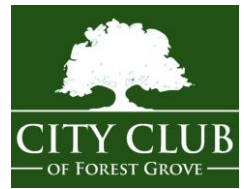




Vendor General Rules & Guidelines



- Vendors will be expected to be present for sales during the entire event.
- Load in/out
 - Follow ALL load in/out instructions.
 - **ABSOLUTLY No setting up while unpacking.**
 - Pull everything out of your vehicle and put it streetside in your vendor spot and immediately remove your vehicle. Violators may be asked to repack and leave.
 - No early breakdown
- Parking: Park at least 2 blocks from the event center to give plenty of parking to your customers.
- Space Clean Up and Appearance
 - Maintain a clean space both during and after the event.
 - All booths must include a Fall, German and/or Bavarian themed décor.
 - All vendors must wear some sort of German or Bavarian themed items. For example, dirndls, lederhosen, hair accessories, T-Shirts with pretzel, beer, Bavarian themes. If you don't have these items, you can purchase a previous year's Oktoberfest T-Shirt at the event from The City Club of Forest Grove.
 - Four weeks prior to the event you will receive your load in/out instructions, rules & guidelines, and a map of where you are placed. Due to unforeseen circumstances, there may be changes to your placement after receipt of the map. You may be notified in advance or on the day of the event.
- Electrical: If you requested and received electrical access, you are responsible for your own extension cords.
- Cancellations and Refunds
 - Cancellations greater than 90 days prior to event will receive a full refund.
 - Cancellations 60 -89 days prior to the event will receive 50% refund.
 - There are no refunds for cancellations less than 59 days prior to the event.
- Alcohol and spirit vendors
 - You must follow all guidelines as per the OLCC Plan.
 - **Only guests wearing a wrist band may be served alcohol in the event area. If they do not have a wrist band, you must card them then place a wrist band on the guest. We will provide you with the wristbands. Vendors serving guests without a wristband may be required to end sales and/or be excluded from future events.**
 - Coin Pour- Guests may use a free pour coin at participating Alcohol vendors only. Vendors must collect the coin and will be reimbursed \$5 per coin from The City Club. There will be no reimbursements without the coin.
 - All alcohol vendors commit to following the event OLCC plan and reporting any issues asap to the event coordinator.
 - All servers and monitors are required to read ["What every volunteer alcohol server needs to know"](#)

Adherence to these guidelines helps ensure a smooth, profitable, and fun event for everyone involved.

If you have any questions, please email Donna Gustafson at Oktoberfestfg@gmail.com Phone number: 5037044937