



2020 VENDOR RULES & GUIDELINES (Page 1 of 5)

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.

UPON APPROVAL AS A 2020 VENDOR:

You will be notified via e-mail of acceptance or denial of your application. The Oregon Jamboree will invoice approved vendors for the required deposit amount. The appropriate additional information including Contract, *W-9 Request for Taxpayer Identification & Certification form, Worker Roster form, Certificate of Insurance and Event Instructions will be provided at the appropriate times.

*W-9 forms must be received with the signed contract and match your IRS filing information or all IRS fines will be forwarded directly to the vendor.

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 contact All Star Tents to arrange the rental; All Star Tents will be the ONLY supplier to provide and set-up rental booths on the festival grounds. You may contact them directly at allstartents.com.

Food Vendor

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

Merchandise Vendor; booth sizes will be limited to the following options:

- 10x10 \$800
- 10x20 (wide x deep) \$1200
- 20x20 \$1600

FEE PAYMENT SCHEDULE:

A non-refundable deposit equaling 50% of your total fees or \$400 (whichever is greater) 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.

ADDITIONAL FEES:

There are additional fees for optional equipment if during the application process you choose to rent tables or electrical equipment 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. 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.

Merchandise vendors will pay a final tally on Sunday night. For food vendors, a final tally of all additional fees will be issued at the weigh-in of scrip tickets on Sunday night.



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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.

BOOTH & CANOPIES:

Merchandise vendor booths are based on 10 x 10 footprint. Please remember: NO advertisements other than what you are specifically approved to sell is permitted to be displayed in your booth. Blue camping tarps and clear plastic covered lattice work do not qualify as canopy/tent coverings. Only professional awnings and tents will be permitted.

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. Vendors failing to adhere to these regulations will be subject to closure or an additional 25% commission held back from food vendors by the Oregon Jamboree.

In an effort to avoid damage to the playing field turf, Jamboree vendors are required to place plywood, rugs, or mats over the grass in high traffic areas inside their booths. If practical, this covering should be lifted at night. We appreciate your cooperation.

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.

CAMPING:

Camping is not included in your booth rental fee and is not allowed on festival grounds or within your booth space. Camping may be purchased separately through the Oregon Jamboree website or office. A limited number of campsites have been set aside for vendor use and can be reserved at the then current price from the Oregon Jamboree office. Please note that camping should be purchased as early as possible to ensure there will be sufficient campsites still available.

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.

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 an additional 25% commission held back from food vendors by the Oregon Jamboree. Violators will not be allowed to re-apply for subsequent years.

FOOD VENDOR HEALTH INSPECTION:

There will be an inspection by the Linn County Health Department on Friday August 1st at 11:00 am. Prior to the event, each food vendor will be required to submit a Linn County Health Department Temporary Restaurant License application to the county. 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 lose the opportunity to return as a vendor in subsequent years.



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FOOD VENDORS PLEASE NOTE:

Soda and Water will not be allowed as menu items in ANY vendor booth. These items are exclusively sold by a non-profit organization in Sweet Home; they have been guaranteed not to have competition from festival vendors. The proceeds from the sales of soda and water have funded numerous programs for the local youth since festival inception.

Food vendors are to sell ONLY the items for which they have been approved during the application process; any deviation from the accepted menu must be cleared by the vendor coordinator. Any menu changes that have not been pre-approved may result in the loss of festival participation. Sales of merchandise from a food vendor booth will be strictly prohibited; this includes items promoting your business such as t-shirts, etc.

FOOD VENDOR SCRIP SALES:

Food Vendors will deal in scrip tickets as payment for their items. Each scrip ticket equals one dollar and menu items are to be priced in dollar increments (no change). Food Vendors may not receive cash, check or credit card transactions for any reason. Cash tips are not allowed in any of the festival areas.

FOOD VENDOR SETTLEMENT PROCESS:

Food Vendors may turn in bags of scrip on Saturday and Sunday from 8:30 am to 9:30 am and will be issued a weight estimate receipt for each numbered bag. Final turn-in of scrip tickets will begin on Sunday @ 8 p.m. and a final weight estimate receipt by bag along with an accounting of additional fees assessed (ice, water, electricity, etc.) will be issued. Scrip tickets will be subsequently hand-counted and verified by a volunteer team immediately after the event. A full accounting of bag counts, additional fees due and the Oregon Jamboree 25% commission will be provided with your payout.

As always, the Jamboree staff/volunteers will work diligently to verify ticket sales quickly and accurately. This serves as formal notification to the following:

1. No checks will be issued within the first week after the festival. No Exceptions.
2. No checks will be issued to any vendor that has not provided a current W-9.
3. It is our goal to mail checks within 15 days of the event, however, based on the amount of sales or condition of tickets this deadline may be adjusted.

MERCHANDISE VENDORS:

Merchandise vendors will be the ONLY vendors to deal in cash, check or credit card. PLEASE DO NOT ACCEPT SCRIP FOR ANY REASON. Scrip ticket exchange for cash is not permitted.

The Oregon Jamboree will not provide internet or wireless access for credit card merchant terminals; vendors may purchase the internet access directly through our internet provider.

APPROVED ITEMS:

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.



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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.

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. An optional loading pass may be purchased for \$25 through the Jamboree office. Either pass is necessary to gain access to the 18th and 14th Avenue entrances. 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.

The loading pass allows vehicle entry into vendor parking for 15 minutes, after that time the vehicle must exit the vendor parking area. Anyone found in an event vendor parking space with a loading pass will be towed at the owner's expense. Vehicle access is allowed on Jamboree grounds as follows:

Thursday, August 1st 10 AM – 6 PM

Friday, August 2nd 8 AM – 12 PM

Saturday, August 3rd 8 AM – 10 AM

Sunday, August 4th 8 AM – 10 AM

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, feel free to move one to your booth. It is the vendor's responsibility to wheel the trash to the front of their booth each evening and to pick up their receptacle each morning and wheel it back into position.

Vendors that use cooking oil must properly discard all used oil in an environmentally safe fashion.

Cardboard is to be kept separate from the rest of the trash and placed next to the trash receptacle for recycling.

SET-UP & TEAR DOWN:

You are responsible for set-up and tear-down of your own booth. For those who will be renting tents, they will be set-up and dismantled for you by the event staff. Removal of your booth and its contents must be completed no later than Monday, August 6th 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 9:00 AM. In the event of wet weather, there will be no use of vehicles on the event field to minimize turf damage.

PERSONAL PROPERTY:

Faulty electrical equipment belonging to vendors is not the responsibility of the Oregon Jamboree or the Oregon Jamboree electricians. Costs for any personal vendor equipment replaced by the Oregon Jamboree electricians and not returned will be billed at the time of settlement.



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STAFFING:

Your booth must be staffed all 3 days for the entire time the gates are open; vendors are required to comply with published hours of operation:

Friday, July 31– 1:00pm till closing (*11:00pm)

Saturday, August 1 – 11:00am till closing (*11:00pm)

Sunday, August 2 – 11:00am till closing (*8:30pm)

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

Staff Roster lists will be due by July 17, 2020. The number of workers identified in your application must agree with the staff roster at the time of event check-in. Exceptions to the number of workers or name substitutions will need to be submitted to the Vendor Check-in booth for approval. Staffing requests will be carefully reviewed and if the Oregon Jamboree feels the booth staffing is inflated, you will have the opportunity to adjust or explain your staffing needs.

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.

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 by 9 am.

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