

THE OREGON GARDEN VENDOR AGREEMENT



Nov. 29- Dec. 1, Dec. 6-8, Dec. 13- 15, Dec. 20- 22
4pm-9pm in the Rediscovery Forest

Vendor Information

Business Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Website: _____

Vendor Space and Services

8x8 Vendor Booth (enclosed and lighted)

Cost: \$30 per weekend, or \$100 for all 4 weekends

Circle the weekends you would like to attend:

Nov. 30 - Dec. 2

Dec. 6-8

Dec. 13-15

Dec. 20-22

*please note that preference will be given to vendors booking all 4 weekends.

We will notify you if a weekend you have chosen is full.

Total _____

- Please list all items that will be for sale in your booth. Use an additional sheet of paper if necessary.
- Items should be primarily hand-made and of high quality. If you do not have a website which includes photos of your product, please enclose a photo.
- We will expect each vendor to fill/decorate their booth so that it is charming and adds to the ambiance of the event. This is an important element of the market and is a requirement for all vendors.
- Each guest will receive (5) \$1 vouchers. These vouchers are redeemable at any booth in the Market. They may use 1 voucher per booth, per purchase. The Garden will NOT reimburse for these vouchers.

<u>ITEM</u>	<u>PRICE</u>

Read this entire Agreement carefully. Send the completed agreement along with payment to The Oregon Garden, PO Box 155, Silverton OR by the deadline October 31, 2013. Booth space is not guaranteed and is subject to approval by Oregon Garden Events staff. Confirmation will be sent to accepted vendors.

TERMS AND CONDITIONS (read carefully)

- **THE DEADLINE IS October 31, 2013. Please include payment with your contract. Receipt of payment and contract will hold your space.**
- **Each guest will receive (5) \$1 vouchers.** These vouchers are redeemable at any booth in the Market (food, craft, or otherwise), max 1 voucher per booth, per purchase. **The Garden will NOT reimburse for these vouchers. ALL BOOTHS MUST ACCEPT THESE VOUCHERS.** They are an incentive for the guests to shop.
- **Vendor agrees to provide their product during the entire course of the Event.**
- Setup must occur between 9am and 3pm on Fridays. We will allow you to leave your goods over the week when it is possible to secure the booth. Breakdown may take place from 9PM-11PM on Sundays. If this is not enough time, we will ask you to return on the following day. **SETUP AND BREAKDOWN MAY ONLY OCCUR DURING THESE TIME PERIODS.** Early dismantle is not allowed. All trash and debris must be cleared from vendor area at event close.
- There will be an ATM on site. We will not make credit card lines available to vendors but we do have wifi on the property. It can be unreliable. We recommend that vendors use credit card processors that can work offline.
- We ask that vendors be respectful and careful with our Garden. Dumping grease or waste water on the lawns is not permitted, nor is any other practice that is likely to damage the property. **NO DRIVING IN THE GARDEN WITHOUT EXPLICIT PERMISSION OR AN ESCORT.**
- Parking behind Pavilion is limited to unloading and loading only and only one (1) vehicle at a time. Please use the designated vendor parking area once your vehicle is unloaded.
- Booth spaces are subject to change and may not measure exactly 8 x 8. Any substantial use of space beyond the assigned booth will be subject to a pro-rate increase in booth rental.
- This contract may not be assigned by the Vendor to any other party, nor may the space or location be shared with any other party or vendor without expressed, written approval of Garden Staff. Vendor contracts may be cancelled without penalty at any time up to thirty (30) days before the Festival. This contract represents the sole agreement between the parties and no other representations, statements or understandings are included as any part of this agreement.
- The Vendor, including all of its owners, agents, employees or assigns, hereby releases and waives any and all claims for personal injury, product liability, theft, breakage, or other Damage, against The Oregon Garden, its agents, contractors, successors and assigns, from or otherwise pertaining to the space and equipment rental hereunder, and Vendors expressly assume the risk of rain, wind, lightning and other weather-related elements on the days of the Event expressly disclaims any obligation or representation related to the number of persons to be attending the Event, or the revenue to be derived there from.

Contract Signature for Exclusive Agreement

X _____
Authorized Vendor Signature
(Print Name) _____
Date _____

X _____
The Oregon Garden
Mary Ridderbusch, Events Coordinator
Date _____

Mary Ridderbusch
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