



# Fiesta Latina en el Parque 2024

## ARTISAN VENDOR AGREEMENT

Welcome to Fiesta Latina en el Parque! Please fill out the agreement below completely and submit it electronically to [MLopez2@ncprd.com](mailto:MLopez2@ncprd.com). **Please return no later than June 28, 2024.**

### BUSINESS AND CONTACT INFORMATION

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

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

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

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

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

Website \_\_\_\_\_

Description of items to be sold at event:

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### EVENT INFORMATION

#### LOCATION

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

#### EVENT HOURS

Saturday, September 14, noon-4 p.m.

#### SET UP/TAKE DOWN

Set up and take down will both take place the same day on Saturday, September 14.

Set-up – 9–11:30 a.m.

Take-down – 4:15–5:30 p.m.



## EXHIBITOR GUIDELINES AND POLICIES

**Booth space.** Artisan vendors will be assigned a 10 X 10 booth space or space for their unit on a first-come, first-serve basis. Artisan vendors must provide their own booth set-up, including tent, canopy or covering with adequate weight support, tables, and chairs. The vendor booth space will be located under a large picnic shelter on pavement. Artisan vendors may not transfer their booth to any individual or business not listed in the approved agreement.

**Product sales.** Vendors are only permitted to sell items that are listed on their approved agreement and must clearly post pricing at their booth for every product available for sale. Signage and banners must be clean and professional in appearance.

**Clean Up.** Vendors are required to maintain the cleanliness of their 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 agreements 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.



## COMPLIANCE AGREEMENT

By signing and submitting this agreement, 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 event. 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. Smoking is prohibited at all NCPRD facilities.
5. Only service animals will be allowed in the event area.
6. 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.
7. 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.
8. 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.
9. 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 agreement.

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

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

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