



2018 Bite of Bend Commercial Vendor Information and Application

The 15th Annual Bite of Bend in Downtown Bend, Oregon is slated for June 15th – 17th, 2018. Please join us for Central Oregon's largest food festival. The Bite of Bend celebrates our local food and libations culture. **New this year the entire event will start at 5pm on Friday, 6/15.**

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 97701

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.

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

Cancellation Policy Cancellations received before May 10th, 2018 will receive a 50% refund. **No refunds are given after May 10th, 2018.**

Deadline Please turn in your application before May 5th, 2018 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

- \$650 paid to Bite of Bend for every 10x10 space (this includes one 15 amp power outlet).
- \$750 paid to Bite of Bend for every 10x10 CORNER space (this includes one 15 amp power outlet). **WHEN RECEIVED BY MARCH 10TH.**
- **AFTER MARCH 10TH 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-7pm. 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 97701*
- Lay It Out, Inc *704 NW Georgia Ave, Bend, OR 97701*
- The City of Bend *555 NE 15th Street, Bend, OR 97701*

Please send all certificates **two week prior to event start date** to Lay It Out Events, 704 NW Georgia Street, Bend, OR 97701 or email to 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. 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. Bite of Bend and Lay It Out Events are not responsible for lost or stolen goods.

INDEMNIFICATION

- 1.1. Vendor shall indemnify and hold harmless Lay It Out Inc , 2018 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 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): \$ _____

TOTAL ENCLOSED: \$ _____