



VENDOR RULES AND INFORMATION

1. Merchandise and Food Deliveries – Friday, October 11, 2024 from 3-6 p.m. or Saturday, October 12, 2024 8-10 a.m. ***Arrangements need to be made prior to the event if you cannot work within these timelines, as a representative will not be on scene***
2. Take down is following the event from 9 p.m. to 10:30 p.m. or Sunday morning, 9 a.m. to 11 a.m. – the area will be secured with fencing if you choose to return Sunday morning for take down and clean-up. ***Arrangements need to be made prior to the event if you cannot work within these timelines, as a representative will not be on scene***
3. No exhibits may be dismantled prior to 9:00 p.m. the day of the event, Saturday, October 12, 2024. Oktoberfest Pendleton is 2pm-9pm, your vendor booth **MUST** be staffed during those times.
4. The vendor agrees to indemnify and hold harmless all sponsors, Oktoberfest Pendleton, their officers and agents from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or person. **Vendors must provide proof of liability insurance.**
5. Any person working in a vendor booth shall be considered to be an agent or employee of the CONTRACTOR and not an agent or employee of Oktoberfest Pendleton or the Happy Canyon. Vendors are responsible for their employees/volunteers and accept liability for their actions.
6. Vendors are responsible for their own garbage and must clean up their booth space at the end of the event. Oktoberfest Pendleton will provide trash receptacles at each site, as well as a dumpster and recycling bins.
7. Vendors are responsible for providing their own equipment including tables, extension cords, etc. Please make arrangements in advance with Oktoberfest Pendleton if electricity is requested.
8. Vendors participate at their own risk. Oktoberfest Pendleton makes no guarantees as to the number in attendance. The festival will be held *rain or shine*.
9. Tables and chairs are placed throughout the area for patrons, please do not move these items from their set locations.
10. Health Department Application: All food vendors must submit a food service license prior to the event. Food service licenses must be emailed to Oktoberfestpendleton@gmail.com by September 25th, 2024, or be subject to termination and forfeit of fees paid. Vendors must keep a copy of the health department license, application, and receipt readily accessible during the entire event for potential inspections. If there are any questions regarding a food service license, please contact The Umatilla County Public Health Department at 541-278-6394.
11. Oktoberfest Pendleton has purchased an event business license to cover all vendors participating in our event.
12. No loudspeaker, amplifier or sound device shall be used in the exhibit space.
13. All vendors will be expected to park in the general parking lot during the event. No vendor vehicles will be allowed inside the arena grounds during hours of operation.
14. Notice of cancellation must be received at least 30 days prior to the date of the event in order to obtain a refund.