

**PHIL SHERIDAN DAYS 2018**  
**VENDOR REGISTRATION FORM**  
June 14 to June 17

NAME: \_\_\_\_\_ BUSINESS NAME: \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ (comm. will only be via email)  
ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
ITEMS TO BE SOLD (general description acceptable i.e. jewelry rather than rings, bracelets, earrings, etc.):

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 - \$125 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 dimensions when fully set up. Include tongue, steps or sides that open out. Also indicate which side you vend from and if your trailer height is over 9 ft. Some trees overhang site). PLEASE LIST YOUR 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. Boxes are centrally located, up to 75 ft. away; 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. One 20 amp plug-in. 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) List type of plug here (diagram acceptable):

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, please allow for customer parking. Parking is available on residential streets to the west of the site. If you have special needs for parking, contact vendor coordinator. Off site motor home parking is available, contact vendor coordinator for directions to site. RV site shares with carnival and does not have power, toilets or water No camping in City or County parks is allowed.

Do you require parking for Motor Home, Trailer, etc?      Length of trailer      feet.

**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 encouraged.
3. Space Rental Agreement/Registration Form
4. Payment for desired number of space(s) and electrical usage.

**PAYMENT:** We accept checks, money orders or Square payments. If you wish to pay by square, please indicate and vendor coordinator will call to obtain credit card info.

**RECEIPTS:**

No written receipt will be provided. You will receive an email confirmation of acceptance. If you do require a written receipt you can include a SASE with your application and one will be sent back to you.

**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](https://hhs.co.yamhill.or.us) under the “quick links” tab, click on Public Health then Restaurant Inspections.

## **SHERIDAN DAYS 2018 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 Noon. Event runs until 6 pm. Absolutely no tear down until after 6 pm. The area will be inspected after you leave to make sure there is no trash, grease, or destroyed grass.

**SHERDIAN DAYS  
SPACE RENTAL AGREEMENT**

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.

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:

Print name:

Check # \_\_\_\_\_ Amount Paid \$

If you wish to pay using Square, indicate here  
Best times for Vendor Coordinator to call.

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**Please make checks payable to Sheridan Days.**

**Mail to Sheridan Days, C/O of Wendy Bird, PO Box 265, Sheridan, OR 97378**

**SHERIDAN DAYS**  
**June 14-17, 2018**  
**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:** There will be 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 on Thursday. Booth set-up time and unloading must be done prior to 10AM Friday. 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.

**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.

**NO SMOKING:** Because the vendor site is located on school property there is no smoking allowed on site.

**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.**

**TEAR-DOWN:** You may start dismantling your booth after 6 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.

**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, square or money orders. Money orders should be made payable to Sheridan Days. We will not accept checks on site.

**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.**

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