



2022 Vendor Rules and Guidelines

APPROVAL PROCESS

You will be notified via e-mail to be invited to join us as a vendor based on submission of your vendor interest form by March 16th, 2022. The Oregon Jamboree will provide a vendor contract to fill out that will be submitted with a deposit required. A new W-9 will be required with contract submission. A certificate of Insurance and Event Instructions will be provided at the appropriate times.

FEES & SETTLEMENT

Booth Fees

Booth fees are charged based on the application information. If there is an error in size request, any additional charges will be collected at the festival, if the site lay-out can accommodate the correction. Any approved vendor that needs to rent a booth must coordinate with All Star Tents at info@oregonjamboree.com, our exclusive tent provider.

Food Vendor

- 10x10 \$400/booth space
- 20x20 \$800/booth space
- Food trucks, carts and trailers will be calculated at \$40/lineal foot (including tongue)

Merchandise and/or Artisan Alley Vendor;

- 10x10 \$400/booth space (50% less than in 2021)
 - All Artisan Alley Vendors will be provided with a 10x10 tent
 - A maximum of 2 tents sites per vendor are available for purchase
 - Blue camping tarps or clear plastic covered lattice are not allowed

Additional Fees

- Chairs, tables, electrical equipment, and camp sites call all be added to your package as part of your submission.
- Requests for additional equipment after you submit your vendor packet will be deducted from your final settlement.
- Ice and water will be available for purchase from the Oregon Jamboree Concessions Volunteer Team. Those items are available for personal use at the festival, **they are not to be sold out of your booth** unless they are part of the ingredients to complete your menu (such as fruit smoothies). Any ice necessary to create your menu items must be brought into the venue before gates open or purchased through the Concessions Volunteer Team.
- Any damages incurred by the vendor to event property, including electrical equipment or turfs will be identified at the time of post-event area inspection. Vendors will be billed for repair or replacement costs.

SETTLEMENT Process for all vendors:

The Oregon Jamboree will be using a software company that will be providing POS terminals to all vendors. All vendors will receive a check in the mail, postmarked before August 31st, from the Oregon Jamboree, with the amount listed on their settlement statement. Please note, the soft internal deadline for these checks to be sent is Friday, August 5th, 2022. However, due to inconsistencies in



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addresses, vendors moving around, USPS issues and many other uncontrollable circumstances, the Oregon Jamboree reserves the right to use the full 30 days to process funds.

Settlement will include but not be limited to:

- Vendor Commission to the Oregon Jamboree
 - Food vendor: 21.5% + 3.5% credit card processing = 25% total commission
 - Merchandise vendor: 11.5% + 3.5% credit card processing = 15% total commission
 - (Tips: will not have commission or credit card fees taken from them)
- Ice or water purchased during the event
- Additional parking passes (\$25) or equipment not requested at the time of contract
- Additional electricity connections not requested at the time of contract.
- \$100 Assessed clean up fees (waived if everything is fully picked up and trash & cardboard/recycling taken to dumpster)

Fee Payment Schedule

A non-refundable deposit equaling 50% of your total booth fee will be due at the time of your submitted 2022 Vendor Package.

- Vendor Packages are due on **Friday, May 13th, 2022.**
- Final payment will be due no later than **Monday, June 13, 2022.**

GENERAL GUIDELINES & INFORMATION

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.

Alcohol & Smoking

There will be NO ALCOHOL or SMOKING allowed in your booth. Alcohol, marijuana, and 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 an additional 25% commission held back from vendors by the Oregon Jamboree.

Booth Caretaking

- Vendors must place plywood, rugs, or mats over the grass in high traffic areas inside their booths. If practical, this covering should be lifted at night.
- Buckets of ice should be dumped along the fence line to avoid killing the grass.

Camping

Camping is not allowed on festival grounds or within your booth space. Up to 3 dry camping spots can be reserved for the 'vendor only' pricing of \$140, if purchased as part of the vendor package process.

Fire Lane

A five (5') foot, unobstructed, fire lane behind and on either side of each booth as required by the Sweet Home Fire Department. Please adhere to all Fire Department regulations. Vendors failing to adhere to these regulations will be subject to closure or an additional 25% commission charge by the Oregon Jamboree.



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Health Inspection for Food Vendors

Scheduled: 11:00am Friday

Linn County Health Department requires a Temporary Restaurant License application. All violations found during the on-site inspection will be reported to the Oregon Jamboree management and closely monitored throughout the event. Any vendor found to be in violation without immediate and appropriate correction of the violation may be shut down during the event.

Insurance

Due: Monday, June 13, 2022

Coverage is \$1,000,000 per occurrence / \$2,000,000 aggregate limits of Commercial General Liability and that **Sweet Home Economic Development Group Inc.** is listed as an additional insured.

Money & Payments: RFID Sales and Credit Card Policy

ALL VENDORS

- **All** sales will be through the provided POS (Point of Service) terminals.
- **NO CASH WILL BE ALLOWED.** Credit Cards or RFID purchases only. *Violation of this will be grounds for immediate closure of your booth.*
- **Tips:** Cash tips are not allowed. Tips by CC & RFID are not subject to Jamboree % cut.

Parking

- Vendors receive one vehicle parking pass and one loading pass.
 - Either pass can be used to gain access to the 18th and 14th Avenue entrances.
 - The loading pass allows vehicle entry into vendor parking for 15 minutes
- Parking is allowed along the fence by the vendor entrance.
 - *Please do not park your vehicles by the Box Office Building or any other area specifically designated for others; anyone found in a non-vendor parking space will be towed at the owner's expense.*

Restricted Items

- Food or merchandise items that have not been prior approved or accepted.
- Merchandise may not have offensive or crude graphics, logos, or words.
- Confederate Flags are not to be sold or displayed
- Food booths may not sell merchandise.
- Additional advertising not related to your booth
- Use of the Oregon Jamboree logo, name, or branding on any advertising

Representatives of the Oregon Jamboree management have the right to request that items deemed offensive be removed from display or sales; any violation of this policy will result in the immediate closure of your booth.

Sanitation

- Wheeled trash cans are available for use at your booth. Put it in front of your booth at night.
- Cardboard must be placed next to trash receptacle for recycling
- **Please spread ice along fence line** so that it doesn't kill the grass.
- Properly discard all used cooking oil environmentally safe.



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Staffing

Roster #'s due Friday, July 15, 2022

- Please staff your booth the entire time the gates are open
- The Oregon Jamboree will require the number of staff needed, with names and phone numbers of lead staff, in case of emergency.
- Names of additional staff will be required at the time of check in.

Set-Up & Tear Down

Inspection: 9:00am Monday

- Set up is 9am-6pm on Thursday, or before gate opens on Friday-Sunday.
 - Service vehicles may only be used for loading/unloading. No parking.
 - No service vehicles on the turf if it is raining
 - Please use carts or dollies to restock booths during gate open times
- Clean Up Inspection will be at 9:00am Monday morning.
- **\$100 cleaning fee assessed if garbage, cardboard, or piles of ice are left.**
- All Star Tents will remove rented tents on Monday morning.

Vehicle access to grounds:

Thursday: 10 am – 6 pm
Friday: 8 am – 12 pm
Saturday: 8 am – 10 am
Sunday: 8 am – 10 am

DATES TO REMEMBER:

May 13, Friday – Approved vendor deposit & signed contracts and W9 due

June 13, Monday – Certificate of Insurance, Balance of fees due, cancellation deadline

July 15, Friday – Staff Roster with lead staff named, due

July 20, Wednesday – Email info@oregonjamboree.com to schedule trailer arrival.

July 27, Wednesday – Vendors with trailers may arrive, with confirmed prior arrangements

July 28, Thursday – Vendor Set up & Check-in 9am to 6pm

August 1, Monday – Booth removal and site clean-up by 9 am.
Jamboree times are subject to change without notice.

Gate Hours

Friday: 1:00pm-11:30pm*

Saturday: 11:00am-11:30pm*

Sunday: 11:00am-9:00pm*

**gate closing time is approximate*