



VENDOR APPLICATION

FOR OFFICE USE ONLY	Date Received: _____
	Date Reviewed: _____
	Accepted: <input type="checkbox"/> YES <input type="checkbox"/> NO
	Date Notified: _____

EVENT: _____ DATE: _____

Business/Organization Name _____

Contact _____

Address _____ City _____ Zip _____

Phone _____ Alt. Phone _____

Fax _____ E-Mail _____

BOOTH SELECTION

<input type="checkbox"/> Booth Rental	\$50 booth fee	x	_____	(# of booths)	=	\$ _____
<input type="checkbox"/> YCHS Member	\$40 booth fee	x	_____	(# of booths)	=	\$ _____
<input type="checkbox"/> Corner Booth Rental (If available)	\$60 booth fee	x	_____	(# of booths)	=	\$ _____
<input type="checkbox"/> Electricity Request <i>(Based on availability)</i>	\$10 per booth	x	_____	(# of booths)	=	\$ _____
<input type="checkbox"/> Food Booth without Electricity <i>Vendor responsible for all licensing & fees</i>	\$100 booth fee	x	_____	(# of booths)	=	\$ _____
<input type="checkbox"/> Food Booth with Electricity Type of Electricity Needed (Voltage/Amp) _____ <i>Electrical based on availability Vendor responsible for all licensing & fees</i>	\$150 booth fee	x	_____	(# of booths)	=	\$ _____
<input type="checkbox"/> 6' or 8' Table Rental <i>(Comes with 2 chairs)</i> <i>(Do not send payment with this application)</i>	\$5 Table fee	x	_____	(# of tables)	=	\$ _____
TOTAL FEES DUE:						\$ _____

♦ *All booths are 10' x 10'. Vendor placement will be at the discretion of the YCHS.* ♦

BOOTH DESCRIPTION: Please provide detailed information—use additional space if needed on the back.

PRODUCT —Describe products you will be selling:

- Does your product dispense a fragrance?
- Would you prefer not to be next to a booth that dispenses fragrances?

EDUCATIONAL MATERIAL—Describe materials you will be providing:

DEMONSTRATION/ACTIVITY/SERVICE—Describe the activity you will offer:

- Deadline to apply is _____ **(60 days prior to event)**
- In addition to the application, vendors **MUST** submit photos or samples of products offered in their booth.
- To expedite the process, we encourage you to submit your application and photos via email **info@yamhillcountyhistory.org** attention A&E Committee.
- Once the selection process is completed you will be notified if a space has been allocated to you.
- Upon acceptance/confirmation, full payment must be received by _____.
- The YCHS will make its best effort to advertise this event. Vendors are encourage to assist with advertising.

Signature _____

Date _____

The Yamhill County Historical Society is a nonprofit tax exempt educational and public service corporation established to protect, preserve and share the history and heritage of Yamhill County.



VENDOR AGREEMENT

Event: _____ Date: _____

VENDOR _____ (business/organization name)
agrees:

1. The Yamhill County Historical Society ("YCHS") will provide and assign space to Vendor-Applicants and reserves the right to change space assignments;
2. The YCHS reserves the right, as permitted by law, to refuse space to any applicant conducting business that is determined by the YCHS or YCHS designated representative to be unlawful, dangerous (unsafe), not described in the reasonable detail in the Vendor Application, conducive with the YCHS mission and vision statements or in violation of the YCHS contracts with other parties;
3. The YCHS, by the Agreement, does not guarantee to Vendors exclusivity or sale of products or merchandise (although other agreements may exist that provide exclusivity);
4. No Vendor may sub-lease their booth space;
5. Vendors may not use electricity, electrical generators or extension cords without written approval of the YCHS;
6. Vendor-Applicant will remit booth space rental fees to the YCHS by _____ and in no event more than 14 days of YCHS mailing notice of acceptance to the event to the Vendor-Applicant;
7. Booth space rental fees are non-refundable;
8. Vendors may not use audio projection (loud speakers, PA systems, "bull horns", nor play or broadcast music except with prior written approval of the YCHS;
9. The YCHS, its officers, directors and volunteers are not liable or responsible for any injury to Vendor or its employees or guests, or visitors while within the confines of space or spaces contracted for by the Vendor nor shall said parties be responsible for the loss of any goods or property from any cause whatsoever while in the same space, or in transit to the space; further, Vendor shall defend, indemnify and hold harmless the YCHS and its officers, directors and volunteers from and against any claim, loss, damage, injury, penalty and fine in any amount or degree directly or indirectly resulting from the Vendor's use of the space;
10. The YCHS, in its sole discretion, may require a Vendor to immediately close its booth (space), and remove itself from the space if the Yamhill County Historical Society or its designated representative finds that Vendor is not in compliance with this agreement.
11. Applicant as a Vendor agrees:
 - a. To provide entire booth display (the YCHS provides the space only);
 - b. To comply with all applicable electrical, fire, and health department regulations and all city, county and state and federal law (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); *Use of **indoor rated only** propane heaters and must provide appropriate fire extinguisher.
 - c. To be ready for business at _____
 - d. To not set up a booth after _____



VENDOR AGREEMENT

Event: _____ Date: _____

- e. To immediately, but in no event after _____, notify YCHS of an anticipated delay in set up (past _____); and the YCHS retains sole discretion to allow or disallow a late "set up" and to place reasonable conditions on any late "set up";
- f. That failure to timely notify the YCHS of an anticipated delay in set up, or to strictly adhere to conditions placed on a permitted late set up, will result in loss of the Vendor space;
- g. To conduct business during the event hours and in the assigned space only
- h. To not bring any vehicles, trailers, or deliveries into the selling area during event hours;
 - i. Event hours: _____
 - ii. Extended hours for Food, Wine & Beer Vendors until _____
 - iii. Agree not to break down before end of event time _____
- i. To remove any concessionaire games or other activities whether named in the application or not, that the YCHS, in its sole discretion finds conflicts with the exclusive rights granted to another party or organization. Removal is at the discretion of the YCHS;
- j. 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; and Vendors may not empty trash into cardboard/ temporary trash cans.
- k. If a food Vendor, to have a working fire extinguisher and to provide a copy of a Health Permit when notified of application acceptance;
- l. If a food Vendor, to maintain all required certificates and licenses, to have in force a general liability insurance policy as a food service establishment with a minimum limit of \$500,000; and to submit to the YCHS at least 30 days prior to the event a certificate of insurance naming the YCHS as an additional insured;
- m. To remove all structures, products, trash, etc., before _____
 - i. YCHS will provide recycling and trash receptacles onsite.

I, _____ (print name), as _____ (title), an authorized representative of the Vendor business named above, agree to the aforementioned rules and regulations set by the Yamhill County Historical Society, and further understand that non-compliance will result in the expulsion from the event.

Signature

Date