



## Bite of Bend Restaurant Vendor Information and Application

The 15<sup>th</sup> Annual Bite of Bend in Downtown Bend, Oregon is slated for June 15<sup>th</sup> – 17<sup>th</sup>. Please join us for Central Oregon's largest foodcentric festival. The Bite of Bend celebrates our local food and libations culture. **New for 2018 The Bite of Bend opens Friday 6/15 at 5pm !**

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 most importantly Central Oregon's best restaurant's.

Restaurants who participated in last year's event have first right of refusal for sign up and booth space. Subsequent booth space will be allocated based on when a restaurateur returns their booth payment and contract information. There is no exclusivity in a food category, but limitations will be made.

Please return filled out applications to:

Lay It Out, Inc.  
Attn: Vendor Coordinator  
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 [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 .

Beverages The official beverage sponsor for Bite of Bend has not yet been determined. An email will be sent out when this information becomes available. Homemade Beverages i.e. Lemonade, Ice Tea, etc. will be allowed. Restaurants are not allowed to sell alcohol.

**BITE Sizes** All restaurants **MUST** provide BITE portions for \$1 or \$2. This is the intention of the festival and is required. You must fill out the BITE description component of the application. Any

partially filled out applications will not be accepted. You may have as many BITE portions as you like. Full size plates are allowed in addition to the bite portions, but should not be highlighted over the BITE portions. BITE portions must be listed on the menu in a large and clear manner.

Clean up Restaurants must take every precaution to insure grease does not spill onto the pavement. It washes into the drains and is a city health code violation. We recommend placing a tarp to cover your area and we require placing rubber mats down to catch the grease. If any trash or grease is left behind by a restaurant, the deposit will be used to return the site to pre-event conditions. Grease cleaning can be expensive so we appreciate your help regarding this matter. Please check in with a LIOE representative before you leave so we can inspect your site.

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

Complimentary Meals Each restaurant is required to provide 10 complimentary meals. Bite of Bend will create and distribute food vouchers valued at \$10 each. These will be used for our volunteers, entertainers, and sponsors.

**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

- \$425 paid to Bite of Bend for every 10x10 space (this includes one 15 amp power outlet). **WHEN RECEIVED BY MARCH 10<sup>TH</sup>.**
- **AFTER MARCH 10<sup>TH</sup> ADD \$25**
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- \$500 paid to Bite of Bend for every 10x10 CORNER space (this includes one 15 amp power outlet). **WHEN PAID 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 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.)
- 10% Proceeds fee on gross sales, due by July 10<sup>th</sup>, 2018.

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 Friday 5pm – 10pm, 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 97701*
- Lay It Out, Inc *704 NW Georgia Ave, Bend, OR 97701*
- The City of Bend *555 NE 15<sup>th</sup> 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](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. 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..

VIP Gift Bag This is an excellent way to market and brand yourself in the community. A \$25 payment will provide you access to product/coupon/flyer placement in the VIP Gift Bag. 100 units are required and due to the Lay It Out Events office by June 18th. Fees will be waived if content for placement is of considerable worth.

Water The Bite of Bend will provide a grey water tank for disposal of grey water. It will be located at OnPoint Community Credit Union on the corner of Bond and Oregon. Restaurants must instruct their employees to only dump water at this location. Restaurants caught dumping grey water or anything down city drain will immediately lose their damage deposit, no exceptions.

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 AGREEMENT**

VENDOR INFORMATION

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

Food Description: \_\_\_\_\_

**BITE Portion Description and Price:** \_\_\_\_\_

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: \$ \_\_\_\_\_

Friday Night Party Fee (\$150) \$ \_\_\_\_\_

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

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

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

*Fire Related Questions? Please call (541) 322-6381 and we would be glad to assist you.*