



STANDARDS OF OPERATION 2023 BAKER COUNTY MINERS' JUBILEE

July 14, 15, 16

www.minersjubilee.com

BE PREPARED BEFORE YOU ARRIVE

Completed contracts with fees and insurance binder must be received by the Baker County Chamber of Commerce **no later than Monday, May 15, 2023, for the best price and space selection.** Any amount paid will be refundable if you provide written notice of cancellation up to and including May 15, 2023 (see #9 "Termination" in Vendor/Exhibitor contract).

All food vendors must have a temporary Food Handlers License or temporary restaurant license. For licenses and information call the Health Department at 541-473-5186.

All food booths must have a Class ABC Fire Extinguisher in the booth. And all Booths using hot oil must also have a Purple K Extinguisher for grease and oil. Any vendor found without the required Extinguishers will be shut down by the Fire Department and/or the Baker County Chamber of Commerce. Vendors must protect the lawn under the fryer/cooker from damage.

Product Limitations

Fireworks of any description are prohibited. Similarly, T-shirts or other items with pictures or sayings that are sexually oriented, alcohol or drug abuse related or are otherwise considered inappropriate for Miners' Jubilee are prohibited. The Jubilee Coordinator and/or Baker County Chamber of Commerce has sole discretion to determine if an item proposed for sale or display is inappropriate. Items that are requested to be pulled off display will NOT be sold during Miners' Jubilee. Failure to comply with these requirements will be cause for removal from show and possible expulsion from future events.

Insurance

Vendor agrees to provide a certificate of insurance for not less than \$500,000.00 combined single limit bodily injury and property damage. * Vendor selling or distributing a consumable food product must have no less than \$500,000.00 combined single limit products liability coverage. The Vendor shall be named insured on the policy and the insurance policy will name "Baker County Unlimited, its affiliates, subsidiaries, officers, directors, agents and employees" as additional insured thereon. Vendor agrees to provide the Baker County Chamber of Commerce with written proof of such insurance as a **precondition** to using the premises referred to herein. * **This contract shall not be in force until compliance with insurance requirements has been met. No exceptions.**

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Artisans, Crafters, & Non-profits

To support local arts the Baker County Chamber of Commerce has lowered the booth fees in a portion of the park to showcase local artists, crafters, and non-profits. If you do festivals, flea markets, and events like this full time or this is a primary source of income you are considered a commercial vendor. If we notice manufactured or mass-produced items, we will ask you to put those items away. If you have violated the honor system and have a portion of your booth in manufactured items, we will charge you the balance owed for a commercial booth.

Once You Arrive

Please don't arrive early. We do not have authorization to be in the park before 9:00 a.m. Please check your map for location of your booth space and check in with the Jubilee Coordinator at the information booth when you arrive for set up instructions.

Mandatory Set-Up Times – No Exceptions

Set up times are designed for safety reasons. There will be no exceptions. All booths must be set up on Thursday.

- All Commercial and Food booths – Thursday, July 13, 9:00 a.m. - 12 p.m.
- All Artisans & Crafter booths – Thursday, July 13 1 p.m. - 6 p.m.

Jubilee Hours

- Friday, July 14, 9:00 a.m. to 6:00 p.m.
- Saturday, July 15, 9:00 a.m. to 6:00 p.m.
- Sunday, July 16, 9:00 a.m. to 1:00 p.m.

Questions and concerns during these hours should be addressed to the Jubilee Information Booth. Vendors and Exhibitors are permitted to open earlier or remain open later at their own risk.

All booths must be removed from Geiser Pollman Park no later than 6 p.m. on Sunday. Late removals will NOT be allowed back the following year.

Important:

- Monitor your booth at all times during the exhibit open hours listed above.
- You may not remove your booth or close your booth until after operating hours each evening. Any vendor that closes their booth prior to listed operating hours will not be invited back.
- At the vendor's discretion, products may be left intact in the booths. The park will be patrolled from 10:00 p.m. to 6:00 a.m. starting Thursday night. The Baker County Chamber of Commerce is not responsible for articles left in booths. If you remove items, you must do so after closing time, and restocking must be done prior to opening time the next day.
- Food vendor must provide a 30-gallon trash can for customers to use. All garbage is to be dumped in the dumpsters provided.
- **Use caution around sprinkler heads and waterlines in the park** (see #6 "Housekeeping" in Vendor/Exhibitor Contract). We try to mark these clearly, but if you have any questions, please ask. If you are using stakes of any kind, make sure they are at least **2 feet from the curb or sidewalk.**

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- All picnic tables must remain in their designated locations. If you move a picnic table, you will be required to return it to its original place. Tables are reserved for the Lions Breakfasts on Saturday and Sunday mornings.

VEHICLES

- **No cars will be allowed in the park after 8:00 a.m. each day of Jubilee.**
- No motor home units, campers, or personal vehicles will be allowed to park in the Jubilee exhibit area. We encourage you to make reservations at local lodging/RV parks early. There will be no overnight camping in the park.
- **Pickups pulling tailers, pickups with cab-over campers and RVs are NOT allowed in the park at any time, including to unload or load, before, during or after the event.** Please, leave parking around the park perimeter available for customers. **Vendor vehicles are not allowed to park around the perimeter of the park; this includes Campbell Street and Madison Street.**
- Loading zones will be supervised and open parking is available north of Campbell on Grove and D Street. This is where vendors should park daily. If you are parked in a No Parking zone, your vehicle can be towed at owner's expense.

Checklist:

- ✓ Application and booth photo to the Baker County Chamber of Commerce by May 15.
- ✓ Food booths, submit your menu with your application
- ✓ **Check in with Jubilee coordinator prior to entering the park with your vehicle.**
- ✓ All booths set back requirement - at least 2' from the sidewalk
- ✓ All booths must be set up on Thursday before 7 p.m.

Let's Have Fun!

• **PLAN AHEAD**

Submit your application, including photo, and insurance by May 15 to avoid late fees. Make lodging reservations early, hotel, motel and RV parks fill up early for Jubilee weekend.

• **STAY UPDATED**

If you have questions before you arrive, please contact the Jubilee Coordinator at 541-523-5855, or info@visitbaker.com. Stay abreast of event schedules and other Miners' Jubilee information at www.minersjubilee.com. Please make sure we have your email address for COVID-19 updates.

• **PREPARE FOR CONTINGENCIES**

Mid-July weather is hard to predict. Be prepared for hot, cool or thunderstorm conditions. Bring a copy of your approved application, proof of insurance, and fire extinguisher/trash can if required.

• **MAINTAIN AN ATTRACTIVE BOOTH**

Attract customers with friendly service, a welcoming booth and well-kept area. Consider a drawing for a free item to encourage traffic to your booth and to capture the names and email addresses of prospective customers for follow-up marketing. "Take one" or free samples also entice Jubilee customers to visit your booth.

• **SHOW HOW IT'S DONE**

Schedule some time for demonstrations of your work for the public to stop and watch. Demonstrations are a fantastic way to increase sales. When using social media to promote your booth, be sure to use #minersjubilee so we can share it on our social media!

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AS YOU LEAVE

Please practice extreme caution when setting up and tearing down your display. You may be required to replace a plant, shrub, or a tree or pay for the repair of the sprinkler system. **Park checkout is 6 p.m., Sunday, July 16.**

Complaints, Questions, or Concerns:

Please direct any complaints to your Jubilee Coordinator at the information booth, or contact the Baker County Chamber of Commerce at 541-523-5855 or info@visitbaker.com. Security and safety issues should be called to our attention immediately.

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