

NEW- Food Vendor Information and Updated Application Process

Thank you for your interest in the 31st annual Coburg Antique and Vintage Fair. We hope this will be a profitable experience for you. In the past we have estimated over 20,000 visitors. We will have amazing antique selections, local food vendors, and great entertainment.

As always! 90% of the food served by Food Vendors must be fresh prepared on site during event. No prepackaged candies or nuts.

The following checklist of items need to be completed at time of application submittal. Notice we are showcasing local food vendors and the types of foods that are unique to the event with minimal duplications. Starting this year we are doing our part to help the environment by banning the use of styrofoam.

NEW— Local Food Vendors within the 25 mile radius of Coburg, Oregon have the first rights to apply - Apply by 5/1/18. Our intent is to showcase our community food vendors and serve unique food choices that find a niche to our customer base. After 5/1/18 Food Vendor applications will be accepted beyond the 25 mile radius. Please call with questions or concerns.

- Fill out application entirely, print clearly. Sign and return all pages, please make copies if needed.
- Provide your menu with descriptions and prices. You will only be able to sell the submitted and approved list of foods and prices on your menu. If you have last minute additions, contact us prior to one week before event for approval to be able to sell them at this event. Our purpose is to assist the inspector, and minimize duplications for food choices. We highly consider past vendor featured menu items and the first rights to sell those items. Acceptance and final menu will be approved within 30 days or before of completed application submission by email. Do not send check payment until approved. Checks will be due 5/1/18 for local vendors.
- Proof of updated liability insurance during event date.
- Proof of Lane County License of mobile unit and or temporary use permit during event date.

Lane County Health & Human Services 151 W. 7th Ave., Room 430 Eugene 97401, lanecounty.org, Licensing Clerk- Annette Brinton-Krecklow (541) 682-3731

To ease confusion and congestion during the set-up, we ask that all food vendors set up in the evening of Saturday, Sept. 8th between 4 P.M. and 8 P.M. Electricity will be running by 4 P.M. We will have a crew on site to assist with placement during that time. Early Saturday, we are placing tents, tables and chairs for your customers in the center of the Pavilion Park where they can enjoy their food while listening to live entertainment. Please bring additional tables and chairs you will need for the day. Knowing that some of you participate in several events during this weekend, we will try and work with you to accommodate any exceptions that need to be made please call 541-729-4009 in advance.

You can bring additional food stock during the early morning set up between 4:00 am and 7:30 am Sunday. Absolutely no parking or driving on city sidewalks. Do not block traffic. We want everyone to respect the Coburg community during this huge weekend.

We provide a Gray Water Disposal Container (please recycle your used water; do not dump water in the grass or anywhere in the park) and a Grease Disposal Container (for contaminated liquids).

We will provide 2 passes per vendor for parking. The shuttle parking runs from 6:00 A.M. to 6:00 P.M. the day of event. You are welcome to ride on the customer shuttle at any time, there is a fee.

Antique shoppers arrive early so if you offer morning items, you may want to open early. Shoppers leave promptly around 4 P.M. You can begin tear down near that. No vehicular traffic will be allowed in park area until after 4.P.M.

Denise Johnson, Promoter of The Coburg Antique & Vintage Fair, Coburg Area Chamber of Commerce 541-357-7055

Deb Stowell, Food Vendor questions or concerns 541-729-4009

Please sign and print name here: _____ that you have read and understand this updated page.

Coburg Antique and Vintage Fair

Sunday

**September 9,
2018**

**Sponsored by the
Coburg Area Chamber
of Commerce**

Po Box 8275

Coburg, OR 97408

541-357-7055

NEW EMAIL:

coburgchamberor@gmail.com

www.coburgchamber.com

“Out of the ordinary...

Not out of the way!”

TERMS AND CONDITIONS / Official Rules of Coburg Antique Fair

The following terms and conditions define the agreement between you as the EXHIBITOR and Coburg Area Chamber of Commerce as SHOW MANAGEMENT. Participating in the show is contingent on agreeing to, as well as adhering to, these rules.

1. **LAWS, RULES AND REGULATIONS:** All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. The Exhibitor agrees to keep all merchandise and other equipment within the marked boundaries of the booth.
2. **SPACE RENTAL:** Each Agreement between Exhibitor and Show Management will designate a space area or booth number in conformity with the lay out for the show. The Agreement will also indicate the approximate dimensions of the rented space. Due to last minute changes that might be unforeseen by the Show Management the Exhibitor may be required to relocate. (I.E. road work, construction, traffic issues)
3. **BLOCK CAPTAIN:** Exhibitor is required to follow the instructions given to them by their block Captain to insure smooth unloading and loading of merchandise. Any Exhibitor who will not follow the instructions from their block captain may be asked to leave the show and will not be allowed to return as an exhibitor.
4. **BOOTH STAFFING:** The Exhibitor agrees that the booth under contract will be open and adequately staffed during the show hours. In the event the Exhibitor does not arrive to fill their space (a no show) by 7:30 am on Sunday, the consequences will be that the exhibitor will not be invited to return. Show Management will then occupy said space in such manner as it may deem best for the interest of the show. In the event of a no show, Show Management will retain all funds, no refund will be made and any outstanding balance will still be due.
5. **CONTENT OF BOOTH:** Show Management reserves the right to approve the contents and character of all exhibits and reserves the right to prohibit or expel any merchandise that is out of keeping with the character of the show. **The following items will NOT be allowed: Beanie Babies, New Crafts, reproductions, New Taiwan or Mexican wire-ware or cast iron, New Bubble-packed Toys, plants or vegetables, flowers, food in non food booths, fireworks, exploding devices or flammable devices, No Merchandise newer than 1970. Adult items, or items not intended for family viewing are to be displayed where young children cannot view them.**
6. **RELEASE AND HOLD HARMLESS AGREEMENT:** This request to reserve vendors space constitutes an express contractual agreement between myself and Coburg Chamber of Commerce and it is understood and agreed that by signing this agreement I fully and finally release and hold harmless both Coburg Chamber of Commerce, its agents, and employees, and the City of Coburg, and its agents and employees from any and all liability for all claims of every nature and kind whatsoever, including death, personal injury, loss, theft, or damages to personal property, whether or not caused by Coburg Area Chamber of Commerce or City of Coburg own negligence or the negligence of their agents and employees.
7. **INSURANCE:** Exhibitor is responsible for obtaining its own insurance coverage to insure against theft, fire, smoke, flood, or any other loss or casualty.
8. **SECURITY:** The show doesn't provide any additional security other than the Coburg Police Department. Coburg Area Chamber of Commerce shall not be liable for theft or breakage. The Exhibitor agrees not to hold Coburg Chamber of Commerce or City of Coburg responsible for loss, theft, fire, destruction or damage in any manner to the Exhibitor's property. The Exhibitor further agrees to indemnify, defend and hold Coburg Area Chamber of Commerce and City of Coburg harmless from damage due to any injury to person or property caused by negligence of the Exhibitor or the Exhibitor's employees.
9. **EXHIBITOR-PAYMENT/CANCELLATION POLICIES:** We accept checks that are postdated to 5/1/18. In the event of the need to cancel, a full refund will be made provided that the cancellation is received prior to 5/1/18. Any cancellation made after 5/1/18 but before 8/1/18 will be charged a \$50.00 cancellation fee. No refund will be made for cancellations made after 8/1/18. *** Also, See Food Vendor payment policy, dates and acceptance below in Food Vendor Contract.**
10. **SHOW CANCELLATION:** Cancellation or rescheduling of show – In the event of cancellation or interruption of the event due to fire, strikes, government regulations, war, act of God, or any other cause that makes it impossible to conduct the show, your contract will terminate and the exhibitor will waive any claim for damages. If, for any reason the location of the show is changed, no refund will be made, but Show Management must be able to assign exhibitors space in lieu of original space.
11. **BOOTH OR SPACE SHARING:** Subletting or donation of space partially or in its entirety is not permissible without the consent of Show Management.
12. **SIGNAGE:** All booth signage will be subject to the approval of Show Management. **No signs indicating a reduction in price are allowed.** You may be asked to remove signs or signs may be removed by Show Management in order for the show to maintain a professional appearance.
13. **No sales of antiques or vintage merchandise is allowed prior to 4:00 am Sunday morning.**
14. **Food Vendor Applicant - Additional Terms & Conditions:**
Please read and sign the Food Vendor Information and Application process page above/prior. Local food vendors have priority date to apply by 5/1/18 and be accepted. 90% of the food served by food vendors must be fresh prepared on site and no prepackaged candies or nuts. No styrofoam. Submit with all items checked off and completed.

31st Annual Coburg Antique & Vintage Fair

Food Vendor Contract

Sunday September 9, 2018

Print Clearly. Local Food Vendors within 25 mile radius of Coburg will be accepted until 5/1/18. All other vendors may apply after 5/1/18.

Contact Name _____ Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone(____) _____ (reachable phone during event also) Email _____

Licensed Mobile Unit # _____ County _____ Temp permit ID _____

_____ Number of Space(s) 10x10 minimum = one space \$175.00 per space Your Unit or Truck Size: W _____ D _____ H _____

**Please be mindful of the space needed, if you are setting up additional tents and using beyond the 10x10 you rented - you need to prorate or add the rental space price accordingly for fairness to everyone involved. Each 10x10 space after 8/1/18 is \$200.*

_____ Electrical Connections: 110 _____ Total Wattage Required: _____

_____ Number of electric connections needed, \$35.00 per connection

We also require you to provide us with your menu. You will only be allowed to sell the food items you have listed on your menu. To keep duplications of food items to a minimum, any menu item you served last year you have first priority to sell this year. Any new food item is on a first come basis. ***If you have additions, you must contact us a week prior to be able to sell them at the fair. Menu approval is the decision of the show management. If you need additional space, please attach a menu on a separate sheet of paper.***

Signature: _____ Date _____

My signature confirms that I agree to hold harmless the City of Coburg and Coburg Chamber of Commerce from responsibility or any liability for any injury, damage, and financial loss to my body or property. I have read and signed the Official Rules of the Coburg Antique & Vintage Fair and the new **Food Vendor Information and Application Process** and hereby agree to abide by.

Check out our web site for additional "Official Rules", maps, "Registration Forms" and other information

www.coburgchamber.com
Questions Show Phone: 541-357-7055

Make checks payable to: Coburg Area Chamber of Commerce, PO Box 8275, Coburg, OR 97408

