

SHERIDAN DAYS
June 14 to June 17, 2012
REGISTRATION FORM

NAME: _____ ADDRESS: _____
CITY _____ STATE _____ ZIP _____ PHONE _____
VEHICLE TYPE _____ LICENSE # _____ Email Address _____
ITEMS TO BE SOLD _____

Be Specific. Once accepted as a vendor, you will ONLY be able to sell those items that are listed. No cotton candy or caramel apples may be sold. The coordinator will control the number of vendors selling the same item(s). (No exclusivity will be granted.)

SPACE RENTAL FEES: \$60 EACH FOR NON FOOD SPACES
\$80 EACH FOR FOOD SPACES

NUMBER OF 10x10 SPACES REQUIRED _____. If you have a trailer, be specific as to the dimensions when set up. The tongue and steps are to be included in the unit length. If you have sides that open out, those are to included in the space required also. If special parking is required because of the length, width, or height (over 9 ft. - trees overhang in some spaces), it must be so noted on your application. If you have special setup requirements, like a trailer that must be towed into position, please be sure to include that information. Wanting to sell from two sides of your booth does not constitute a special need. Spaces are assigned based on your information. As much as we would like to accommodate everyone, juggling spaces because someone neglected to be accurate in listing their needs will not be done. If you have special requirements and do not identify them here, you may be turned away without a refund. PLEASE LIST YOUR SPECIAL NEEDS HERE:

ELECTRICAL REQUIREMENT:

15 AMP OUTLET (Lights) \$20.	31 AMPS to 40 AMPS combined usage \$45
20 AMPS combined usage \$30	41 AMPS to 50+ combined usage \$50
21 AMPS to 30 AMPS combined usage \$35	

Please list ALL of your electrical appliances. The Vendor Coordinator will be working closely with Stuck Electric to provide adequate electricity for all vendors. Please be honest. **Should we have a power failure, you will be required to cut back to the combined amps listed on this form. The vendor coordinator will verify equipment listed and amps required. Please be accurate.**

Electrical Requirements cont'd

Appliances and the amps per appliance

WATER:

Do you have fresh water requirements? _____ Yes _____ No

If yes, please explain _____

Do you require parking for Motor Home, Trailer, etc? _____ Yes _____ No

THE FOLLOWING INFORMATION IS REQUIRED WITH YOUR REGISTRATION FORM:

1. Complete list of merchandise- if insufficient space above, put on back.
2. Complete menu of food items and drinks to be sold.
3. Space Rental Agreement/Registration Form
4. Payment for desired number of space(s) and electrical usage.

SPACE RENTAL AGREEMENT
2012

SHERIDAN DAYS COMMITTEE RESERVES THE RIGHT TO REMOVE YOU FROM THE PREMISES IF ANY PROBLEMS ARISE DUE TO NON-COMPLIANCE WITH THE RULES AND REGULATIONS AND/OR UNWILLINGNESS TO COMPLY WITH THE SHERIDAN DAYS VENDOR COORDINATOR, OR ANY COMMITTEE MEMBER. _____

(PLEASE INITIAL)

I UNDERSTAND THAT THE VENDOR SPACE(S) I AM RENTING IS NOT TO BE OCCUPIED BY PERSONS UNDER THE AGE OF 18 WITHOUT ADULT SUPERVISION. I FURTHER UNDERSTAND THAT I WILL BE ALLOWED TO SELL ONLY THOSE ITEMS I HAVE LISTED ON PREVIOUS PAGE.

THE UNDERSIGNED ADULT OF 18 YEARS OR OLDER AGREES TO COMPLY WITH ALL RULES AND REGULATIONS OF THE SHERIDAN DAYS COMMITTEE. IN CONSIDERATION OF ACCEPTANCE OF THIS APPLICATION, THE UNDERSIGNED AGREES TO INDEMNIFY, HOLD HARMLESS AND DEFEND AGAINST ANY ACTION AGAINST SHERIDAN DAYS COMMITTEE, SHERIDAN AREA CHAMBER OF COMMERCE, CITY OF SHERIDAN, YAMHILL COUNTY OR ANY OTHER SPONSOR FROM AND AGAINST ALL LIABILITIES WHATSOEVER ARISING OUT OF APPLICANTS PARTICIPATION IN THE SHERIDAN DAYS EVENT.

I HAVE READ THE CONDITIONS OF SPACE RENTAL AND WILL OCCUPY ASSIGNED SPACE ON JUNE 15, 16, and 17. I UNDERSTAND THE FEE IS NON-REFUNDABLE UNLESS SPACE IS SOLD OUT AT THE TIME OF APPLICATION.

Signed _____ Date: _____

Doing business as: _____

Please make checks payable to Sheridan Days. Mail to Sheridan Days, C/O of Shirley Bowyer, 511 SW Monroe St. Sheridan, OR 97378

FOR COMMITTEE USE ONLY

Date Received _____ Fee Received _____

Check # _____. Space(s) Assigned _____

Confirmation Sent _____

SHERIDAN DAYS 2012
VENDOR INSTRUCTION SHEET
(Please retain this sheet for your information)

VENDOR SPACE RENTAL INFORMATION

Each vendor is responsible for furnishing a freestanding booth, weather cover, trash container, tables, etc. Porta Potties will be provided. Occupants must provide their own extension cords. All electrical appliances and cords must meet codes. There will be no vendor parking during business hours adjacent to the vendor booths. Please plan accordingly. You may bring your vehicle up next to your booth to set up 6/14 or 6/15 as long as it is before 10AM on Friday. You may also bring it up each evening after closing. **DO NOT JUMP CURB** on Bridge Street.

Vendor vehicle/motor home parking: Vendor's motor homes or trailers will need to be self-contained. We are checking into having a designated place for vehicle/ motor homes and trailers to park. Check with vendor coordinator at time of check in for location

SET-UP: The vendor area will be open for setup starting 8am (not before) on Thursday 6/14. Booth set-up time and unloading must be done prior to 10AM Friday 6/15/11. **BOOTH SETUP after these hours is by special permission from Vendor Coordinator only.** Booths, tables, and chairs may be left in place overnight during the event (at your risk). Immediately after set-up and unloading is completed vendor vehicles must be removed from the loading area or they will be towed at owner's expense.

SECURITY: There currently is no security provided. The Sheridan Days Committee, nor any other sponsor, assumes any liability for loss or damage to property or person during the Sheridan Days events.

TRASH: Vendors are responsible for taking their trash from the vendor area each day. Sheridan Days will place receptacles in the vendor areas for public usage. **Vendor garbage and trash must be placed in the large dumpster near the High School. The vendor or a designated person is responsible for doing this.** Please flatten all boxes. Please do not put your trash near the public containers for disposal. Improper disposal of vendor supply cartons, cans, bottles, etc. will result in not being accepted as a vendor for next year. Your space is to be left exactly as you found it. Grease, oil, food, paper, paint, balloons, candy, etc. must all be picked up and placed in dumpster.

WATER: Please request information from the Vendor Coordinator as to availability.

WASTE WATER DISPOSAL Please provide your own holding tank for water disposal. **Do not pour gray water into the storm drains. Please take waste water with you. All grease and left over food should be placed in the dumpster by the High School.**

DISMANTLING: All booths must be removed by 6pm on Sunday, June 17th. Your booth space needs to be left as you found it. All trash must be removed and placed in the dumpster near the High School. Your booth space **MUST** be left clean. Leaving a mess will result in you not being accepted as a vendor in future years.

VENDOR INSTRUCTIONS – CONTINUED

SPECIAL PROVISIONS: Occupants selling perishable food items are responsible for compliance with sanitary regulations, have valid food handler's licenses(s) and must obtain a temporary restaurant permit from Yamhill County Health Department. You must operate in compliance with all local laws regarding health and safety. Anyone found in none compliance will be removed from the festival immediately. Those utilizing electricity are responsible for compliance with fire and safety regulations.

The Sheridan Days Committee reserves the right to have any vendor removed for undesirable conduct; substituting items other than was agreed to on vendor application, purveying goods that are deemed offensive, unsafe or illegal.

SPACE ASSIGNMENT: A list with space assignment and location will be posted near the HIGH SCHOOL on Bridge Street the morning of 6/14 at 8am. Please look there for your assigned space. Someone will be in the area to answer your questions and assist you find your space.

If your space has not been paid for in advance, it will be necessary for you to pay **BEFORE SETTING UP**. Please do not pay with cash. Money orders or checks should be made payable to Sheridan Days.

FOR FURTHER INFORMATION, CONTACT Shirley Bowyer, 503-843-4841, or email to vendors@sheridandays.com. If it is an **emergency** you may call my cell 503-510-0809.

SHERIDAN DAYS 2012 VENDOR SCHEDULE OF EVENTS

6/14 Thursday- Booth setup from 8am to 8pm. You may start selling immediately and may sell as late as there are customers.

6/15 Friday- Booth setup from 8am to 10am. Booth should be open by 10am and remain open until at least 9pm. You may stay open later if you choose, but please do not close earlier.

6/16 Saturday- Booth open by 10am and remain open until at least 9pm. If you choose to tear down Saturday evening, please be sure to leave the area as you found it. The area will be inspected after you leave to make sure there is no trash, grease, or destroyed grass.

6/17 Sunday- Optional Vendor day- Please open after 11am. Your booth needs to be torn down and all evidence that you were there removed by 6pm. The area will be inspected after you leave to make sure there is no trash, grease, or destroyed grass.

SHERIDAN DAYS 2012
Acknowledgement of Payment Received

This note is to acknowledge receipt of your vendor registration and payment. Thank you for your interest in SHERIDAN DAYS. We hope it will be a fun filled and profitable event for everyone.

Vendor Name: _____
Address: _____
City: _____ State: _____ Zip _____
Check # _____ Amount _____

Payment received by: _____

Please fill this portion of form out- this will serve as your receipt when signed by vendor coordinator. If you would like this returned to you as a confirmation prior to check in, please provide a **SELF ADDRESSED ENVELOPE** when submitting application, check or money order. Otherwise the Vendor Coordinator will sign the form when you check in.

Setup is June 14 (Thursday) 8:00am to 8:00 pm, or June 15 (Friday) 8:00 am to 10:00 a.m. Setup will not be allowed until the space has been paid for. The festival will be Friday, Saturday, and Sunday this year. Late arrivals may have their spaces reallocated if not checked in by 8am on Friday. Space assignment is NOT NEGOTIABLE. Assignment is by the Vendor Coordinator only. Please do not ask to be moved. Much consideration and planning goes into placement of vendors. If you have special needs, please be sure to let the vendor coordinator know before June 1.

All booths/trailers must be removed and cleaned up by 6pm Sunday (June 17). All cartons and trash are to be placed in the dumpster by the High School Gym. Grey Water is to be hauled away. Do not use storm drains to dump water. All grease and left over food must go in dumpster by the High School. The Sheridan Days volunteers that pick up the public garbage cans ARE NOT responsible for taking away garbage from your booth. Do not put flattened cartons or bags of garbage by the garbage cans. Please leave your booth space as you found it. Leaving a mess could result in not being accepted again as a vendor. Should you have any questions or concerns please call or email: Shirley Bowyer 503-843-4841 or email to Vendors@sheridandays.com. Please use my cell phone for **emergencies** only (503-510-0809).