



City of Culver

200 First Ave.

Culver, OR 97734

(541) 546-6494

[*cityhall@cityofculver.net*](mailto:cityhall@cityofculver.net)

Dear Culver Crawdad Festival Vendors,

It is that time again for the City of Culver in Oregon to prepare for our annual Crawdad Festival. We would like to invite you come to the event and participate as vendor. The Crawdad Festival will be held on the third Saturday in August, this year it will be August 20, 2016.

Each vendor booth is approximately 10' x 10' and will be marked in the park. Vendors will need to provide their own shade, table, chairs, and generator if you will need power. Of course you will also want to bring the wares you will be selling and enough change for the day. Overnight parking is available for RV's and trailers and there is an RV dump site nearby. Vendors are welcome to set up their booth on Friday afternoon, please be aware that no security will be provided. No vehicles will be allowed in the park after 9:00 a.m. on August 20th.

The Crawdad Festival is growing each year, and many people come from all over Central Oregon to enjoy the event. The day starts with a parade and is followed with entertainment, food, games, music and more. The city has been committed to growing a successful event and we have tried to keep expenses down but we are finding that the event is growing to the point that we do need to recover some of the costs. We have found that some vendors will tell us they plan to attend, fill out the paperwork and then not show up. In order to address both concerns, we have decided to charge a minimal fee plus a refundable deposit this year.

In order to reserve your space, we ask that you submit an application and the fee of \$10.00 per booth plus a \$50.00 refundable deposit. (Separate checks are requested.) The deposit will be refunded on the day of the event or if we receive notice of cancelation at least one week prior. The deposit will not be refunded with less than one week notice or for a "No Show".

If you have any questions, please contact me or Culver City Hall. Please mail or fax your completed application to the address above no later than July 31st. Please also retain a copy for your files. Once you have returned your application, you may call us at 541-546-6494 to confirm receipt and acceptance. Please don't hesitate to contact us with questions, we do not plan to send any additional correspondence.

Please feel free to check out our website at www.cityofculver.net where there is information about the Culver Crawdad Festival as well as a Vendor's Application. Thank you.

Sincerely,

Sharon Orr, Public Relations

Phone: (541) 546-6494

cityhall@cityofculver.net

VENDOR APPLICATION

Annual Culver Crawdad Festival

August 20, 2016

Contact Name: _____

Company Name: _____

Address: _____ Phone Number: _____

City, State, Zip: _____ Number of booths requested: _____

Type of Goods or Services: _____

Any special requests: _____

We invite you to exhibit and sell your wares during the annual Culver Crawdad Festival. Our few rules are listed below. By signing this form, you are agreeing to abide by them.

- All onsite food preparers must provide proof of current food handler’s card and liability insurance.
- All Food vendors must comply with Jefferson Co. Health Dept. regulations.
- No alcoholic beverage sales permitted (Beer Garden on site).
- You must provide all necessary equipment for your display, tables, chairs, etc.
- If power is required, you agree to provide your own generator/power source.
- Sale of food/merchandise permitted only in your designated area.
- Your booth must be staffed at all times – City accepts no responsibility for loss or theft.
- Please have sufficient cash (change) on hand to implement your sales.
- Loading and unloading of equipment will occur ONLY before 9:00 am and after 5:00 pm on event day.
- ALL VENDORS MUST REMAIN IN THEIR BOOTHS UNTIL 5:00 P.M. – NO EARLY PACKING OR DEPARTURE
- Tobacco/e-cigarette use prohibited except in beer garden
- **No pets allowed.**

By signing this form, I agree to abide by the rules as outlined above. Please keep a signed copy of this form for your records.

Signed: _____ Date: _____

Return Signed form and Payment to:

Culver City Hall
200 First Ave.
Culver, OR 97734

***** Do not write below line. *****

Payment Received & Attached: _____ Date: _____

Deposit Returned: _____
Signature Printed Name