



2016 West Coast Giant Pumpkin Regatta

Craft Vendor Application

On Saturday, October 15, the City of Tualatin will host the West Coast Giant Pumpkin Regatta at the Lake of the Commons in Tualatin, Oregon. This Regatta includes music, pie eating contests, costume contests, pumpkin golf, pumpkin bowling, pumpkin carving, clown shows, and much more. The highlight of the event is the regatta itself! The Regatta features costumed contestants paddling giant pumpkins across the lake in a series of wacky races.

The Regatta accepts applications from artisans selling unique hand crafted fall/harvest inspired items. Examples would be hand blown glass pumpkins, ceramics, and other visual art mediums.

Deadline to submit is 5:00pm, Friday, September 23, 2016. Submissions made after this date will be placed on a waiting list and will be given an opportunity to participate if another vendor cancels.

Vendor Fee of \$100 is due upon submittal of application. Once accepted the vendor fee is non-refundable. Vendors that are not accepted to the festival will have the vendor fee returned.

Three current photos of work and one photo of booth should be emailed to hmarx@ci.tualatin.or.us. Photos must be 2MB or less.

Artists will be notified of acceptance by email. In the case of non-acceptance a letter will be mailed along with return of vendor fee by September 30.

Description of event:

- Saturday, October 15, 2016
- 10:00am to 4:00pm
- Lake of Tualatin Commons, 8325 SW Nyberg St, Tualatin, Oregon
- Free admission to the public
- Attendance in 2015 was estimated at 17,000 people
- For more information about the West Coast Giant Pumpkin Regatta visit our website at www.tualatinoregon.gov/recreation

Event information and requirements:

- Be open for business from 10:00am to 4:00pm. Early break down is not permitted.
- Arrive for set up no later than 8:00am and be ready for customers no later than 9:30am.
- Vendor will provide all equipment needed for business including a canopy **no larger than 10'x10'**, tent weights, tables, chairs, etc. Tent stakes will not be allowed.
- Vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.
- This event occurs rain or shine. Be prepared for wind, rain and/or heat/cold.
- All vendors are required to read and sign the attached Event Vendor Agreement.
- Vendor spaces will surround the entire Lake of the Commons perimeter. Vendor placement is the decision of the Regatta organizers.



2016 West Coast Giant Pumpkin Regatta Craft Vendor Application

Vendor Name: _____

Contact: _____

Address: _____

City: _____ State _____ Zip _____

E-mail: _____

Facebook Page: _____

Website Address: _____

Phone: _____ Day of Event Phone _____

Proposed products and pricing.

Item #1 _____ Price _____

Item #2 _____ Price _____

Item #3 _____ Price _____

Item #4 _____ Price _____

Power at the Tualatin Commons is limited and not guaranteed. If requested, you will be notified if power will be available to your booth.

Are you requesting access to power? Yes No

Please submit Vendor application and booth fee to:

City of Tualatin
Heidi Marx-Community Services Department
18880 SW Martinazzi Ave
Tualatin, OR 97062
503-691-3076

Photos of art and booth should be emailed to:
hmarx@ci.tualatin.or.us. Photos must be 2MB or less.

CITY OF TUALATIN EVENT VENDOR AGREEMENT

This Event Vendor Agreement (Agreement) is made and entered into by and between the City of Tualatin, Oregon (City) and Vendor:

VENDOR INFORMATION

Company Name: _____ **Name of Authorized Agent:** _____

Address: _____ **Telephone:** _____

Email: _____

Section 1. Vendor Responsibilities.

- A. Vendor is responsible for all food, food preparation, equipment, tables, tents, and other facilities connected with Vendor's sales of food, beverage, and/or other wares.
- B. If Vendor is providing food, Vendor will have a valid food handler's license issued by the Washington County Health and Human Services Department and comply with all applicable rules and regulations.
- C. Vendor is responsible for all recycling and trash related to Vendor's activities at the event.

Section 2. Term. The term of this agreement is for the duration of the West Coast Giant Pumpkin Regatta (Event), which generally runs from 10am to 4 pm, Saturday, October 15, 2016.

Section 3. Vendor agrees to indemnify, defend, and hold harmless the City, its officers, employees, and agents, from and against any and all losses, claims, liabilities, damages, costs, and expense of any kind arising out of or related to Vendor's activities at the Event and this Agreement.

Section 4. Insurance. Vendor must maintain a policy or policies of insurance for Comprehensive General Liability Insurance in the amount of not less than \$1,000,000 per occurrence and aggregate during the term of the Event. The Comprehensive General Liability insurance must name the City of Tualatin as an additional insured. Vendor must submit the certificate of insurance at least seven business days before the Event.

Section 5. Hold Harmless. Vendor releases, covenants not to sue, and holds harmless, the City of Tualatin, its officers employees, and agents from any and all liability, losses, claims, demands, costs or damages that may result from Vendor providing service at the event.

Section 6. Liability for City Property. Vendor assumes sole liability for any and all City of Tualatin property that is used by Vendor. If any property sustains damage or loss as a result of Vendor's use, Vendor agrees to assume all financial responsibility for the repair or replacement of the same or like kind item.

Section 7. Governing Law; Venue. This Agreement is governed by and will be construed in accordance with the laws of the State of Oregon without regard to conflict of laws principles. Any claim, action, suit or proceeding (collectively, "Claim") between City and Vendor that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Washington County for the State of Oregon.

Section 8. Nondiscrimination; Compliance with Applicable Law. Vendor agrees that no person will, on the grounds of race, color, religion, sex, marital status, familial status, domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or veteran status suffer discrimination in the performance of this Agreement. Vendor must comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Work under this Agreement.

<p>Vendor</p> <hr/> <p>Signature _____ Date _____</p>	<p>City of Tualatin</p> <hr/> <p>Signature _____ Date _____</p>
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