



HARRISBURG HARVEST FESTIVAL 2016

Harrisburg Harvest Festival & Tractor Pull
Friday through Sunday, August 5th - 7th, 2016

VENDOR APPLICATION

Event Location: 23914 Peoria Rd, on City Property in between the Poplar Tree stands and Peoria Rd.

Event Hours: Fri; 6 pm to 11 pm
Sat; 2 pm to 11 pm
Sun; 11 am to 5 pm

2016 Vendor Booths Costs:
FREE!

Application Deadline: Applications must be received by July 25, 2016 for advertising inclusion.

Please mail your application to Harrisburg Harvest Festival Association, PO Box 134, Harrisburg, OR 97446.

*****All Food Vendors must provide a Certificate of Liability Insurance showing the City of Harrisburg, Kurt Kayner, and the Harrisburg Harvest Festival Association as Additional Insured's, in the amount of \$1,000,000. Non-Food Vendors will need to sign a hold harmless agreement. Deadline: August 1, 2016**

Name of Organization: _____

Product or activity: _____

Contact Person: _____

Telephone/Cell: _____

Email Address: _____

Mailing Address: _____

More Important Information on the back of this form....

Vendor booths are provided on a first come/first served basis. All forms must be received by July 25, 2016 to be included with initial advertising. We can take vendor applications up until August 4th, 2016, but only if you have a valid insurance form. You are responsible for removing your own garbage. Quiet & non-noxious generators **only** are allowed if you need power. (No power is available). If a booth is running a generator that is too loud, you will be asked to leave. **All food booths are required to obtain a Linn County temporary restaurant license. Contact Linn County Environmental Health; 541-967-3821.** No booth chairs, tables or shade/covers are provided; you must bring your own. Please be aware when bringing in your booths that the event location is in a pasture. You will need to bring in a vehicle that can handle a typical pasture.

Because our venue is growing, **we do not allow 'repeats' of food types.** We do allow variations in food, such as gourmet ice-cream vs. waffle cones vs. soft serve. (We try to separate these booths as much as possible). Food Vendors new to our venue should have a back-up food option if we already have a food vendor serving what you were planning to serve. Remember, first come/first served!

Vendors will once again be located in the middle of the event space. The space is located in between the Kids Zone, and the main beer garden area. The event is bigger this year, with more of the truck pulls occurring. The stock and modified options will operate in the evenings, while amateurs will be pulling during the day.

Booth spaces vary, and can range from 10' x 10' up to 30' x 30' in size. Please specify the size of your booth area:

Set Up:

You will be sent the vendor space number and a map prior to the event showing where you will be located. That will also show you which entrance you should be using when you arrive. On the day of arrival, you will check in with Michele Eldridge. You may set up as early as 1:00 pm on Friday, or 9:00 am on Saturday and Sunday. All booths must be set up, and vehicles removed from the area by one (1) hour before the GA gates open. We will allow you to have once vehicle parked behind your booth. You will be allowed to drive your vehicle into the event area in order to offload your booth elements when setting up, and when breaking down, but we ask that you try not to drive through the event area when it is in operation. If you have a motorhome and would like to stay onsite, please contact the City to arrange for reserving a RV space; your space as a Vendor is free of charge. However, please be aware that there are no hookups of any kind for RV's.

When you check in with Michele, you will receive 3 vendor bracelets. Family members do not get in free; if you need additional passes for family members or staff in excess of 3 people, you may purchase them on the morning of your arrival. All people working in a vendor booth **MUST** have a vendor bracelet or event bracelet on. People at the event with no bracelets will be asked to leave.

Important Note for 2017: There are no vendor fees this year, as we build our event back up after the 15 year hiatus. As this event becomes more successful, the booth fees might change in the future. All vendors who do business with us this year will be invited back in 2017.

More information/details in regards to our event will be mailed to you in July. We appreciate your time and involvement with the Harvest Festival Association, and hope that you have a successful event! Questions may be directed to Michele Eldridge, at 541-995-6655, or you may email Michele at meldridge@ci.harrisburg.or.us.