

McMinnville UFO Festival

2024 VENDOR CONFIRMATION & INVOICE

Congratulations!

You have been selected to participate as a vendor at the **2024 McMinnville UFO Festival!**

Your placement at this event will not be firm until payment and all required documents and payment have been received by McMinnville Downtown Association.

ALL VENDORS: A signed copy of the Vendor Agreement – *attached*
 FOOD VENDORS: Certificate naming McMinnville Downtown Association as additional insured
 FOOD VENDORS: Yamhill County Health Certificate/Permit to operate

You will be notified of your booth # and location by May 5th. Vendor placement is at the discretion of the event steering committee. Please review the Vendor Fact Sheet as booth space rental fees are non-refundable.

Booth Information:

Vendor booths are marked 10’ x 10’ spaces.

Please confirm the following:

MDA Members Discounted Rate

- Food Vendor : **\$150**
- Non-food vendor : **\$75**

Non-MDA Members/ Regular Rate:

- Food Vendor: **\$200**
- Non-food Vendor: **\$125**

Electricity:

- 5 amp service- Add \$80
- 20 amp service- Add \$125
- High use > 20 amp service- Add \$250

Note: Generators are not allowed in any booth at this event. Use of propane tanks must be preapproved by the MDA.

Total Payment Due: \$ _____

Payment Options:

Check

- Please make checks payable to MDA, 105 NE Third St, McMinnville, OR 97128

Debit/ Credit

Or

<https://downtownmcminnville.com/shop/events/ufo-festival/ufo-festival-vendor-participation-fees-and-application/>

FOR OFFICE USE ONLY	Date Received: Amount Received: \$ ck# _____ VISA/MC	Vendor Agreement County Health Cert.	Insurance Certificate Other
------------------------------	--	---	--------------------------------

2023 McMinnville UFO Festival - Vendor Agreement

VENDOR HAS READ AND AGREES WITH THE FOLLOWING:

1. McMinnville Downtown Association (MDA) will provide and assign space to Vendors and reserves the right to change space assignments
2. MDA reserves the right, as permitted by law, to refuse space to any applicant conducting business that is determined by MDA or MDA designated representative to be unlawful, dangerous, not described in reasonable detail in the Vendor Application or in violation of MDA contracts with other parties
3. MDA, by this Agreement, does not guarantee to Vendors exclusivity of sale of products or merchandise (although other agreements may exist that provide exclusivity)
4. Vendor or downtown merchant shall not sub-lease or assign its booth space or any other right under this agreement
5. Vendors may not use freestanding electrical generators or extension cords from adjacent buildings
6. Vendors will remit booth space rental fees to MDA by 30 days after approval or by May 1st.
7. Booth space rental fees are non-refundable
8. Vendors may not use audio projection including loudspeakers or “bull horns,” nor play or broadcast music except with prior written approval of MDA
9. Except as required by law, animals are not allowed in booths without prior written approval of the MDA
10. Applicant as a Vendor agrees:
 - a. To provide entire booth display (MDA provides the space only and electricity as paid for);
 - b. To comply with all applicable electrical, fire, and health department regulations and all city, county and state and federal laws (Vendors can expect authorized inspectors to be on hand to enforce applicable laws and regulations, and Vendors are solely responsible for all applicable inspection fines and fees);
 - c. Remove vehicle from event area by 9:30am and be ready for business at 10am, that same day;
 - d. To immediately notify MDA of an anticipated delay in set up (past 8am, Saturday May 18th); MDA retains sole discretion to allow or disallow a late “set up” and to place reasonable conditions on any late “set up”;
 - e. That failure to notify MDA of an anticipated delay in set up as outlined above, or to strictly adhere to conditions placed on a permitted late set up, will result in loss of the Vendor space;
 - f. To conduct business and remain open during the event hours and in the assigned space only
 - i. Event hours: Saturday, May 18 – 10am-6pm
 - g. To not bring any vehicles, trailers, or deliveries into the selling area during event hours
 - h. To remove any concessionaire games or other activities whether named in the Application or not, that MDA, in its sole discretion finds conflicts with the exclusive rights granted to another party or organization. Removal is at the discretion of the MDA
 - i. If a Food Vendor, to provide a 33-gallon trash receptacle at the booth; and the receptacle must be emptied when full, into the provided dumpster; Vendors may not empty trash into cardboard/temporary trash cans. *NOTE: Do not dump water, grease and/or debris into gutters or sewer drains –Wastewater receptacles will be provided by festival organizers for gray water disposal only – VENDOR MUST HAUL AWAY OIL AND GREASE FOR PROPER DISPOSAL*
 - j. If a Food Vendor, to have a working fire extinguisher and to provide a copy of a Health Permit when notified of application acceptance
 - k. If Vendor will sell or distribute food, the Vendor shall have all required certificates and licenses. In addition, such vendor shall have a liability insurance policy insuring against liability caused by selling or distributing food with a minimum limit of \$1,000,000; The policy shall name MDA as additional insured and the Vendor must provide a certificate of service showing proof of insurance no later than 15 days prior to the event
 - l. To remove all structures, products, trash, etc., before 8:00 pm, Saturday, May 18, 2024
11. Vendor agrees that MDA officers, directors, agents, employees and volunteers of MDA are not liable or responsible for any injury to Vendor or Vendor’s owners, agents, employees, volunteers, guests, or customers while within the space or spaces rented and/or occupied by the Vendor; nor shall the protected parties be responsible for the loss of or damage to Vendor’s goods or property
12. Vendor agrees that it shall defend, indemnify and hold harmless MDA and officers, directors, agents, employees and volunteers, and insurers of MDA from and against any claim, loss, damage, injury, penalty, fine, and expenses (including all litigation expenses) caused directly or indirectly resulting by Vendor’s use of the rented space or in any way caused by the Vendors, employees, agents, volunteers or by any of Vendor’s activities relating to the UFO Festival
13. MDA, in its sole discretion, may require a Vendor to immediately close its booth (space), and remove itself from the space if the McMinnville Downtown Association or its designated representative finds that Vendor is not in compliance with this Agreement

Legal Name \ Business Name (if different)

Signature of Vendor’s Authorized Representative

Date

Signature of Authorized MDA Representative

Date

2024 UFO Festival

Vendor Fact Sheet

Saturday, May 18th

SET UP

you will be notified by May 5th as to which section you are in and where to report to.

Saturday, May 18th

- Set-up begins at **7:30** am. Remove vehicle from event area by 9:30am and be ready for business at 10am, that same day
- All vendors must check in with the on-site Event Coordinator or section coordinator
- Please unload your vehicle and remove it from the area as soon as possible to allow others to unload
- Electrical Power will be at your booth space AS REQUESTED AND PAID FOR WITH YOUR VENDOR APPLICATION

PARKING

- FREE vendor parking is available at the public parking garage at 5th and Evans St. or on side streets as indicated on vendor info map.
- Vendors may **NOT** park on the street, in a public parking lot, or business parking lot within downtown. Temporary parking for loading and unloading in the Event Area is allowed.

EVENT HOURS -VENDORS ARE EXPECTED TO REMAIN OPEN AND OPERATING DURING THESE HOURS

- Saturday, May 18th – 10am to 8pm

TAKE DOWN – no early removal allowed

- Vehicles will be allowed in the event area on Saturday, May 18th, starting at 6:00pm
- All structures, product, trash, etc. must be removed by 8:00pm

VENDOR BOOTH SPACE

- We provide a designated 10 x 10 space ONLY
- You must provide all items needed for your booth: canopy, table, chairs, etc.

WHAT TO EXPECT – see event layout map

- Garbage Service: please empty your booth garbage and/or recycling in appropriate zero waste containers
- A Waste Water (gray water) unit is located downtown. Do NOT dispose of any gray water in the portable restroom, in the streets or storm drains
- Clean water is available for vendor usage at designated locations
- Ice may be purchased from Harvest Fresh Grocery at 3rd and Cowsls St.

VENDOR RESPONSIBILITIES (as stated in the Vendor Agreement)

- You must comply with all applicable electrical, fire, and health department regulations and all city, county and state and federal laws
- You must not bring any unauthorized vehicles, trailers, or deliveries into the selling area during event hours

QUESTIONS AT THE EVENT

- Visit the MDA Event Information Booth located at the US Bank Plaza
- We hope you have a successful and enjoyable experience at the 2024 UFO Festival

Important Vendor Information
KEEP THIS PAGE

Questions? Call the McMinnville Downtown Association at 503-472-3605
105 NE Third St, McMinnville OR 97128 or info@downtownmcminnville.com