



Clatskanie Heritage Days 2019

Vendor Information Packet

It is time to plan our 2019 Clatskanie Heritage Days Celebration! We hope that you will join us as a vendor for the exciting Heritage Days events. Our traditional parade, car show, logging show, and grand fireworks display in the park are the highlights of our yearly celebration.

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 Clatskanie Cruisers Car Club, The City of Clatskanie and Clatskanie Park and Recreation District as Additional Insureds.** The deadline for registration is June 1, 2019*.

***Please note:** The availability of electricity is limited and will be assigned in order of completed vendor packets and fees have been received.

For food vendors the committee may ask for 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, 2019 when markers will be in place to indicate booth locations. Vendors must be in place before 8 am on June 29th the day of the car show.

Vendors for the July 4th Celebration may begin moving in on July 3rd after 5 pm.

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

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 28th. Vendors must be in place before 8 am on the day of the Car Show, Saturday, June 29th. Car Show vendors must vacate the park by noon on June 30th. (Unless they are also a vendor for 4th of July)

4th of July: vendors may start moving in on July 3rd after 5 pm.

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

All vendors' booths and RVs will vacate the Park by July 5th by noon.

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.

Chuck from Colvin's has also volunteered to help answer questions that vendors may have regarding the food handling rules and best practices. You may reach Chuck at 971-258-7640.

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.

Proof of Insurance should name Clatskanie Heritage Days Committee, Clatskanie Chamber of Commerce, the Clatskanie Cruisers Car Club, 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: 503-728-4391

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)
- Alcoholic beverages, any prohibited drugs, and marijuana per Clatskanie City Code Chapter 1, Article G, 5-1G-1 through 5-1G4.
- Drug paraphernalia or items depicting or suggesting drug use

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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.

*A \$20.00 discount is offered for July 4th for “Non-profit Organizations” and “Informational Only” vendors.

**Electricity if needed (110 volt, 20 amp circuit)

| Space Size | June 29 th | **Electric June 29 th | July 4 th | **Electric July 4 th | Total |
|-------------------------------------|-----------------------|-------------------------------------|----------------------|------------------------------------|-------|
| 10 ft x 10 ft (100 sq ft) | \$ 35 | \$ 15 | \$ 75 | \$ 15 | |
| 10 ft x 11 – 20 ft. (110-200 sq ft) | \$ 60 | \$ 15 | \$125 | \$ 15 | |
| 20 ft x 20 ft (400 sq ft) | \$ 85 | \$ 15 | \$150 | \$ 15 | |
| 10 ft trailer | \$ 85 | \$ 15 | \$150 | \$ 15 | |
| 20 ft trailer | \$110 | \$ 15 | \$175 | \$ 15 | |
| 30 ft trailer | \$135 | \$ 15 | \$200 | \$ 15 | |

Total Fees:

*On July 4th Only: “Non-profit Organizations & Informational Only- subtract \$20

TOTAL FEE ENCLOSED:

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.

Signed _____ Date _____

Committee Use Only

Site Assigned: _____

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

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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 2019 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, the Clatskanie Cruisers Car Club 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 _____

