



# FRIDAY, AUGUST 23 AND SATURDAY, 24, 2024



# **CONTACT INFORMATION**

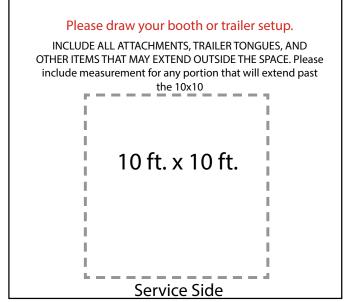
Name of organization or business:				
Contact name:				
Address:				
Phone number:	Alternate Phone Number:			
E-mail address:				

#### MENU

- Please attach complete menu of items (including prices) to be sold.
- Please choose unique items that have less potential for duplication. List items in order of preference for selection.
- In an effort to encourage a diverse selection of menu items, the
   Festival reserves the right to request menu changes or limit selections.
- Coca-Cola is an event sponosor. Please serve Coca-Cola products.
- \* Please include a copy of your food vendor license.

## **BOOTH SPACE**

- All vendors will be provided a 10 ft. x 10 ft. space for a fee of \$520.
- All attachments, awnings, trailer tongues, tables, and chairs must fit in the provided space. Vendors exceeding the provided space length will be charged an additional \$50 per linear foot. The Festival reserves the right to limit additional space due to site constraints.
- Pictures of booth set-up must accompany application for it to be accepted.



## **ELECTRICAL ACCESS**

- All vendors will be provided with one 20-amp 120v 3-prong grounded receptacle.
- All vendors are responsible for providing their own 3-prong extension cord (UL-approved and in good working order) and heavy-duty power strip if needed.
- Additional electrical amperage and outlets may be available on firstcome, first-served basis for an additional fee of \$50 per 20 amp circuit. Contact Lynne at (541) 917-7771 or lynne.smith@cityofalbany.net for these requests.

### **GENERATOR:**

Please let me know if you will be using a generator. This will make a difference for placement. If you plan on using a generator it needs to be a very quite one.

Using a Generator: YES NO

#### LOAD IN

We encourage vendors to arrive on Thursday for set-up between the hours of 9 am-4 pm. If you are a returning vendor you can choose to set up Thursday evening. Please contact me for Thursday set-up approval.

Friday load in: Vendors will be able to drive on-site for unloading until 10am (no exceptions). No vehicles will be prohibited in the vendor area from 10:30am Friday until tear down on Sunday at 8 am. Vendors should come prepared to move items using a handtruck or other devices.

## **Festival Hours:**

Friday, August 23: Noon-8 pm Saturday, August 24: 10 am-8 pm

Check-In: Friday 8am-10am • (Thursday Load-in with approval) Tear down/Load out: Sunday 8am

#### **PRICES**

Submit application for approval by April 5. Notification of selection will be made by May 3. You will receive confirmation along with your billing. Selected vendors will need to pay their fee by June 3. The failure to submit the entire fee, including additional booth and electrical charges, by the deadline will forfeit your space. Applications are accepted for approval upto the event date.

APPLICATION REQUEST				
BOOTH SPACE (	\$520			
Additional Space	\$50 x ft.			
ELECTRICAL ACCES	no charge			
Additional 20A/120V outlet	\$50 x approved outlets			
Paid in full				

# Albany Parks and Recreation / Northwest Art & Air Festival

	FOOD CONCESSIO	NAIRE AGREEMENT			
and F	greement is entered into and executed thisday of ecreation Department, hereinafter referred to as City, and essionaire.	, 20	_ by and between the City of Albany Parks , hereinafter referred to as		
; () []	Responsibilities of the Concessionaire  A. Concessionaire may serve only food and beverage items that have been menu items must be listed or a menu attached to the application.  B. Concessionaire must show evidence of a food vendor's license. Concess Concessionaire must be set up and ready for business no later than Noo Festival (Saturday, 8:00 p.m.). You will not be able to drive your vehicle in Concessionaire is responsible for covering and/or taping down all electres. Concessionaire is only permitted to use Northwest Art and Air Festival Concessionaire is responsible for supplying all booth items, including applications. Signage shall include the name of the organization, food items. Concessionaire must comply with all Fire Marshal codes and regulations.	ionaire is responsible for complyir on on Friday, and remain open unt n for tear down until <b>8 a.m. on St</b> rical cords, securing awnings, etc. committee approved appliances. opropriate tables or counters spaces for sale, and prices.	ng with all Health Department requirements. il the conclusion of the Northwest Art & Air unday. according to safety code.		
	ponsibilities of the City  A. The City will provide Concessionaire with the following:  1. 100 square foot space (10'x10')  2. Garbage dumpsters in the vicinity of the food court  3. One 20-amp 120v 3-prong grounded receptacle  4. Water supply in central location  5. Vendor parking: one vehicle per vendor; additional parking passes 10 a.m. Friday until 8 a.m. Sunday; bring a handcart to load from no				
[	es and Charges A. Concessionaire agrees to pay applicable space rental fee. B. Concessionaire agrees to follow all guidlines set by City of Albany, State C. After vendor notification of selection, non-payment of remaining fees w D. Failure to participate in the Festival and provide the contracted service of fees. The food concession service is non-transferable to another party w D. No refunds will be given after acceptance and payment has been made.	vill result in forfeiture of space. does not release the Concessionai vithout the written consent of the	re from the obligation to pay the City the stated		
(	Adherence to Policy Concessionaire agrees to abide by the City of Albany Parks and Recreation De policies may result in termination of this agreement and forfeiture of any and do so.				
 	urisdiction and Venue n the event of litigation to enforce this agreement or any provision thereof, t easonable attorney fees, including fees of appeal, if any. Jurisdiction for litig n Linn County.				
I	ndemnification Agreement The Concessionaire hereby agrees to indemnify and hold harmless the City of osses, or damages, including attorney's fees, which may arise in any manner his agreement. This release and indemnification obligation includes, but is n	from the Concessionaire's activitie	es or presence on City property as authorized by		
(	Adherence to Laws  Concessionaire shall abide by all laws governing the City of Albany and the State of Oregon while on City property. Violation of the law will result in termination of this agreement and possible removal from the property.				
FOR	THE CONCESSIONAIRE:	FOR THE CITY:			
Nam	e of Business:	Lynne Smith, lynne.	.smith@cityofalbany.net		
Business Owner:		Event and Program	Coordinator		
Addr	ess:	333 Broadalbin St S	W		
City, State, Zip		Albany, OR 97321			
	l	I			

Date: \_\_\_\_\_

Date: \_\_\_\_\_