



Information Vendor

Reserve your space now!

14th Annual Fairview on the Green

SATURDAY, JULY 30, 2022

What: Fairview on the Green. A full day of family fun. The day's events include entertainment, children's play area, arts/crafts/information vendors and beer & wine garden.

Where: Fairview Community Park, 21600 NE Park Lane, Fairview, Oregon.

Date/Important Times: Saturday, July 30, 2022

- Setup begins at 8:00 AM | Must be open for business and streets cleared by 10:00 AM.
- Event hours 10:00 AM – 8:00 PM
- Tear down no earlier than 6:00 PM (Live music will continue to 8:00 PM)

Application Process & Deadline:

- Return form **no** later than July 8, 2022.
- Applications will be reviewed within two (2) business days.
- Space fee(s) **(\$50) per 10X10 Vendor Space** is due within five (5) business days of notification of acceptance. The last day to submit payment and secure vendor space(s) is July 20, 2022. Payment options include check, cash, and credit/debit card. Payment information will be provided with notification.
- **Early Bird Discount – save \$10.** Apply, receive notification of approval, and submit payment no later than 4:00 PM on June 24, 2022.

Requested number of 10X10 Vendor Space(s)_____.

Access to Electricity (\$15) (Vendor supplies extensions cord(s)) – Payment due with Vendor Space Fee(s)

Vendor Name: _____

Product Description: _____

Booth Description: _____

Tent: _____ Trailer: _____ Other: _____

Contact: _____ Phone: _____ Email: _____

Address: _____

I have read and agree to the Rules and Regulations for Vendors.
(please check box - box **must** be checked for application to be accepted)

Submit application by **Email:** at FOG@ci.fairview.or.us or **Mail** to: FOG, PO Box 337, Fairview, OR 97024 or **Bring** to Fairview City Hall, Administration Dept., 1300 NE Village Street, Fairview, OR 97024

Office Use Only:

Accepted: Y or N Date Notified: _____

Payment due: # Vendor Spaces _____ x \$ _____ = \$ _____ (Early Bird Discount: Y or N)

Payment received: Date _____ Amount \$ _____ Receipt No. _____

Fairview on the Green Rules and Regulations for Vendors

Vendors may purchase single or multiple booths. Each booth space will accommodate a 10' x 10' tent. All booth spaces will be marked off and numbered by the event staff. All spaces will be assigned by the event staff. The event staff will strive to not place booths with similar products/services/information adjacent to one another, but that cannot be guaranteed. Vendors/exhibitors do not have exclusivity of product/service unless they are an exclusive sponsor.

All vendors must completely contain all information, sales, displays, signs, banners, etc., within their designated space.

Fairview on the Green is a community event that is open to the general Public. All booths must be appropriate for the general Public; no "adult-only" areas or information will be allowed. All vendors must comply with all state, county, and local laws. Drug paraphernalia or pro drug literature is not allowed. Sexually explicit items, and items with violent content are not allowed. Gun sales are not allowed.

All vendors may market only from their booth; walk-around marketing is not permitted. Vendor personnel cannot block the walk path. Political candidate/party/issue booths are not allowed per city policy.

Set-up will begin at 8 a.m. - not earlier. Vendors/Exhibitors will be allowed to drive their vehicle into the vendor area and unload after 8 a.m. but must immediately move their vehicles. All vehicles must be out of the vendor area no later than 9:45 a.m.

The event opens to the Public at 10 a.m. and goes through 8:00 p.m. Vendors/Exhibitors may not break down/remove their exhibit until 6:00 p.m. without the expressed permission of the event staff, and such permission will not be given unless there is inclement weather or other overriding concerns. If early break down/removal is permitted, the exhibit must be removed by hand, i.e., no vehicles will be allowed to come into the event area. All booths and merchandise must be removed by 10 p.m.

Vendors/Exhibitors may not sell or give away food products or drinks. Vendors may give away water. Food products are limited to the Food Vendors. Vendors/Exhibitors may sell products, give away samples (including product drinks), give away door prizes, and distribute information concerning products/services from their booth.

All tents must be self-supporting and include weights to prevent the wind from toppling it. No spikes may be used in the asphalt to stabilize the tent. All vendors must have tents. No open space exhibits are allowed.

Personal sound systems in booths are prohibited unless all emitted sound is contained to the individual booth. No alcohol or drugs are permitted; except for alcohol purchased and consumed within in the beer garden area.

If a vendor or exhibitor violates these event Rules and Regulations, they will be immediately dismissed from the festival and no refund given for their booth fee.

The City of Fairview is the event organizer and manager, and the City staff's decisions are final. All vendors will hold harmless the City of Fairview, its elected officials, employees, volunteers, contractors, agents, festival organizers and sponsors from all claims due to your participation in the Event.

The Event public address/sound system is reserved only for use by event staff. No vendor/exhibitor/political candidate/elected official candidate/other person may speak over the public address/sound system. The sound system is reserved for musical entertainment, Event announcements, sponsor recognition, exhibitor and honoree recognition, emergency/public safety announcements, and program notes.

Banners or signs displayed at all non-booth locations are limited to the event itself and sponsors. No vendors/exhibitors may place signs or banners at any locations other than their booth space, including political candidates/parties/issues.

There is no guarantee of attendance or sales. Fairview on the Green is a "rain-or-shine" event.