

OREGON JAMBOREE'S
ARTISAN ALLEY

2020 ARTISAN ALLEY VENDOR RULES & GUIDELINES (Page 1 of 3)

The Oregon Jamboree strives to provide a high quality event for patrons, volunteers and vendors alike. The following rules and guidelines have been put in place to create a safe, comfortable and enjoyable experience for all; please read them carefully so that you will be fully informed. Guidelines will not be adjusted on an individual basis.

ADA REGULATIONS:

The Americans with Disabilities Act requires that vendors ensure that patrons with disabilities can be readily served from their booths. Please make every effort to accommodate persons with disabilities and their special needs.

BOOTHS:

Artisan Alley will be in the Sankey Park side of the festival, however it will be held under the "big top"; all booth spaces will be housed under a giant tent to offer adequate relief and protection from the weather for vendors and patrons alike! The Oregon Jamboree will provide the main tent and lights at a cost of \$500 for each 10 X 10 space, with the opportunity to purchase additional power for a \$40 fee. No additional commission will be assessed.

Please remember: NO advertisements other than what you are specifically approved to sell will be permitted to be displayed in your booth. All items must be displayed in an appealing manner; blue camping tarps and clear plastic covered lattice work do not qualify as a backdrop.

There is to be a five foot, unobstructed, fire lane behind and on either side of each booth as required by the Sweet Home Fire Department. Adherence to all Health and Fire Department regulations is required.

ADDITIONAL FEES:

There are additional fees if during the application process you choose to have power, chairs or tables from the event. Requests for additional equipment after the application process will be invoiced accordingly.

Ice and water will be available for purchase from the Oregon Jamboree Concessions Volunteer Team for vendor use only; they cannot be sold to patrons by any of the vendors. Artisan Alley vendors will pay a final tally on Sunday night.

Any damages incurred by the vendor to event property, including electrical equipment, turfs or rented tents will be identified at the time of post-event area inspection. Vendors will be billed for repair or replacement costs.

ALCOHOL/SMOKING POLICY:

There will be NO ALCOHOL or SMOKING allowed in your booth. Alcohol/Marijuana/Tobacco are strictly prohibited on Oregon Jamboree grounds; tobacco and alcohol are allowed in beer garden areas only. Your booth and its contents are subject to inspection by Oregon Jamboree Management at any time. Any violation of this policy will result in the immediate closure of your booth and violators will not be allowed to re-apply for subsequent years.

DATES TO REMEMBER:

Monday, April 13 – Approved vendor deposit & signed contracts and form W-9 due.

Monday, June 15 – Balance of fees due, cancellation deadline.

Monday, June 15 –Certificate of Insurance due.

Friday, July 17 – Staff Rosters due.

Wednesday, July 22 – Call to schedule trailer arrival.

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Wednesday, July 30 – Vendors with trailers may arrive, with confirmed prior arrangements.

Thursday, July 31 – Vendor Set up & Check-in 9am to 6pm.

Friday, July 31 – Event Gates open at 1:00pm till closing (*11:00pm)

Saturday, August 2 – Event Gates open at 11:00am till closing (*11:00pm)

Sunday, August 3 – Event Gates open at 11:00am till closing (*8:30pm)

Monday, August 4 – Booth removal and site clean-up by 9 am.

Jamboree times are subject to change without notice. (*approximate closing times)

FEE PAYMENT SCHEDULE:

A non-refundable deposit equaling 50% of your total fees will be due at the time your signed contract is submitted to the Oregon Jamboree. Contracts for approved vendors will be due by Monday, April 13 2020. Final payment will be due no later than Monday, June 15, 2020.

INSURANCE REQUIREMENTS:

A Certificate of Insurance will be required at the time of final payment (Monday, June 15th). A minimum of \$500,000 of insurance coverage is required. The Oregon Jamboree is to be listed as an additional insured under your policy.

APPROVED ITEMS:

The Artisan Alley vendor booths are different from other merchandise vendors because they offer only unique, quality, hand-crafted items. Vendors are to sell ONLY the items for which they have been approved during the application process; any deviation from the accepted list must be cleared by the vendor coordinator. Any changes that have not been pre-approved may result in the loss of festival participation.

In consideration of the growing philosophical and cultural controversy surrounding the confederate flag, the Oregon Jamboree requests that merchandise featuring a design of the confederate flag not be sold or displayed at the festival. This decision is based solely on our desire to create a comfortable and enjoyable experience for all patrons.

OREGON JAMBOREE BRANDING

The Oregon Jamboree name and logo are restricted trademarks. Any use of the name and/or logo is strictly prohibited without written consent from the Oregon Jamboree.

PARKING:

Vendors will receive one vehicle parking pass per booth. This pass is necessary to gain access to the 14th Avenue entrance. Parking is allowed in a specified location by the vendor entrance. Please do not park your vehicles in any area specifically designated for others; anyone found in a non- vendor parking space will be towed at the owner's expense.

SANITATION:

Your booth area should be kept clean and free of clutter. There will be wheeled trash receptacles provided by Sweet Home Sanitation located throughout the vendor area. Cardboard is to be kept separate from the rest of the trash and placed next to the trash receptacle for recycling.

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SET-UP & TEAR DOWN:

Your tent will be set-up and dismantled for you by the event staff. Removal of your booths contents may begin when the final act begins on Sunday night and must be completed no later than Monday, August 3rd by 9:00 AM. Additional fees will be charged if this deadline is not met.

Parking of service vehicles will NOT be allowed at any time on the festival site except for loading and unloading. Proper credentials are required for loading and unloading on the festival site. Carts or dollies may be used for re-stocking supplies to your booth on Saturday & Sunday after 10:00 AM.

CAMPING:

Camping is not included in your booth rental fees but may be reserved separately through the Oregon Jamboree office. Camping is not allowed on festival grounds or within your booth space. A limited number of campsites have been set aside for vendor use on a first-come first-serve basis and can be purchased at the then current price from the Oregon Jamboree office.

STAFFING:

Staff Roster lists will be due by July 17, 2020; keep in mind the maximum number of workers for the weekend is three per booth. All workers will receive a wristband for entrance to the venue, access will not be granted to workers without a wristband. The staff roster must identify each worker by name, if there is a change it will need to be submitted to the check-in booth for approval prior to banding.

Your booth must be staffed all 3 days; vendors are required to comply with published hours of operation:

- Friday, July 31 – 1:00pm till final act (*9:00pm)
- Saturday, August 1 – 10:00am till final act (*9:00pm)
- Sunday, August 2 – 10:00am till final act (*7:00pm)

Jamboree times are subject to change without notice. (*approximate closing times)

UPON APPROVAL AS A 2020 VENDOR:

You will be invoiced for the required deposit amount. The appropriate additional information including Contract, Worker Roster form and Event Instructions will be provided at the appropriate times.