



Kiwanis
LINCOLN CITY



2020 VENDOR PACKET

February 28, 2020

Dear Pixiefest Vendor,

Thank you for considering participation in the Third Annual Lincoln City Pixiefest.

Enclosed you will find the following:

- Vendor Checklist
- Vendor Application and Menu Selection
- Rules of Operation

Pixiefest is scheduled for 2 days and will run from Saturday, June 27th, through Sunday, June 28th, at the Mesa Athletic Field adjacent to Taft High School.

We are expecting over 2,000 people to attend. ***100% of net proceeds go directly to Kiwanis-supported charities in Lincoln City, including Backpack for Kids, Scouts BSA and Cub Scouts, Kiwanis College Scholarships and others.***

Your packet with application and deposit is required by the deadline of Friday, June 5th, 2020. ***Please note that if your security deposit is NOT RECEIVED with your application, your application will not be considered complete and your space WILL NOT be held. Your booth fee must be paid in full by Friday, June 22nd, 2019 or you WILL NOT be permitted to set up at the event.***

If you have questions or need additional information, email me.

Sincerely,

Frank Stutzman
Pixiefest Vendor Manager
Lincoln City Kiwanis Club
fstutzman1026@gmail.com



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Vendor Checklist

Completed Packets, Security Deposit and Booth Fee must be received by June 5th, 2020

- ____ Complete all contact information
- ____ \$50 (per booth) Refundable Security Deposit
- ____ Fees for additional items (chairs, tables, electricity)
- ____ Signed Rules of Operations
- ____ W-9 / Business Registry with State of Oregon
- ____ OTP (Occupational Tax Permit)
- ____ Health Department Certificate. Food vendors are responsible for obtaining a Temporary Restaurant License. A copy of your application to the Health Department can be submitted until your certificate arrives. All staff must have food handlers licenses.
- ____ Insurance Certificate listing Kiwanis Club of Lincoln City, Kiwanis Pacific Northwest District, Kiwanis International, City of Lincoln City and Lincoln County School District as additionally insured. \$1 million liability, \$2 million aggregate minimum.

Return all items by mail to:

Kiwanis Club of Lincoln City
Attn: Pat Dunn
PO Box 333
Lincoln City, OR 97367

Or drop off at:

Lincoln City Chamber of Commerce
Attn: Lori Arce-Torres
4039 NW Logan Road
Lincoln City, OR 97367

Or email to: pixiefest@gmail.com

Make all checks payable to:

To pay by credit card, contact:

Kiwanis Club of Lincoln City
Lori Arce-Torres
Lincoln City Chamber of Commerce
541-994-3070



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Vendor Application & Menu Selection

Applicant Name: _____

Business Name (As you would like it listed in any publicity):

Social Media Links (Facebook, Twitter, Instagram, etc.):

Address: _____

City, State, Zip: _____

Primary Phone: _____ Cell Phone: _____

Email Address: _____

Name of Owner/Manager: _____

Federal Tax ID #: _____

If food vendor, Health Department Certificate #:

(A copy of your application to the Health Dept can be submitted until your certificate arrives.)

Current Liability & Workers Compensation Policy Number(s):

Specialty (What you are known for) _____



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Please list your main featured items below, which may be used in advance publicity of the event! Note that these can be merchandise, memorabilia or food.

Item Description	Price
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____



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2020 Rules of Operation

The following information pertains to the rules and policies of Pixiefest. Please read carefully and initial each section. If you have any questions, please call Lori Arce-Torres at 541-994-3070.

Please Initial

- _____ All food vendors must obtain their own Temporary Restaurant License from the Lincoln County Health and Human Services Department. Details on which food items require a license and application information may be found online at:
<https://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/tempguide.pdf>
- The Lincoln County application form may be downloaded at:
http://ncfhg.com/uploads/Temporary_Restaurant_License_Application.pdf
- All staff must have food handlers licenses.
- _____ Vendor's fee provides you with a 10' wide x 10' deep space. Should you need more space, an authorized representative of the Kiwanis Club of Lincoln City may be able to accommodate you, subject to approval from Taft High School.
- _____ Note your power requirements on your application. A 110 volt duplex 20 amp GFI is available for a \$20 cabling fee. Other options are available. **If you require power at your space, you must let us know by June 5th, 2020.**
- _____ Vendors, their agents, and their employees will be allowed to park in the "Vendor Lot." Vendors will receive up to (2) Vendor Parking Permits for their vehicles. **You must display the parking permit in the window** of your vehicle to park in this lot. Within the Vendor Lot, will be an area to park storage trailers or other special type of overnight parking. **No camping.** Requests for additional parking must be submitted to the Lincoln City Kiwanis Club **no later than June 5th, 2020.**
- _____ **Security deposits are refundable, subject to these rules. NO REFUNDS WILL BE ISSUED FOR VENDOR RENTAL FEES.**
- _____ **Please note that if your security deposit is NOT RECEIVED with your application, your application will not be considered complete and your space WILL NOT be held. Your booth fee must be paid in full by Friday, June 19th, 2020 or you WILL NOT be permitted to set up at the event.**
- _____ Vendor may not strike his or her vendor setup until the official Pixiefest closing time of 5PM on **Sunday, June 28th, 2020.** Striking vendor operations early without the express permission of the Pixiefest Manager On-Duty will result in the forfeiture of the vendor's deposit.
- _____ Vendors shall have their booth completely cleaned and cleared by **Noon on Monday, June 29th, 2020.** Failure to do so, will mean **forfeiture of the vendor's Security Deposit.**
- _____ Any damages caused by the vendor and/or vendor activities, shall be deducted from the vendor's Security Deposit and the vendor will be responsible for any additional charges.
- _____ Equipment needed to operate a food concession stand, such as grills, ovens, deep fryers, refrigeration units, storage and trash are **not provided.**



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- _____ Tents or pipe and drape are **not provided**. Vendors may provide a tent or pipe and drape at their own expense. Should you need assistance in locating a tent or other booth equipment, we suggest you contact Brian Timme of Ultrasonic Events, ultrasonicevents@gmail.com or call 541-961-5308.
- _____ Vendors shall keep all areas of their booth clean, sanitary and free from any accumulations of debris and garbage, and shall dispose of the same in a proper manner. Dumpsters will be located on-site. Event Staff can assist you in locating a dumpster.
- _____ Vendors shall be responsible for disposing of any grease/oil from their operation.
- _____ Vendors shall use all electrical, plumbing, sanitary and other facilities or appliances on the premises in a reasonable manner.
- _____ The maximum number of food vendor booths shall be determined by the Kiwanis Pixiefest Committee.
- _____ Vendor booths shall have all entrée items posted with visible pricing. Vendors may sell non-alcoholic beverages only. Vendors, their agents, and their employees, shall behave in a professional manner, however, thematic attention getting tactics, such as wearing pixie ears and having fun, is encouraged. Disruptive behavior by vendors, their agents, or their employees, may lead to vendor's immediate removal from Pixiefest.
- _____ Ice will not be provided during Pixiefest. Ice may be obtained at Safeway, Kenny's IGA, McKay's Market and Bi-Mart.
- _____ Vendor's booth shall be used for the purposes described by the vendor in their application, and for no other purpose.
- _____ Vendor shall not transfer or assign this agreement or sublet their booth.
- _____ Motorized vehicles shall not be permitted in the event grounds during operating hours or any time prior to guests being cleared from the event grounds. Failure to abide by this rule will result in expulsion from the event and forfeiture of the vendor deposit.
- _____ Vendor shall not permit any act to be done in their booth, by the vendor, their agents, or their employees, in violation of any law or ordinance. This includes any additional rules and/or regulations of which the vendor is hereafter given notice.
- _____ Vendor, their agents, and their employees, shall refrain from any use or behavior that would be reasonably offensive to Lincoln City Kiwanis Club, Taft High School, other vendors, or attendees, or would tend to create a nuisance or damage the reputation of the premises.
- _____ Vendor shall indemnify, defend, and hold Kiwanis Club of Lincoln City, Kiwanis Pacific Northwest District, Kiwanis International, City of Lincoln City and Lincoln County School District harmless from any claim, loss, or liability arising out of or related to any activity of vendor, vendor's agents, and/or vendor's employees.



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_____ In the event that Lincoln City Kiwanis Club, Taft High School, or any of their agents, has to bring action to enforce any provisions of this agreement, Vendor shall pay Lincoln City Kiwanis Club, Taft High School, or their agent's, costs, including reasonable attorney's fees.

_____ Pixiefest reserves the right to remove any vendor from the Festival that fails to follow applicable rules, codes or regulations.

Festival Schedule

Setup: Friday June 26th 2 PM – 8 PM

Merchandise and supply load-in: Saturday June 27th, 8 AM – 11 AM

Event in Operation: Saturday June 27th, 11 AM– 5 PM

Event in Operation: Sunday June 28th, 11 AM – 5 PM

Load-out: Sunday June 28th 6:30 PM through Monday July 29th at 12 NOON



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Vendor Contract

FEES:

Pixie Kitchen Food Court 10' x 10' space	\$150	\$ _____
Artist/Crafter 10' x 10' Space:	\$75	\$ _____
Entertainer (Face Painting, Caricature, etc.), 10' x 10' Space	\$50	\$ _____
Security Deposit:	\$50**	\$ _____

(Refundable with refunds issued no later than July 12th, 2019)

**Limited Availability, pre-approval by Kiwanis required prior to execution of contract*

***Vendors must be present during all Festival days and hours, or they forfeit their deposit.*

OPTIONAL ITEMS:

(1) 110-volt duplex 20-amp GFI connection:	\$20**	\$ _____
Additional 110 volt duplex 20 amps GFI Circuit	\$40**/each	\$ _____
220 volt duplex GFI Circuit available upon request. **		
TOTAL.		\$ _____

**Our electrician will be in touch with you prior to set up, to address any concerns or special needs you may have and to give quotes and collect fees for additional electricity. For special requests, including additional booth items like tents or pipe and drape, contact Brian Timme, Ultrasonic Events at 541-961-5308 or ultrasonicevents@gmail.com.

I HAVE READ THE FOLLOWING DOCUMENTS:

- Vendor Application & Menu Selection
- Rules of Operation

I, _____ representing _____ (Vendor), hereby agree to the contents included on the documents listed above. I am advised that failure to follow the above mentioned conditions could result in the immediate termination of my participation at the 2020 Pixiefest.

_____ Dated _____
Vendor Signature

Vendor Printed Name