

February 27, 2008

Dear Robin Hood vendor,

Thank you for your interest in the 2008 Robin Hood Festival. If you have not been with us before, we hold our festival in old town Sherwood.

There are a few changes to the vendor application and covenant:

1. We have changed the breakdown time from 9:00 PM to 8:00 PM, but all non food vendors must stay until that time and can not leave before that time. Leaving early will forfeit your deposit.
2. We will require each vendor to sign an acknowledgement form at check-in. This will state an understanding of the rules and covenants of the festival.
4. We are going to strictly enforce the smoking rules. A number of vendors complained about other vendors smoking inside their booth which is against the rules. There are areas designated for smoking away from the booths.
5. We want to encourage our vendors to dress in period garb and to decorate their booth in the Robin Hood theme. Last year we awarded the best decorated booth/costume with one free space. We will do this again this year.
6. We will try to honor requests for power, but we are currently uncertain about power availability. If power is not available, we will return the fee for power.
7. We will accept applications with a less than full payment to aid our vendors who participate in many events. We will hold the spot(s) up to June 18<sup>th</sup>, at which time, full payment will be due or the spot(s) will go back into the mix and the deposit (25.00) will be forfeited. Call for more information.

John Tucker  
Vendor Chair

# Robin Hood Festival Food Vendor Application Form 2008

Organization or Business Name
Contact Person
Secondary Contact Person + phone
Mailing Address
Phone number (cell preferred):
Email Address
Do you have any special needs or requests? Please describe. i.e. water...
Location preference, i.e. same as last year.
Do you need directions to Sherwood?
Are you a first timer?
Is a copy of your insurance included? If not the application will not be accepted.
Is a copy of your temporary restaurant license included?
Is a copy of your food handler's permit included?
Please attach a copy of your full menu with prices. We reserve the right to restrict the sale of items not listed.

For Official use only- Check Number \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

## Booth Fees

Prices in the table below are for a 11' wide space your booth or trailer will occupy. We will allow up to 15 feet in depth as the standard to allow storage behind your space with no extra charge. If you need more space behind your space, please contact the Festival. Please measure your trailer or booth carefully. If you are over 11 feet you must buy more space at \$11 per foot ( \$9 for non-profits). Non-profits must provide proof of non-profit status. We reserve the right to measure your equipment and adjust the fees. We will not allow any sidewalk to be blocked and expect your area to be kept clean for the whole festival. Only one deposit is necessary if renting 2 or more spaces. Deposit will be returned after an inspection at check out.

	Fee per 11' wide space	Refundable Deposit
Food vendor	\$110.00 (per space)	\$75.00 one time
Non-profit food vendor	\$90.00 (per space)	\$75.00 one time

Please enclose a check or money order for the booth space and a separate check for the deposit. We will hold the deposit check. Please make your checks payable to the Robin Hood Festival Association. Send checks to P.O.Box 496, Sherwood, OR 97140.

### Agreement and disclosure

I HEREBY AGREE THAT I AM AN INDEPENDENT VENDOR AND WILL NOT BE AN EMPLOYEE OR AGENT OF THE SHERWOOD ROBIN HOOD FESTIVAL ASSOCIATION, OR THE CITY OF SHERWOOD DURING THE PERFORMANCE OF THIS AGREEMENT. THE SHERWOOD ROBIN HOOD FESTIVAL ASSOCIATION AND THEIR AGENTS AND ASSIGNS ASSUME NO RESPONSIBILITY OR LIABILITY FOR ANY INJURY, DAMAGE OR LIABILITY TO PERSONS OR PROPERTY SUSTAINED BY REASON OF PRESENCE AT THE SHERWOOD ROBIN HOOD FESTIVAL.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE COVENANTS OF THE FESTIVAL AND THAT I AM ELIGIBLE TO PARTICIPATE. I FURTHER UNDERSTAND THAT VIOLATION OF THESE COVENANTS WILL RESULT IN THE FORFEITURE OF MY FEES AND THE RIGHTS TO PARTICIPATE IN THIS AND FUTURE SHERWOOD ROBIN HOOD FESTIVALS.

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Vendor's signature

Date

## **Robin Hood Covenants 2008**

### **Hours of Operation**

**Festival hours are 5 PM to 11 PM on Friday, July 18th and 9 AM to 11PM on Saturday, July 19th. Food vendors shall remain open until at least 10:00 PM. Merchandise and activity vendors shall remain open until 8 PM.** Please check at sign in to see if you are in this area.

### **Payment**

Payment must accompany the application and the application will be considered accepted when the check has cleared. **If any application comes in after the July 8th deadline it must come with a money order.** We will not accept any personal checks after the deadline. The application fee is non-refundable after the deadline. Before the deadline, the fee may be refunded by a decision of the board. Vendors who do not clean up after themselves will not be invited back to the festival and will lose their deposit. We will require a separate check for the deposit, if any needed.

### **Insurance**

A certificate of liability insurance is required for **food and activity vendors only**. The Robin Hood Festival Association must be listed as the certificate holder. A minimum coverage is \$1,000,000. **A copy of the certificate must come with any food or activity application and we will not accept any application without this.**

### **Permits**

Food and activity vendors are responsible for obtaining all required governmental permits. All persons serving food or beverages must have a valid Food Handler Card. Washington County Health and Human Services Division may be contacted at (503) 846-3460. All food vendors must provide a photocopy of their Washington County temporary restaurant license at check-in. Food vendors names may be forwarded to Washington County if there is any question concerning proper permits being issued.

### **Security**

The festival will have security overnight and vendors may leave their booth set-up Friday night at their own risk, the Robin Hood Festival Association and the City of Sherwood will not be responsible for lost or stolen items.

### **Set-up and Check-in times**

Check-in will be Friday the 18th at the Robin Hood Booth, starting at Noon. This is when you get your space assignment. Set-up begins at 2 PM and vendors must be ready by the festival opening at 5 PM. Please advise us if you need extra time to set up your space and if so please arrive early. You must be set-up by 9 AM on Saturday. **All vendors must check-in by 2 PM on Friday** or risk losing their space. **All vendors must check-out** at the information booth before leaving the event or risk their deposit.

### **Vehicles**

Vendors will be allowed to bring their vehicles into the festival area for 30 minutes to allow for unloading and then must be moved in the parking area. This will facilitate easier unloading for others. After moving you vehicle you can set up your booth. All vehicles must be removed from the festival area no later than 4:30 PM on Friday and 9 AM on Saturday. No vehicles will be allowed in the festival area during the hours of operation.

### **Exhibit Space**

Vendors may not solicit outside their rented booth area.

### **Cleanliness, Housekeeping and Conduct**

All refuse must be disposed of daily in the vendor dumpster provided by the festival. **Please do not use the trash receptacles of the local residents or merchants.** Booths and space (front, back and surrounding area) must be kept free of garbage and debris and must always be neat and clean. All vendors must provide a container for their own garbage. The vendor will be considered in violation of the housekeeping rules if RHFA must dispose of a vendor's debris or perform housekeeping duties.

No dumping of contaminated water (bleach water, grease water, old coffee) is allowed into storm drains or on the grass. Vendors should use the gray water tanks provided. Grease must be placed in a lidded container next to the dumpster. There will be a fresh water source available.

**The Robin Hood Festival does not allow vendors to smoke in their spaces. Smoking must be done in designated areas only.** Although RHFA does not have a written dress code, it expects everyone associated with this event to be neat, clean, have good personal hygiene, and be courteous and friendly. **RHFA encourages vendors to dress in Robin Hood era garb.** RHFA reserves the right to have anyone removed from their booth and/or close their booth entirely; whom they believe is not a credit to the event.

### **Beverages**

Vendors will not be allowed to sell any alcoholic beverages. In an effort to be fair to both non-profit and for-profit vendors, minimum drink prices will be set at \$.60 for 12oz., \$.75 for 16oz., \$.90 for 20oz., and \$1.00 for 32oz.

### **Electricity**

RHFA will provide electricity to vendors who request electricity on their application. Since the non-food vendors leave before dark, lights are not necessary. When stating the amount of amps needed, vendors need to remember fans and other possible power sources. Vendors must provide their own heavy-duty extension cords (minimum of 100 feet).

### **Music**

No sound devices or music (tape recorders, CD players, etc.) shall be allowed. If you are selling any music CD's or tapes, you need to provide headphones for listening.

### **Interpretation or Modifications**

In matters of interpretation and/or modification to the existing rules, procedure, or policies, the decision of the RHFA President shall be final.

### **Hold Harmless**

THE VENDOR AGREES TO HOLD HARMLESS, THE ROBIN HOOD FESTIVAL ASSOCIATION, RHFA'S SPONSORS INCLUDING THE CITY OF SHERWOOD, AND THEIR RESPECTIVE OFFICERS, DIRECTORS, AGENTS OR EMPLOYEES FROM ANY LOSS, CLAIM, ACTION, SUIT OR LIABILITY TO THIRD PERSONS; WHETHER DIRECTLY OR INDIRECTLY RELATED TO THIS EVENT. THIS INCLUDES, BUT IS NOT LIMITED TO, CLAIMS FOR INJURY TO PERSONS INCLUDING DEATH OR THE DESTRUCTION OF PROPERTY; WHETHER INTENTIONAL, NEGLIGENT OR CONSEQUENTIAL AS A RESULT OF ANY ACT OF OMISSION OF A VENDOR, OR THE OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS OF A VENDOR'S BUSINESS.