

# Clatskanie Heritage Days 2022

## Vendor Information Packet

It is time to plan our 2022 Clatskanie Heritage Days Celebration! We hope that you will join us as a vendor for the exciting Heritage Days events. Our plan is to bring back the parade, car show, events and vendors in the park, and exciting fireworks display as the grand finale after the last two years of missing our 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 City of Clatskanie, and Clatskanie Park and Recreation District as Additional Insureds.** The deadline for registration is June 1, 2022\*.

**\*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 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 24, 2022 when markers will be in place to indicate booth locations. Vendors must be in place before 8 am on June 25<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> 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](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 24<sup>th</sup>. Vendors must be in place before 8 am on the day of the Car Show, Saturday, June 25<sup>th</sup>. Car Show vendors must vacate the park by noon on June 26<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> after 5 pm.

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.

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](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: 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

# Clatskanie Heritage Days 2022

## 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 (110 volt, 20 amp circuit)**

Space Size	June 25 <sup>th</sup> Booth Only	June 25 <sup>th</sup> Booth Plus **Electric	July 4 <sup>th</sup> Booth Only	July 4 <sup>th</sup> Booth Plus **Electric	Total
10 ft x 10 ft (100 sq ft)	\$ 35	\$ 50	\$ 75	\$ 90	
10 ft x 11 – 20 ft. (110-200 sq ft)	\$ 60	\$ 75	\$ 125	\$ 140	
20 ft x 20 ft (400 sq ft)	\$ 85	\$ 100	\$ 150	\$ 165	
10 ft trailer	\$ 85	\$ 100	\$ 150	\$ 165	
20 ft trailer	\$ 110	\$ 125	\$ 175	\$ 190	
30 ft trailer	\$ 135	\$ 150	\$ 200	\$ 215	
Snack Shack Premier Location*** (One Only)				\$ 500	
Non-profit/Informational Only booths – subtract \$20					

\*\*\*Snack Shack includes the use of electricity, cotton candy machine, hot dog machine, cash register, freezer, and refrigerator.

**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 \_\_\_\_\_

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

**Deadline to submit  
application and payment  
June 1, 2022**

# Clatskanie Heritage Days 2022

## 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 2022 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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_