

# Clatskanie Heritage Days 2024

## Vendor Information Packet



It is time to plan our 2024 Clatskanie Heritage Days Celebration! We hope that you will join us as a vendor for the exciting Heritage Days events. We are looking forward to the parade, car show, events and vendors in the park, and exciting fireworks display as the grand finale.

This packet includes:

- Vendor Rules
- Vendor Application with the fee schedule
- Release and Indemnification Agreement

Please return the following required documents: Vendor Application & Indemnification Agreement Form, registration fee, and **Proof of Insurance naming Clatskanie Heritage Days Committee/Clatskanie Chamber of Commerce, The City of Clatskanie, and Clatskanie Park and Recreation District as Additional Insureds**. The deadline for registration is June 1, 2024\*.

**\*Please note:** The availability of electricity is limited and will be assigned in order of completed vendor packets and fees have been received. The sooner you return your vendor packet the better for reserving your spot!

For food vendors the committee will request a copy of your planned menu, as we try to have a varied selection. Please remember that valid **FOOD HANDLERS PERMITS** are required.

Car Show vendors may start moving in on June 28, 2024, markers will be in place to indicate booth locations. Vendors must be in place before 7 am on June 29<sup>th</sup> the day of the car show.

Vendors for the July 4<sup>th</sup> Celebration may begin moving in on July 3<sup>rd</sup>.

Lodging accommodations are available both for RVs and as a hotel:  
Clatskanie River Inn – 503-728-9000

**We hope you will join us to help make  
Clatskanie Heritage Days a fun family event!**

Clatskanie Heritage Days Committee: PO BOX 635, Clatskanie OR 97016

Contact: Greg Smiley, Vendor Coordinator, 503-338-8467 or  
Debi Smiley, Heritage Days Chair, 503-728-6116 or 503-338-8436  
email [heritagedays97016@gmail.com](mailto:heritagedays97016@gmail.com)

# Vendor Rules

## Parking and Vendor Setup & Teardown

For the Car Show: vendor markers will be in place and vendors may start moving into the Park on June 28<sup>th</sup>. Vendors must be in place before 7 am on the day of the Car Show, Saturday, June 29<sup>th</sup>. Car Show vendors must vacate the park by noon on June 30<sup>th</sup>. (Unless they are also a vendor for 4<sup>th</sup> of July)

4<sup>th</sup> of July: vendors may start moving in on July 3<sup>rd</sup>.

Each vendor will be allowed to park one vehicle in the park.

All vendors' booths and RVs will vacate the Park by July 5<sup>th</sup> by 9 am.

All vendors are responsible to provide trash containers and liners for their booth. It is the vendor's responsibility to keep their area clean and presentable. Large trash bins will be available for trash disposal.

## Food License

Each food vendor is responsible for **obtaining a food handling permit and inspection** from the Columbia County Public Health Department in St. Helens, OR 800-244-4870.

## Insurance and Release Agreement

Proof of liability insurance coverage is required to be submitted with each application. The suggested minimum is \$2,000,000 general aggregate and \$1,000,000 each occurrence. If you have concerns about insurance please contact Heritage Days Chair Debi Smiley 503-728-6116 or by email [heritagedays97016@gmail.com](mailto:heritagedays97016@gmail.com).

**Proof of Insurance should name Clatskanie Heritage Days Committee, Clatskanie Chamber of Commerce, The City of Clatskanie, and Clatskanie Park and Recreation District as additional insureds.**

These may be obtained from your insurance carrier. Please feel free to contact the insurance companies below for further assistance. **This is mandatory coverage that you must provide.**

State Farm Insurance – Joel Avina, Agent: 503-728-2800  
Cascade Crest Insurance: 844-449-2862  
Flipprogram.com (Food Liability Insurance Program)  
Next Insurance online insurance for small businesses  
American Specialty Express for Events – americanspecialtyexpress.com

**Vendors must sign and return the attached Release and Indemnification Agreement.**

## Prohibited Items

The following items are prohibited in the park during Heritage Days:

- Weapons (including firearms)
- Any prohibited drugs including marijuana, and consumption of alcohol per Clatskanie City Code Chapter 1, Article G, 5-1G-1 through 5-1G4. The sale of alcohol in containers not for immediate consumption (ex. wine bottles) is allowed by approved vendors.
- Drug paraphernalia or items depicting or suggesting drug use

# Clatskanie Heritage Days 2024 Vendor Application

Company/Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

What activities or sales are planned? Food vendors please attach menu:

\_\_\_\_\_

Any specific needs or issues? \_\_\_\_\_

What is your total space requirement? \_\_\_\_\_ ft. x \_\_\_\_\_ ft. A picture or drawing of your booth or trailer would be helpful. The Committee tries to leave a few feet of buffer between trailers, but this cannot be guaranteed.

Indicate in the fee schedule below the quantities and types of spaces desired by checking the appropriate blue box and entering the total in the right side Total column.

\*A \$20 discount for “Non-profit Organizations” and “Informational Only” vendors.

\*\* Electricity (110volt. 20 amp circuit) limited availability for \$20 additional each day.

Space Size and Type	Car Show June 29 <sup>th</sup>	July 4 <sup>th</sup>	Total
10 ft x 10 ft (100 sq ft)	<input type="checkbox"/> \$ 35	<input type="checkbox"/> \$ 75	
10 ft x 11 – 20 ft. (110-200 sq ft)	<input type="checkbox"/> \$ 60	<input type="checkbox"/> \$ 125	
20 ft x 20 ft (400 sq ft)	<input type="checkbox"/> \$ 85	<input type="checkbox"/> \$ 150	
10 ft trailer	<input type="checkbox"/> \$ 85	<input type="checkbox"/> \$ 150	
20 ft trailer	<input type="checkbox"/> \$ 110	<input type="checkbox"/> \$ 175	
30 ft trailer	<input type="checkbox"/> \$ 135	<input type="checkbox"/> \$ 200	
<b>*Non-profit/Informational Only booths – subtract \$20</b>			( - )
<b>** Electric hook up add \$20 per event day</b>	<input type="checkbox"/> \$ 20	<input type="checkbox"/> \$ 20	
<b>*** Snack Shack Premier Location for 4<sup>th</sup> of July only</b>		<input type="checkbox"/> \$ 500	
***Snack Shack includes the use of electricity, cotton candy machine, hot dog machine, cash register, freezer, and refrigerator. (Only one available)			

*I have read and agree to the Clatskanie Heritage Days Vendor Rules, and have attached a signed Release and Indemnification Agreement and proof of insurance.*

**Deadline to submit application and payment  
June 1, 2024**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Make checks payable to: Clatskanie Heritage Days PO Box 635, Clatskanie, OR 97016

# **Clatskanie Heritage Days 2024**

## **Release and Indemnification Agreement**

### **(Must Submit with Vendor Application)**

In consideration of the use of the Clatskanie City Park during Clatskanie Heritage Days for the year 2024 by the undersigned, I/we \_\_\_\_\_ do hereby release and forever discharge the City of Clatskanie, the Clatskanie Parks and Recreation District, the Heritage Days Committee, the Clatskanie Chamber of Commerce, and their individual agents, attorneys, and assigns from any and all actions, claims and demands for, upon or by reason of any damage, loss, or injury which may be sustained by me/us during this year's Clatskanie Heritage Days.

This release extends and applies to and covers all known, unknown, unforeseen, and unanticipated injuries, damages, loss and liability, and consequences thereof. The provisions of any state or federal law providing that this release does not extend to claims, demands, injuries or damages which are unknown or unsuspected to now exist, are hereby expressly waived.

I/we further agree to indemnify and defend the above named parties from, and reimburse said parties for any cost, claim, loss, or liability suffered directly or from a third-party claim arising out of or related to any activity of mine/ours during or in connection with Clatskanie Heritage Days in my/our possession or control. The above named parties shall have no liability to me/us for any injury, loss, or damage caused by third parties during or in connection with Heritage Days.

I/we agree that the above named parties or individuals shall have no liability for the failure or interruption of utilities during or in connection with Clatskanie Heritage Days.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_