



# Fiesta Latina en el Parque 2023

## VENDOR APPLICATION

Welcome to Fiesta Latina en el Parque! Please fill out the application below completely and submit it electronically to [SKreiter@ncprd.com](mailto:SKreiter@ncprd.com) or by dropping it off at the Milwaukie Community Center (5440 S.E. Kellogg Creek Dr., Milwaukie).

### BUSINESS AND CONTACT INFORMATION

Organization Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact Title \_\_\_\_\_ Contact Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

Vendor Category: ☐ Food ☐ Arts & Crafts ☐ Other \_\_\_\_\_

Description of items to be sold at event (for use in promotional materials):

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### EVENT INFORMATION

#### LOCATION

North Clackamas Park  
5440 S.E. Kellogg Creek Dr., Milwaukie

#### EVENT HOURS

Saturday, September 23, noon-4 p.m.

#### SET UP/TAKE DOWN

Set up and take down will both take place the same day on Saturday, September 10.

Set-up – 9–11:30 a.m.

Take-down – 4:15–5:30 p.m.



## EXHIBITOR GUIDELINES AND POLICIES

**Booth space.** Vendors will be assigned a complimentary booth space on a first-come, first-serve basis. Exhibitors must provide their own booth set-up, including tent, canopy or covering with adequate weight supports, tables and chairs. The vendor booth space may be located on grass, gravel, dirt, or pavement. Vendors are not permitted to occupy any area outside of their allotted booth space or obstruct patron traffic or pathways.

**Product sales.** Vendors are only permitted to sell items that are listed on their approved application and must clearly post pricing at their booth for every product available for sale. Vendors may not transfer their booth to any individual not listed in the approved application. Signage and banners must be clean and professional in appearance.

**Electricity.** Limited electricity will be available, with a priority for food vendors. Please plan on supplying your own generator if possible, or contact festival officials regarding power needs. Vendors are only permitted to use low-wattage fluorescent or LED lighting.

**Insurance.** Food Vendors shall provide a certificate of insurance covering general liability in the amount of \$1,000,000 naming the "North Clackamas Parks and Recreation District and Clackamas County" as additional insured. Artisan vendors are exempt from needing insurance.

**Licenses & Permits.** Vendors are required to secure a City of Milwaukie Business License, if they do not already have one with the City of Milwaukie or Metro. Vendors/restauranters who have a valid license in the City of Milwaukie or with Metro are not required to register a second time. Any business that is only registering for this event should obtain a "Temporary Business Registration" which allows them to sell for no more than 14 days. More information:

[https://www.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal\\_ &in stallationID=332](https://www.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal_&in stallationID=332)

Food vendors are also required to show proof of their temporary restaurant license with Clackamas County or proof of exemption status. For more information please visit:

<https://www.clackamas.us/publichealth/foodfacilities.html>.

Businesses preparing or selling food at the event are required to comply with public health guidelines around selling food.

**Beverage Policy.** Alcohol is not permitted on site during the festival. Non-alcoholic beverages shall not be sold in glass containers.

**Clean Up.** Vendors are required to maintain the cleanliness of their vending area, which includes regular trash pick-up. Vendors must place all refuse in the designated event dumpster and recycling container located at the park, and NOT in the garbage cans used for event attendees. Vendors must NOT dump contaminated water, grease, oil, or any other liquids in the park or storm drainage system.

## SELECTION PROCESS

Selection and placement of vendors is at the sole discretion of North Clackamas Parks & Recreation District (NCPRD). NCPRD reserves the right to refuse vendor space at any time, and prohibit the sale of certain items listed in the vendor's application. NCPRD will review applications as received and will approve vendors based upon the quality of products offered, pricing, and the degree to which the applicant's products are consistent with the nature of the event. Additionally, food vendor applications will be evaluated on the quality and freshness of food prepared and sold. Vendors are required to submit their insurance documentation and any applicable proof of licenses within 14 days of the event.



## COMPLIANCE AGREEMENT

By signing and submitting this application, the vendor agrees to:

1. The vendor shall ensure that all employees/volunteers and booth-related invitees are orderly and polite in their conduct and speech.
2. Vendors must be present at their booths throughout the festival. No vendor booths may be dismantled or removed before the close of the event.
3. Vendors shall be responsible for keeping the space assigned to them in a clean and sanitary condition at all times. North Clackamas Parks & Recreation District will provide receptacles for trash and recycling.
4. Vendors must have a copy of the City of Milwaukie or Metro Business License on hand during the event. Food vendors please also have a copy of all required food handlers cards and a copy of your temporary restaurant license with Clackamas County on hand during the event.
5. Smoking is prohibited at all NCPRD facilities.
6. Only service animals will be allowed in the festival area.
7. Each vendor shall indemnify and hold harmless Clackamas County, North Clackamas Parks & Recreation District, Milwaukie Community Center, City of Milwaukie, their directors, officers, volunteers, employees and agents from and against any and all claims, damages, losses and expenses including but not limited to personal injury, property damage and attorney fees arising out of or resulting from activities of vendor, or its representatives.
8. Vendor assumes all responsibility for any loss, damage, claim or other injury to any third parties resulting from or relating to the use of its assigned space on the site or by vendor's employees, agents or representatives, and shall indemnify and hold harmless NCPRD and the City of Milwaukie and their employees, agents or representatives from any and all such loss, damage, claim, injury or other expense relating thereto.
9. NCPRD reserves the right to prevent any vendor who does not comply with the rules and regulations from operating. No refunds or payments will be made, nor can the vendor hold NCPRD responsible for revenue lost during the time when the vendor was not operating.
10. Vendor shall occupy and perform in compliance with all laws, ordinances, regulations and governmental rules and regulations. Exhibitor shall obtain any and all City, County, State, or Federal Licenses, inspections or permits required for the operation of the booth at Exhibitor's expense prior to set-up day.

I have read, understand and will comply with all rules and regulations as outlined in this application.

Date\_\_\_\_\_ Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Company Name\_\_\_\_\_