

PHIL SHERIDAN DAYS
June 15 to June 18, 2017
REGISTRATION FORM

NAME: _____ BUSINESS NAME: _____
ADDRESS: _____ CITY _____
STATE _____ ZIP _____ PHONE _____
Email Address - required _____ (communication will be via email)
ITEMS TO BE SOLD: _____

Vendor can only sell those items listed. Coordinator will control the number of vendors selling the same item(s). (No exclusivity will be granted.)

SPACE RENTAL FEES:

Commercial and non-local- \$80 EACH FOR NON FOOD SPACES
Local crafter (handcrafted items only) – Sheridan, Willamina, Grand Ronde residents - \$60 EACH
Food vendor - \$100 EACH FOR FOOD SPACES – Temp. Restaurant License Required (link below)
NON-PROFIT – Contact Vendor Coordinator. Attach NON-PROFIT form with this application.

NUMBER OF 10x10 SPACES REQUIRED _____. If you have a trailer, list the dimensions when fully set up. *Include tongue, steps or sides that open out.* If special parking is required because of the length, width, or height (over 9 ft. - trees overhang in some spaces), it **MUST** be so noted on your application. If you have a trailer that must be towed into position, please indicate which side you vend from. If you have special requirements and do not identify, you may be turned away without a refund. PLEASE LIST YOUR SPECIAL NEEDS AND TRAILER INFO HERE (small diagram encouraged):

ELECTRICAL REQUIREMENT: (Fee applies to total space, not individual 10 x 10)
Power comes from blue boxes with multiple outlets, each fee is one outlet. They are centrally located; you will need to bring your own extension cords/power strips. Power strips attached to main box is for cell phone charging or other light duty usage.

Number of outlets needed:
_____ @ \$25 each. This will include one 20 amp circuit. This will run approx. 2000 watts. If your power requirements exceed this, you will need to purchase an additional circuit.
_____ @ \$50 each. Non-standard plugs (i.e. food vendors with twist-lock or NEMA plug)

Please list ALL of your electrical appliances on the next page. The Vendor Coordinator will be working closely with Stuck Electric to provide adequate electricity for all vendors. **Should we have a power failure, you will be required to cut back to the items listed on this form. The vendor coordinator will verify equipment listed and watts required. Please be complete and accurate.**

Appliances and the watts per appliance

WATER:

A hose outlet is provided in a central location; buckets may be needed to carry water to your site. Do you have fresh water requirements? Yes _____ No _____

If yes, please explain _____

PARKING:

On site parking is limited. If you need your vehicle for stocking your booth, you can park on site. Others are requested to park on residential streets to the west of the site. Off site motor home parking is available, contact vendor coordinator for directions to site. Local site does not have power; water from garden hose may be available. No camping in City or County parks is allowed.

Do you require parking for Motor Home, Trailer, etc? _____ Yes _____ No

THE FOLLOWING INFORMATION IS REQUIRED WITH YOUR REGISTRATION FORM:

1. Complete list of merchandise - if insufficient space above, put on back or attach additional page.
2. Complete menu of food items and drinks to be sold. Photos of your booth/menu are acceptable.
3. Space Rental Agreement/Registration Form
4. Payment for desired number of space(s) and electrical usage.

FOOD VENDORS:

Temporary Restaurant License is required to sell food. Find a link to the website for application on our website under the forms tab or visit the Yamhill County Health and Human Service hhs.co.yamhill.or.us under the “quick links” tab, click on Public Health then Restaurant Inspections.

SPACE RENTAL AGREEMENT
2017

SHERIDAN DAYS COMMITTEE RESERVES THE RIGHT TO REMOVE YOU FROM THE PREMISES IF ANY PROBLEMS ARISE DUE TO NON-COMPLIANCE WITH THE RULES AND REGULATIONS AND/OR UNWILLINGNESS TO COMPLY WITH THE SHERIDAN DAYS VENDOR COORDINATOR, OR ANY COMMITTEE MEMBER. _____

(PLEASE INITIAL)

I UNDERSTAND THAT THE VENDOR SPACE(S) I AM RENTING IS NOT TO BE OCCUPIED BY PERSONS UNDER THE AGE OF 18 WITHOUT ADULT SUPERVISION. I FURTHER UNDERSTAND THAT I WILL BE ALLOWED TO SELL ONLY THOSE ITEMS I HAVE LISTED ON PREVIOUS PAGE.

THE UNDERSIGNED ADULT OF 18 YEARS OR OLDER AGREES TO COMPLY WITH ALL RULES AND REGULATIONS OF THE SHERIDAN DAYS COMMITTEE. IN CONSIDERATION OF ACCEPTANCE OF THIS APPLICATION, THE UNDERSIGNED AGREES TO INDEMNIFY, HOLD HARMLESS AND DEFEND AGAINST ANY ACTION AGAINST SHERIDAN DAYS COMMITTEE, SHERIDAN AREA CHAMBER OF COMMERCE, CITY OF SHERIDAN, YAMHILL COUNTY OR ANY OTHER SPONSOR FROM AND AGAINST ALL LIABILITIES WHATSOEVER ARISING OUT OF APPLICANTS PARTICIPATION IN THE SHERIDAN DAYS EVENT.

I HAVE READ THE CONDITIONS OF SPACE RENTAL AND WILL OCCUPY ASSIGNED SPACE ON THE REQUIRED DAYS. I UNDERSTAND THE FEE IS NON-REFUNDABLE UNLESS SPACE IS SOLD OUT AT THE TIME OF APPLICATION.

Business name: _____ Date: _____

Signed _____

Print name: _____

Check # _____ Amount Paid \$ _____

Please make checks payable to Sheridan Days. Mail to Sheridan Days, C/O of Wendy Bird, PO Box 265 Sheridan, OR 97378

FOR COMMITTEE USE ONLY

Date Received _____ Amount Received _____ Space(s) Assigned _____

Confirmation Sent _____

SHERIDAN DAYS 2017
Acknowledgement of Payment Received

Thank you for your interest in SHERIDAN DAYS. We hope it will be a fun filled and profitable event for everyone. This is your receipt of payment received.

Vendor Name: _____
Address: _____
City: _____ State: _____ Zip _____
Check # _____ Amount _____

If you would like a receipt of payment received please fill this form out. If you would like this returned to you as a confirmation prior to check in, please provide a **SELF ADDRESSED ENVELOPE** when submitting application, check or money order. Otherwise the Vendor Coordinator will sign the form when you check in.

Setup is Thursday 8:00 am to 8:00 pm, or Friday 8:00 am to 10:00 a.m. Setup will not be allowed until the space has been paid for. The festival will be Friday, Saturday, and Sunday. Late arrivals may have their spaces reallocated if not checked in by 8 am on Friday. Space assignment is **NOT NEGOTIABLE**. Assignment is by the Vendor Coordinator only. Please do not ask to be moved. Much consideration and planning goes into placement of vendors. If you have special needs, please be sure to let the vendor coordinator know before June 1.

All cartons and trash are to be placed in the dumpster by the High School Gym. Grey Water is to be hauled away. Do not use storm drains to dump water. All grease and left over food must go in dumpster by the High School. The Sheridan Days volunteers that pick up the public garbage cans **ARE NOT** responsible for taking away garbage from your booth. Do not put flattened cartons or bags of garbage in the garbage cans. Please leave your booth space as you found it. Leaving a mess could result in not being accepted again as a vendor. Should you have any questions or concerns please call or email: Wendy Bird 503-843-7656 or email to Vendors@sheridandays.com. Please use my cell phone for **emergencies** only (503-435-9277).

Please consider this your receipt of monies received. It is not a guarantee of acceptance as a vendor. You will be notified via email when you are accepted.

Vendor coordinator signature: _____ Date: _____

SHERIDAN DAYS
June 15-18, 2017
VENDOR INSTRUCTION SHEET
(Please retain this sheet for your information)

VENDOR SPACE RENTAL INFORMATION

Each vendor is responsible for furnishing a freestanding booth, weather cover, trash container, tables, etc. Porta Potties will be provided. Occupants must provide their own extension cords. All electrical appliances and cords must meet codes. There will be no vendor parking during business hours adjacent to the vendor booths. Please plan accordingly. You may bring your vehicle up next to your booth to set up Thursday or Friday as long as it is before 10AM on Friday. You may also bring it up each evening after closing. **DO NOT JUMP CURB** on Bridge Street.

Vendor vehicle/motor home parking: Vendor's motor homes or trailers will need to be self-contained. We have a designated place for vehicle/ motor homes and trailers to park off site. Check with vendor coordinator at time of check in for location

SET-UP: The vendor area will be open for setup starting 8 am (not before) on Thursday. Booth set-up time and unloading must be done prior to 10AM Friday. **BOOTH SETUP after these hours is by special permission from Vendor Coordinator only.** Booths, tables, and chairs may be left in place overnight during the event (at your risk). Immediately after set-up and unloading is completed vendor vehicles must be removed from the loading area or they will be towed at owner's expense.

SECURITY: There currently is no official security provided, however, a Sheridan Days Committee member has been designated to watch the premises overnight. The Sheridan Days Committee, nor any other sponsor, assumes any liability for loss or damage to property or person during the Sheridan Days events.

TRASH: Vendors are responsible for taking their trash from the vendor area each day. Sheridan Days will place receptacles in the vendor areas for **public** usage. Vendor garbage and trash **must** be placed in the **large dumpster** near the High School, **not the smaller ones designated school use.** Please flatten all boxes. **DO NOT** put your trash in the public containers for disposal as it makes the receptacles too heavy to lift. Improper disposal of vendor supply cartons, cans, bottles, etc. will result in not being accepted as a vendor for next year. Your space is to be left exactly as you found it. Grease, oil, food, paper, paint, balloons, candy, etc. must all be picked up and placed in dumpster.

WATER: Please request information from the Vendor Coordinator as to availability.

WASTE WATER DISPOSAL: **A gray water tank will be provided near Bridge St. Do not pour gray water into the storm drains. All grease and left over food should be placed in the large dumpster by the High School. The small dumpsters are for school use only.**

DISMANTLING: You may start dismantling your booth after 3 pm on Sunday. Your booth space needs to be left as you found it. All trash must be removed and placed in the dumpster near the High School. Your booth space **MUST** be left clean. Leaving a mess will result in you not being accepted as a vendor in future years.

VENDOR INSTRUCTIONS – CONTINUED

SPECIAL PROVISIONS: Occupants selling perishable food items are responsible for compliance with sanitary regulations, have valid food handler's licenses(s) and must obtain a temporary restaurant permit from Yamhill County Health Department. You must operate in compliance with all local laws regarding health and safety. Anyone found in none compliance will be removed from the festival immediately. Those utilizing electricity are responsible for compliance with fire and safety regulations.

The Sheridan Days Committee reserves the right to have any vendor removed for undesirable conduct; substituting items other than was agreed to on vendor application, purveying goods that are deemed offensive, unsafe or illegal.

SPACE ASSIGNMENT: A list with space assignment and location will be posted near the HIGH SCHOOL on Bridge Street on Thursday morning no later than 8 am. Please look there for your assigned space. Someone will be in the area to answer your questions and assist you in finding your space.

If your space has not been paid for in advance, it will be necessary for you to pay BEFORE SETTING UP. We will accept cash or money orders. Money orders should be made payable to Sheridan Days. We will not accept checks on site.

FOR FURTHER INFORMATION, CONTACT Wendy Bird, 503-843-7656, or email to vendors@sheridandays.com. If it is an **emergency** you may call my cell 503-435-9277.

SHERIDAN DAYS 2017 VENDOR SCHEDULE OF EVENTS

Thursday (not required)- Booth setup from 8 am to 8 pm. You may start selling immediately and may sell as late as there are customers. Carnival opens at 3 pm.

Friday- Booth setup from 8 am to 10 am. Booth should be open by 10 am and remain open until at least 9 pm. You may stay open later if you choose, but please do not close earlier. Carnival opens at 3 pm.

Saturday- Booth open by 10 am and remain open until at least 9 pm. Carnival opens at 10 am.

Sunday (required) - Booth open by 11 am. Event runs until 6 pm. Absolutely no tear down until after 3 pm. The area will be inspected after you leave to make sure there is no trash, grease, or destroyed grass.