



**Mid Oregon Credit Union Music in the Pines 2019 Summer Concert Series Vendor Application and Agreement**

**Vendor Name:** \_\_\_\_\_ **Need Electricity?**  Yes  No

**Type of vendor?**  Food  Art/Craft  Produce  Informational  Service  Nonprofit

**Product(s), Service(s) and Information to be sold and/or distributed?** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**E-mail:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Please indicate the 2019 date(s) for which you would like to reserve vendor space:**

June 13<sup>th</sup>  June 27<sup>th</sup>  July 11<sup>th</sup>  July 25<sup>th</sup>  August 8<sup>th</sup>  August 22<sup>nd</sup>  September 5<sup>th</sup>

**Vendors are welcome to apply to particular dates or the whole series. If applying to the series, applications are due no later than May 30th, 2019. If applying for a particular date, applications are due no later than two weeks prior to that date. Payments can be accepted via cash, major credit card or a check payable to LPRD.**

**Vendors:** Vendor space is \$20 per day or \$120 for all six dates for non-powered space and \$25 per day or \$150 for all six dates for powered space. La Pine Park and Recreation District has sole discretion to select vendors and reserves the right to determine the suitability of products, services and/or information to be sold and/or distributed. Vendors will be financially responsible for any damages to LPRD property, including damage as a result of driving on grass, using stakes, improper disposal of garbage and any other violations in the performance of vending. Vendor set-up on each date begins at 12:00pm and must be complete by 5:30pm. Tear-down will begin no earlier than 9:00pm. The event will be open to the public beginning at 6:00pm and will close at 9:00pm. Vendors are expected to be open until the close of each event. Spaces with electricity are limited and available on a first-come-first-served basis. Water will not be available on-site. Vendors are responsible to keep booths occupied at all times and to keep the space neat and presentable. Nonprofits who wish to have informational booths can do so for free.

**Booths:** 10'x10' space will be standard. Food vendor space may be larger in order to accommodate trailers/trucks. Vendors must provide their own staff, tent/pop-up, tables, chairs and extension cords, etc. There will be a limited number of tables and chairs available for rent from LPRD at \$5 per table and \$2 per chair. Tents/pop-ups can be no larger than 10' x 10'. Due to the outdoor nature of these events, all four tent/pop-up legs must be weighted on each leg. Failing to do so will violate your vendor agreement and is considered unsafe.

**Garbage & Dumping:** Vendors will be responsible for trash receptacles at their own space. LPRD will provide trash receptacles throughout the park for patrons. A dumpster will be provided by LPRD for vendors to dump trash. There will be no on-site water disposal; vendors will be responsible for disposing of their own water off-site. Disposing of hazardous materials is strictly prohibited.



**Parking:** No vehicle parking is allowed by your booth or in any grass area. Accommodations will be made for food trucks/trailers. Vendor parking is available on the north side of the parking lot. Each vendor will be allowed two (2) parking spots.

**Deschutes County Health Services:** Food vendors will be required to comply with regulations set forth by Deschutes County Health Services, which may require a license or a temporary permit. On-site inspections are likely during events. More information can be obtained at [www.deschutes.org/health](http://www.deschutes.org/health).

**Inclement Weather:** Music in the Pines will go on as scheduled unless safety becomes a concern (i.e., lightning and/or thunder). In the event of a cancellation due to safety, there may not be an alternative location or refund arrangements in case of inclement weather. If appropriate, bring your rain covers.

**Insurance:** Vendors represent that they have appropriate insurance for such events. In some cases, vendors may be asked to provide a certificate of insurance. When this is the case, the Vendor will be notified in advance by LPRD staff of such requirements.

**Cancellation/Refunds:** There will be no refunds given for vendors who cancel less than 72 hours before an event. Cancellations more than 72 hours before an event will receive a full refund or credit for another date.

**Security:** Limited security will be provided between the hours of 5pm - 9pm. LPRD is not responsible for theft or damage to vendor property. Vendors are responsible to staff and secure their space appropriately.

**Ice:** Ice will be available to vendors in 7lb bags for \$2 per bag and can be paid for at the end of each event.

I hereby register as a vendor with La Pine Park & Recreation District for the Mid Oregon Music in the Pines 2019 Summer Concert Series. I authorize the staff and volunteers to direct me in participation in the activities. I know of no mental or physical problems which may affect my ability to safely participate in this event. I authorize the staff and/or volunteers to attend to any health problem or injury to me that may occur while participating. I hereby release and hold harmless the staff and volunteers of La Pine Park & Recreation District, event attendees, Agents and Board of Directors, from any liability that may arise from my participation. I acknowledge that I am responsible for any medical expenses due to my illness or injury.

**Rentals:** I would like to reserve: \_\_\_\_ eight foot tables @ \$5ea and/or \_\_\_\_ chairs @ \$2ea

I anticipate needing \_\_\_\_ bags of ice (This is not a commitment but is helpful in making sure we can accommodate needs.)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use**

**Vendor Fee Total:** \_\_\_\_\_ **Table Total:** \_\_\_\_\_ **Chair Total:** \_\_\_\_\_ **Total Amount Due:** \_\_\_\_\_

Date Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  Cash  Card  Check # \_\_\_\_\_ Receipt #: \_\_\_\_\_ Received by: \_\_\_\_\_