



Summer's End Music Festival 2024 Food Vendor Packet



Note: Event staff have sole discretion on all decisions and/or disputes.

Fees: Event staff will notify vendors if their application is accepted. Once vendors receive an official acceptance letter, applicants will have 15 days to pay a \$150 non-refundable deposit. The remaining balance and any add-ons must be paid 60 days prior to the event (July 2nd, 2024). No late payments are accepted, vendors who do not pay by the deadline will forfeit deposit and will be excluded from the event. Acceptance to the Summer's End Music Festival is at the sole discretion of the festival coordinators and staff.

Insurance: All vendors are required to obtain and provide Certificate of Liability Insurance. This policy must include the Friends of Old Fort Stevens, the State of Oregon, its Parks and Recreation Department, Oregon State Parks and Recreation Commission, and The Army Corp of Engineers as additionally insured parties. The required limits are 1 million per occurrence and 2 million in aggregate. Proof of insurance can be emailed to fortstevenssummersend@gmail.com by July 1st, 2024. Vendors who submit proof of insurance after this date are subject to termination and forfeit of fees paid.

Health Department Application: All food vendors must submit a food service license prior to the event. Food service licenses must be emailed to fortstevenssummersend@gmail.com by July 2nd, 2024, or be subject to termination and forfeit of fees paid. Vendors must keep a copy of the health department license, application, and receipt readily accessible during the entire event for potential inspections. If there are any questions regarding a food service license, please contact The Clatsop County Public Health Department at (503)-325-8500.

Application Review: Food vendor application will be reviewed on or before May 1st. Applications may be reviewed and approved earlier than May 1st at the discretion of Festival Committee. Upon receiving approval of application, vendors will have 15 days to pay your \$150.00 non-refundable deposit. The remaining balance is then due 60 days prior to the RTL event, July 2nd, 2024.

Passes: All vendors will receive three (3) vendor admission passes that are valid for both days of the festival and a space for camping as part of their registration fee. Please designate this option at registration. If you have questions or need additional passes please contact us at 971-338-8623. Vendors may tent camp on site in the designated vendor camping area. If a vendor plans to bring an RV, or camp trailer, they will need to be parked in the designated vendor camping area. This is a dry camp site with no power, water or sewage hook ups. Please plan accordingly.

Space Sizes: Food vending space sizes are 25' wide by 15' feet deep unless a smaller area is noted.

Space Assignments: Spaces are assigned based on power needs and vendor sizes. All spaces will be pre-assigned by event staff. Event staff has sole discretion over all space assignments.

Arrival: All vendors are required to arrive and be set up no later than 11:00am Saturday morning the 31st of August. No vendors will be allowed to arrive after this time and the vendor will forfeit their registration fee.

Hours of Operation: Hours of operation during the event are 12:00pm to 9:00pm Sunday and 12:00pm to 8:00pm Sunday. Vendors are required to be open during listed hours of operation; vendors can open earlier than 12:00pm if they choose to, festival gates open to the public at 11:30am.

Departure: Vendors will be able to begin tear down at 8:00pm on Sunday night September 1st. Vendors also have the option to depart Monday morning September 2nd no later than 10:00am. No vending units will be able to leave the festival during hours of operation (Saturday and Sunday).








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Septic: Septic pumping is available to vendors; however, this service is not included in vendor fees. Septic trucks will come by once a day to empty grey water tanks from vending units. Vendors are responsible for their own septic pumping cost.

Electricity: 50-amp extension cords will be provided. We will need to know what you are powering, and how many amps you will need to operate them sufficiently. Food and beverage vendors get priority for power availability over merchandise vendors. Please plan for no power availability.

Power Distribution: Below is an example of our power distribution centers. Please make sure you have adequate power cords to plug into our distribution centers. All power cords must be properly rated for amperage and outdoor use. All power cords will be inspected by event staff prior to plugging in. 50 amp plug ins are available. - 50A 125/250V, (6) 20A Outlet GFCI (L5-20), (1) 30A Outlet (L6-30)

50A INLET AND FEED THRU	20A OUTLETS(6)	NAME FACE	30A OUTLET	NAME FACE
50A 125/250V Locking California-Style CS63 Inlet and Outlet 	NEMA 5-20 T Slot single receptacles with dedicated GFCI protection		NEMA L6-30	
	GFCI protection per pair of receptacles			
	NEMA L5-20 single receptacles with dedicated GFCI Protection		NEMA L6-30	
	GFCI protection per pair of receptacles			

Water: Potable water is included in vendor fees. Spigots are available approximately 75-150 feet from food vendor stations to fill water tanks. Vendors must share access to spigots as there is only one (1) spigot per every three (3) vendors available. Vendors must bring their own hose and may not leave hoses connected to spigots for extended amounts of time.

GENERAL EVENT INFORMATION SUMMARY

Set-up time: Saturday, Aug 31st: 8:00am – 11:00am, Sunday, Sept 2nd: 8:00am – 11:00am

Event time: Saturday: 12:00pm – 9:00pm, Sunday: 12:00pm – 8:00pm

Gates open to the public at 11:30am on Sat, Aug 31st and Sunday, Sept 2nd.

Tear-down time: After 8:00pm on Sunday. Merchandise and food vendors are expected to remain open for vending for the duration of the festival.

Festival Location: Fort Stevens Historic Area, 1900 Ocean Drive, Hammond, OR 97121

Anticipated attendance: Last year's event saw under 4000 through the gates, this year we estimate 4000-6000 attendees.

Licenses: Vendors are responsible for ensuring they have the proper tax and food licenses to vend at this event.

Arrival and Set-Up Instructions:

You will receive an email after vendor registration closes August 1st detailing where your vendor spot will be and details on how to check-in.



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Outdoor requirements:

This is an outdoor event, vendors are encouraged to bring a pop-up tent for their booths, with sides if you've got them. **If bringing a pop-up tent, vendors are required to bring sandbags, cement blocks, or weights for each leg to secure your pop-up from moving in the wind.** No pop-ups will be permitted without proper weights. Pop-ups, without walls, are available for a \$15 rental, this must be requested at registration.

Other Set-up Details

IF YOU ARRIVE AFTER 11:00AM SAT/SUN, you will not be allowed to drive into the festival to unload. No vendors will be allowed to arrive after 12:00pm and the vendor will forfeit their registration fee. Once the festival opens vendors will have to enter and exit through the Main Gate by showing a valid vendor badge.

GENERAL INFORMATION, RULES AND REGULATIONS GOVERNING RTL MUSIC FESTIVAL

The rules on this page are hereby made a part of the contract, please make a copy of the contract including this page for your records.

1. All exhibits must be in place by 11:00 am Saturday morning August 31st.
2. No exhibits may be dismantled prior to 8:00 p.m. Sunday September 1st.
3. The exhibitor agrees to indemnify and hold harmless all sponsors and/or show producer, show facility, their officers, employees and agents from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or person, including, but not limited to, person to whom the exhibitor may be liable under any Workman's Compensation Law and the exhibitor him or herself and from any loss, damage, cause of goods, wares, or merchandise, caused by, arising out of or in any way connected with the exercise by the exhibitor of the privileges granted herein.
4. It is mutually understood and agreed that no alteration or variation to the terms of this contract shall be made.
5. Exhibitor shall not assign or sublet said space or any part thereof, without written permission and duly signed consent from the Summer's End Music Festival committee.
6. Display Rules: Every exhibitor must respect other exhibitors' space. Every exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of his/her exhibit. The RTL committee shall have the authority to require changes in your booth design should it not comply with display rules. All aisle space belongs to the Summer's End Music Festival.
7. No canvassing, solicitation of business or conference in the interest of the business except by exhibiting firms is allowed. Canvassing must be confined to the exhibitor's space and in no case may be extended to any other part of the show, including the aisle.
8. Placing of advertising material on or in automobiles on the festival grounds is prohibited.
9. The decision of the Summer's End Music Festival Committee must be accepted as final in any disagreement between exhibitors.
10. Cancellation: In the event the exhibitor cancels its exhibit or defaults under any terms of this agreement at any time prior to the start of the Summer's End Music Festival, the Summer's End Music Festival Committee shall retain the full amount of the booth price as liquidated damages.
11. Public Address: Public address systems and other sound amplifications are not permitted.
12. Care of space: Exhibitors must have at least one person in attendance at their exhibit during the hours open and must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests or employees.



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13. Food vendors are responsible for the cleanliness of their rented space and are required to maintain a safe environment for festival goers.
14. Restrictions: The Summer's End Music Festival Committee reserves the right to refuse exhibitors which would in any way detract from the dignity of the Summer's End Music Festival, and to refuse space when deemed unsuitable by the Committee for any reason including. The Summer's End Music Festival Committee reserves the right to restrict or remove exhibits, without refund that have been falsely entered or objectionable. This restriction applies, but is not limited to, conduct or anything of a character that might be deemed objectionable to Summer's End Music Festival.
15. Children of exhibitors are the responsibility of vendors and will not be permitted to run freely amongst other vendors' space or the festival grounds.
16. Liability: The exhibitor is entirely responsible for the leased space and shall not injure, mar, or deface the premises. The exhibitor shall not drive, nor permit to be driven, any pins, nails, tacks or screws in any part of the grounds without permission from the Summer's End Music Festival Committee.