



## *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, which is held the third Saturday in August, will be August 18<sup>th</sup> this year.

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. Please let us know if you intend to stay the night so we can show you the available RV parking site. 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 18<sup>th</sup>. Please park your vehicle on the east side of the park which is off Lakeshore Drive.

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.

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 prior to August 11, 2018. 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 at Culver City Hall or email me at the address below. Please mail or fax your completed application to Culver City Hall PO Box 368 no later than July 31<sup>st</sup>. 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](http://www.cityofculver.net), or the Culver Crawdad Festival Facebook page, where there is information about the Festival as well as a Vendor's Application. Thank you.

Sincerely,

Nancy Diaz – Mayor  
(541) 546-6494 – Culver City Hall  
[diaznancy735@gmail.com](mailto:diaznancy735@gmail.com)

**VENDOR APPLICATION**

**Annual Culver Crawdad Festival**

**August 18, 2018**

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Number of booths requested: \_\_\_\_\_

Type of Goods or Services: \_\_\_\_\_

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. Vendor Parking is on the East Side of the park off Lakeshore Drive.
- 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  
PO Box 368  
Culver, OR 97734

-----Do not write below line.-----

Payment Received & Attached: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_

Signature

Printed Name