **Notified** _____

By: _____ Date: _____

NOTES:

