



## 2017 Bite of Bend Commercial Vendor Information and Application

The 14<sup>th</sup> Annual Bite of Bend in Downtown Bend, Oregon is slated for June 23<sup>rd</sup> - 25<sup>th</sup>, 2017. Please join us for Central Oregon's largest food festival. The Bite of Bend celebrates our local food and libations culture.

Entrance to The Bite of Bend is free to the public. Once inside, the event offers a wide array of activities, such as the children's area, live music, Bite of Bend Beer Run, the Top Chef Competition, local artisans with crafts and gourmet food, and Central Oregon's best restaurant's.

Please return filled out applications to:

Lay It Out, Inc.  
Attn: Karin Roy  
704 NW Georgia Ave.  
Bend, OR 97703

If you have further questions after reading the contents of this application please contact the Karin Roy at (541) 323-0964 or via e-mail at [karin@layitoutevents.com](mailto:karin@layitoutevents.com).

### **EVENT DETAILS IN ALPHABETICAL ORDER**

**ADA:** In an effort to make the Bite of Bend and all our events accessible for everyone we ask that you pay attention to the following accessibility guidelines from the City of Bend:

- Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- All paths of travel must be free from cords and other obstructions. Cords may be covered with rugs, but rugs must be taped down on all sides.
- Price lists should be hung 36-39 inches from the ground
- For more info regarding ADA requirements, contact Karin Morris at the City of Bend 541-693-2141.

**Cancellation Policy:** Cancellations received before May 10, 2017 will receive a 50% refund. **No refunds are given after May 10, 2017.**

**Deadline:** Please turn in your application before May 5, 2017 to reserve your space!

**Directions and Setup:** Bite of Bend is located in Downtown Bend. Directions and setup information will be emailed to vendors one week prior to the event. No map will be provided ahead of time. You will be given your booth space when you arrive at the event, no exceptions.

Fees:

- \$625 paid to Bite of Bend for every 10x10 space (this includes one 15 amp power outlet).
- \$725 paid to Bite of Bend for every 10x10 CORNER space (this includes one 15 amp power outlet). **WHEN RECEIVED BY MARCH 10<sup>th</sup>**
- **AFTER MARCH 10<sup>TH</sup> ADD \$25**
- \$25 for each additional 15 amp power outlet (over the 15 amps that is included).
- If you are selling food please check if you need a health permit. The Deschutes County Health Permit Fee is \$70 if submitted at least one week prior to event and \$125 if submitted after deadline (pay directly to them with their application). Contact Lisa or Sandy at (541) 317-3114 for more information. **If you do not get a permit and it is required, the fine is \$200 and you will be shut down immediately, no exceptions.**
- **Separate** deposit check for \$200 to be refunded after event. (Note: We do not cash the deposit check, we shred and destroy the check after the event, and once your space is properly cleaned.)

Fire Code: All vendors must follow the Bend Fire Code for setup. For more information please contact Susie Lovisco at Bend Fire 541-322-6386. Please see the attached document "Special Event Guidelines".

Hours of Operation: Saturday 11am-10pm, and Sunday 11am-6pm. Vendors must stay open during all hours of the event. Vendors showing up late or leaving early will not be allowed to return for future events and their deposits will be cashed.

Inclement weather: The Bite of Bend takes place outdoors. Please be prepared for weather conditions. The Bite of Bend will take place in rain, snow or shine as well as in high-wind and/or extremely cold weather. No refunds will be granted due to weather. No exceptions. It is your responsibility to make sure your space is tied down day or night.

Insurance: Please have your insurance company create a certificate of insurance for each entity listed below:

- Bite of Bend *704 NW Georgia, Bend, OR 97703*
- Lay It Out, Inc *704 NW Georgia Ave, Bend, OR 97703*
- The City of Bend *701 NW Wall, Bend, OR 97701*

Please send all certificates **two week prior to event start date** to Lay It Out Events, 704 NW Georgia Ave., Bend, OR 97703 or email to [karin@layitoutevents.com](mailto:karin@layitoutevents.com).

Power: We will do everything we can to make sure your power is up and running during event hours. However power is provided by generators, which come with complications. Please be patient and understand that outages may occur as everyone initially turns on their appliances and lights at the beginning of the event. Additional power is available for \$25 per outlet (each outlet not to exceed 15 amps). Be prepared with a 50 ft. extension cord. Please do not bring an extension cord longer than 50 feet. If you use additional power not outlined on your application your deposit will be used as compensation for the additional usage. The outlets provided are standard three prong outlets. You will need to provide your own adapter if you require it. In order for the event to run smoothly and the

entire system to be sized accordingly, please present your individual power needs as soon as possible (voltage and amperage). Staff will be monitoring power usage throughout the event to ensure compliance. Power is only available during open hours. **Please list all appliances and amps at the end of this application.**

Security: Security will be provided overnight from 10pm Saturday night to 8am Sunday morning. The Bite of Bend and Lay It Out Events are not responsible for lost or stolen goods.

Trash: Dumpsters are located in the Bank of the Cascades drive thru near Franklin Ave. and US Bank parking lot near Oregon Ave. You are responsible to take your trash to these dumpsters. Do not use roll carts for your trash. They are intended for festival attendee use. **The dumpsters in the alleyways are privately owned and not available.** You are subject to losing your deposit if you use them. Grey water tanks are also available at each dumpster location. Anyone caught dumping grey water down storm drains will immediately lose their deposit.

INDEMNIFICATION

- 1.1. Vendor shall indemnify and hold harmless Lay It Out Inc , Bite of Bend, The City of Bend from any claims or liabilities resulting from Vendor’s performance, including any and all loss, damages or expenses caused by negligent acts, statements, errors or omissions of Vendor and its agents.
- 1.2. Vendor will indemnify, defend, and hold Lay It Out Inc and its directors, officers, employees, and agents harmless from any and all claims or liability (including without limitation any taxes, penalties, interest, costs, or attorney fees) asserted by any third party that results from or arises out of Vendor or Vendor's Personnel performing the Services under this Agreement.
- 1.3. Contractor will maintain adequate and reasonable liability insurance covering Contractor's performance under this Agreement. At any time, upon Lay It Out Inc.’s request, Contractor will submit to Lay It Out Inc proof acceptable to Lay It Out Inc of such insurance. Contractor will further notify Lay It Out Inc immediately of any substantial modification or cancellation of such insurance. Contractor acknowledges that Lay It Out Inc will not provide insurance coverage for Contractor.
- 1.4. Contractor will maintain in force any workers' compensation and unemployment insurance required by law relating to Services performed under this Agreement and will at any time, upon request of Lay It Out Inc, provide to Lay It Out Inc proof acceptable to Lay It Out Inc of such insurance. Contractor will further notify Lay It Out Inc immediately of any substantial modification or cancellation of such insurance.

Vendor agrees to abide by the rules and regulations of the Bite of Bend. Vendor understands that they may not be asked to participate in future Bite of Bend events if they are in violation of Bite of Bend policies and they will lose their deposit.

**AGREED TO BY:**

\_\_\_\_\_  
Vendor Representative Signature

\_\_\_\_\_  
Date

**\*Please return this page with payment & insurance\***



***VENDOR AGREEMENT***

VENDOR INFORMATION

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Business Description: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_-

Website address: \_\_\_\_\_

One 15-amp outlet is included with the fee. Contact us if you need assistance determining your power needs **IN ADVANCE**.

Please list appliances here: \_\_\_\_\_

How many staff (over the 3 days) will you have working at the event? \_\_\_\_\_

Total Vendor Fee Enclosed: \$ \_\_\_\_\_

Additional Amps/Electricity (\$25/additional outlet): \$ \_\_\_\_\_

Deposit Enclosed **on a separate check** (\$200, mandatory): \$ \_\_\_\_\_

Placement in VIP Gift Bag (\$25, optional): \$ \_\_\_\_\_

**TOTAL ENCLOSED:** \$ \_\_\_\_\_



## SPECIAL EVENT GUIDELINES

Tents, canopies, membrane structures, and air supported structures at fairs, festivals, and other special events must comply with the following:

- Shall not be located within 20 feet of buildings, parked vehicles, or internal combustion engines (including generators).
- Shall be adequately roped, braced, and anchored to withstand weather elements and prevent collapsing.
- Shall secure all compressed gas cylinders (propane, helium, etc) to prevent tip-over.
- Shall prohibit smoking at all times.
- Open flame devices, such as candles or oil lamps, may not be used unless the total area of all individual canopies that are grouped together does not exceed 700 square feet (example: 7 canopies in a row, each of which does not exceed 10 x 10).
- Cooking activities are prohibited unless the total area of all individual canopies that are grouped together does not exceed 700 square feet.
- Shall provide a portable fire extinguisher in any tent or canopy that is performing cooking activities.
  
- Minimum rating for the fire extinguisher shall be 2A:10BC **EXCEPT**
- When cooking with pooled oils, greases, or fats, such as a wok or deep fryer, a Class K fire extinguisher shall be provided.



ABC Type Extinguisher    Class K Extinguisher

References: 2007 Oregon Fire Code Chapters 9 and 24