



2017 Vendor Registration Fact Sheet

Oregon's First City Celebration is the largest citywide celebration of Oregon City's legacy as the first city of the Oregon Territory. Now in its eighth year, First City Celebration has become a signature event for Oregon City.

Registration

Please register by completing the attached form or online at www.downtownoregoncity.org/firstcity.

Marketplace vendors do not sell food or alcohol, with exception to pre-packaged, artisan foods. There are separate registration requirements to vend food or alcohol. Please fill out the appropriate form.

Vendor Event Details

Date: Saturday, July 22, 2017

Time: 11:00 am – 11:00 pm

Setup: 9:00 am – 10:00 am

Breakdown: 7:00pm or 11:00pm

You must be set up at least 30 minutes ahead of the event start time. You will be assigned a load-in time one week prior to the event. Late arrival may result in exclusion.

All booth spaces must stay open until 7:00pm. Vendors who break down before 7:00pm will not be asked to return to the event next year, no exceptions.

Vendors has the option to remain open until the event ends at 11:00pm. Vendors who choose to remain open until 11:00pm must commit to doing so. Vendors who chose to stay open until 11:00pm will not be allowed to break down early. This is necessary for the event layout and logistics.

The event layout and vendor locations will be determined by the event committee. Breakdown time and vendor products will play a role in determining vendor locations.

Fees

Rates based on one (1) 10'x10' booth space:

Early Bird (Before May 1, 2017): \$100

Regular Registration (Before July 14, 2017): \$125

Late Registration (After July 14, Space Permitting) - \$150

In exchange, we supply your booth space, the opportunity to sell your products at the event and your customers. You will be required to provide your own canopy, tables, and chairs.

If you require electricity, it's an additional fee of \$30- per 500-watt outlet.



Attendance

We expect 3,500 – 5,000 in attendance and anticipate up to 90 Marketplace vendors to participate. Please prepare accordingly.

Requirements to vend or demonstrate within the event area:

- Vend from a designated booth space. Sidewalks need to be kept clear.
- Completion of a hold harmless waiver.
- Pay registration fee to Downtown Oregon City Association.
- Vendor agrees not to handle or sell any commodity not mentioned in their application. All products must be family oriented and cannot promote or display violence, alcohol, tobacco, drugs or anything else that may be offensive in the eyes of the Festival Coordinator. Sale of lighters, knives, or any other weapons will not be tolerated.
- Downtown Oregon City Association may choose to limit certain vendor types. If your registration is not accepted your payment will be refunded.

Payment Policy: Payment is due with registration. Your application will not be processed without receiving a check for the full amount.

Cancellations: Must be submitted in writing and received by July 1 to receive a 50% refund.

No refunds after July 1.



2017 Marketplace Vendor Registration Form

Marketplace vendors do not sell food or alcohol, with exception to pre-packaged artisan foods. There are separate registration requirements to vend food or alcohol. Please fill out the appropriate form.

Contact Information

Name _____ Title _____

Email _____ Phone _____

Business Information

Business Name _____

Address Line 1 _____

City _____ State _____ Zip _____

Event Day Information

On-site Contact _____ Mobile _____

Would you like to be contacted about sponsorship opportunities?

- Yes
- No

Description of product to be sold or demonstrated:

Electrical Outlet

Opting for electricity may limit location options. Fee based on 500 watts per outlet. If you require more than one outlet, please indicate below.

- I do not require electricity
 - I require electricity - \$30.00 per outlet
- Total outlets: _____



Vendor Waiver and Hold Harmless Agreement

By signing and dating below, the undersigned ("Vendor") represents and warrants that Vendor has read, understands, and is voluntarily and knowingly agreeing to each of the following:

- 1) Vendor has reviewed and agrees to comply with the First City Celebration/Downtown Oregon City Association, Inc. registration requirements in seeking admission to First City Celebration.
- 2) Vendor agrees to allow representations and photographs of its activities during the event, its employees, and its representatives to be used for future Downtown Oregon City Association and Marketplace Oregon City marketing efforts.
- 3) Vendor and Vendor's personal and business property are not insured by Downtown Oregon City Association, Inc., Marketplace Oregon City, the City of Oregon City, or Clackamas County. Vendor is solely responsible for any injuries Vendor incurs in connection with First City Celebration and for any damage that is done to Vendor's property.
- 4) In exchange for permission to participate in First City Celebration, Vendor agrees to indemnify, release, forever discharge and hold harmless, Downtown Oregon City Association, Inc., Marketplace Oregon City, the City of Oregon City, Clackamas County, and all sponsoring organizations, and each of their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage of any kind, or expenses, including attorney's fees, arising out of or related to Vendor's application to and participation in the First City Celebration. This includes but is not limited to special, direct, indirect incidental or consequential damages for injuries of any kind, including but not limited to loss of life or limbs, loss of personal or business income, physical damages, or any other loss whether or not foreseeable. Neither Vendor, nor anyone acting on the Vendor's behalf, will bring or maintain any suit in any court to assert a claim against Downtown Oregon City Association, Inc., Marketplace Oregon City, the City of Oregon City, Clackamas County, its directors, officers agents, employees or other person, for any claim that Vendor might have arising out of Vendor's application to participate in First City Celebration/Downtown Oregon City Association, Inc.

Signature

Date

Printed Name

Please mail or email pages 2-4 of this form by July 1, 2017.

Please hold onto page 1 for your records.

**Downtown Oregon City Association
Attn: First City Celebration
814 Main Street
Oregon City, OR 97045**

sarahvale@downtownoregoncity.org

Questions? Contact Sarah Vale Rapp | 503-802-1638 | sarahvale@downtownoregoncity.org