



2017 Winery 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.

The form below is for wineries only.

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): \$200

Regular Registration (Before July 14, 2017): \$225

Late Registration (After July 14, Space Permitting) - \$250

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

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



OLCC Compliance

All exhibitors dealing with alcoholic beverages must fill out a Special Event Winery Application from OLCC. Please fill out the application and return the form with a \$10.00 check made payable to OLCC with your agreement.

Any permittee selling alcoholic beverages agrees not to serve any persons who are visibly intoxicated and to fully comply with all Oregon laws regulating the sale of such beverages. No person without an event wristband shall be served alcoholic beverages. Permittees are still required to ID customers with wristbands if there is any doubt as to their age. The final responsibility of I.D. check is the Permittee. Any winery that serves attendees without a wristband will be asked to leave the event immediately.

Wineries are permitted to sell tastes, full pours, closed bottles of wine, and other branded products (glasses, apparel, etc.) Please remember that you may not open bottles for customers to consume on the event site. Selling bottles of wine is permitted but open bottles are not allowed. Wineries may be asked to use measured pour spouts provided by the Downtown Oregon City Association. Wineries over serving customers will be asked to leave the event immediately.

Wineries MUST serve beverages out of clear containers. This is to adhere to our OLCC Plan to Manage. Only alcohol will be served in clear cups. Any vendors serving alcoholic beverages out of colored or opaque cups will be asked to leave the event early.

Servers may not consume alcohol before or during their shift.

Attendance

We expect 5,000 – 6,000 in attendance and anticipate 5-7 wineries to participate. Please prepare accordingly.

Requirements to vend and prepare food 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](#).
- Completed and approved Special Event Winery/Brewery/Distillery Application form from the OLCC including \$10 payment.
- Satisfy all county health department and OLCC requirements.

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 Winery Registration 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 or marketing 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: _ _ _ _ _



Booth Quantity

Rates based on one (1) 10'x10' booth space. If you require additional booth space, please indicate the quantity below.

Qty: _____

- I will breakdown at 7:00pm
- I will breakdown at 11:00pm

Vendor Space Calculations

Electrical: \$ _____
 Booth: \$ _____
Total: \$ _____

Payment Options

1. Online – Complete registration at www.downtownoregoncity.org/firstcity.
2. Credit Card – Call 503-802-1638 to make your credit card payment over the phone.
3. Check – Make check payable to Downtown Oregon City Association and mail to:

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

Requirements to vend and prepare food 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.
- Satisfy all county health department requirements.

By signing below, I agree to the above requirements.

Signature

Date

Printed Name

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.



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**

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

Oregon City, OR 97045

sarahvale@downtownoregoncity.org

