

Celebrating **42 Years** of the Newberg Old Fashioned Festival 2022 **BOOTH RULES & REGULATIONS**

Thursday, July 28th thru Sunday, July 31th

LOCATION: Memorial Park is located between Howard and Blaine Streets, and 3rd and 5th Streets, in Newberg.

Universal Disclaimer: As the festival is held in an outdoor city park, we have no control over Mother Nature's decision to remove shade-providing trees or the actions of their feathery, furry, inquisitive residents.

THURSDAY – SATURDAY: THE PARK WILL CLOSE AT 10 PM TO FOOT TRAFFIC. BOOTHS MAY ONLY BE TAKEN DOWN ON SUNDAY AFTER 4:00 pm.

1. **SET UP: BUSINESS HRS**

Thursday: 9am - 4pm 4 pm – 9:30 pm

Friday: 8:30 am – 10:30 am 11am – 9:30 pm

Saturday: None - Restock only 10am – 9:30 pm

Sunday: None - Restock only 11am - 4pm



2. Newberg Old Fashioned Festival (NOFF) provides **ONLY** the space. The vendor shall provide any space enhancements needed to display their merchandise. The booth/display must be skirted on at least the public display side. All vendors shall supply trash containers and are responsible for **daily clean-up before leaving the park on Sunday. Failure to comply will result in not being invited back next year. Recycling is available.**
3. Booth spaces are sold in increments of 10' wide x **10' deep (depth is not negotiable)**. Vendors needing space greater than 10' in width – including the tongue of a trailer – must purchase additional space to accommodate their needs. We will **NO LONGER** be allowing ½ spaces for Craft Vendors.
4. **Safety:** Booths that might: Impede pedestrian or vehicle traffic; have jagged edges or projections (ex. Awnings), which could cause pedestrian harm; or appears unsafe in any manner or not of sound construction will not be allowed.
5. **EXTINGUISHERS:** If open flame or power is present in the booth, the canopy must be fire resistant and, one 5 lb. dry chemical ABC fire extinguisher must be present. **FOOD VENDORS** are required to have one dry chemical fire extinguisher in their booth. Booths with deep fryers are required to have one 40BC extinguisher present per IFC.
6. **ELECTRICITY:** **** ONLY NOFF will connect and disconnect all electricity. Sharing electricity between booths is NOT permitted.** All Vendors wanting electricity **MUST provide their own outdoor heavy-duty grounded electrical cords (up to 250 ft.),** and a maximum of two cords. Cords running longer than 100 ft. must be #10 gauge wire, runs shorter than 100 ft. can be #12 gauge wire. Frayed, damaged, or worn electrical cords will be taken out of service by a NOFF committee member. **Any/all power strips MUST be breaker style. No generators are allowed in the park.**
7. All vendors, their agents, products and/or services, signage (including awnings), literature, and merchandise will be contained **INSIDE** the purchased space(s). Vendors will **NOT sell/solicit or distribute any type of literature, samples of their products/services, or merchandise OUTSIDE of their booth(s).** Violators will immediately be removed from the park - without warning or reimbursement.
8. ****2019 vendors are guaranteed the same space IF they return their COMPLETED application and fee by April 30th. THIS ONLY GUARANTEES THE SAME SPACE & PRODUCTS, NOT NEW PRODUCTS!**
AFTER May 1st - spaces will be assigned by the date order received. We will attempt to honor any specific placement requests noted on your contract. **Checks will ONLY be deposited and confirmation letters sent when your application is accepted.**
When you arrive to set up your booth at 9 am on July 28th you will receive your space assignment. If you set up before the designated set up time without permission and are not in the proper space, you will be required to properly relocate your booth.
9. All vendors **must** wear “Vendor” ribbons (extra ribbons are available from Park Coordinators on Thursday and Friday). No persons

under the age of 18 shall be allowed in booths without an adult present.

10. NOFF RESERVES THE RIGHT TO RESTRICT THE SALE OF ANY/ALL PRODUCT(S) INCLUDING FOOD, AND LIMIT THE NUMBER OF VENDORS SELLING LIKE PRODUCTS (specialty items, jewelry, wood products, etc.). Previous year's vendors get first preference of their same space & products if they get their application AND fees in by April 30, any new products added to their list/menu will be subject to approval. **We will no longer be regulating types of beverages duplicated among food vendors.** ITEM(S) NOT LISTED ON YOUR APPLICATION ARE NOT PERMISSIBLE TO SELL. **All merchandise, services, and/or literature must be suitable for a family-oriented atmosphere. Animals or second-hand products cannot be sold in the Park.**

11. Insurance ALL vendors must have a certificate of liability insurance - this is being required this year upon the advice of our legal counsel and our festival insurer. A copy of the insurance certificate must be provided upon acceptance as a vendor. The minimum coverage is \$1,000,000 per occurrence /\$2,000,000 general aggregate. Be sure to list the Newberg Old Fashioned Festival, its agents and assigns, the City of Newberg, Chehalem Park and Recreation District as additional insureds. Note: small vendors may be able to be covered by your homeowner's insurance. If you need help finding an insurance carrier, please contact your insurance agent.

12. Food Vendors MUST secure ALL/ANY required County licenses/permits before setting up. PARTICIPATION IN THE FESTIVAL WILL BE DENIED IF YOU FAIL TO DO THIS AND/OR FAIL TO PASS THE HEALTH DEPT INSPECTION. For more info: Yamhill County Health Dept: 412 Ford St, McMinnville, OR. 9728; 503-434-7525.

13. All food vendors will provide their containers for trash, gray water, and grease. Grease shall NOT be dumped into the gutters, dumpsters, drains, or the park floor, and must be removed from the park by the vendor for proper disposal. Failure to comply will result in denial of future participation.

14. CRAFT & OTHER VENDORS: Commercial vendors are businesses, political booths, and party plans/catalog sales. (Scentsy, Mary Kay, LuLaRoe, etc). Non- Profits must include a copy of their 501(c) status. Non-commercial craft vendors are hobbyists who sell 50% or more handmade products.

15. Streets will be open to car traffic on Thursday for set-up **ONLY**. The rest of the weekend, the streets will be closed on Howard and 5th Streets except for a few spaces that will be posted 'LOADING ZONE ONLY' or "HANDICAPPED PARKING" and will be **STRICTLY** enforced as such. **DO NOT BLOCK DRIVEWAYS!**

16. All FEES MUST BE PAID BY CHECK, MAILED IN, OR HAND DELIVERED after your application is submitted online - YOUR CONTRACT WILL NOT BE ACCEPTED WITHOUT FEES payable to Newberg Old Fashioned Festival -or- NOFF. Mailing address is 418 Hulet Lane Newberg OR 97132, physical address to hand-deliver is at Krohn's Appliance Service, 2207 Portland Rd Suite C Newberg OR 97132. CASH OR CASHIER CHECKS NOT ACCEPTED

17. DUE TO BEING UNABLE TO CONTACT THE PROPERTY OWNER OF THE LOT WE HAD BEEN USING, WE CAN NO LONGER ALLOW RV SPACES. Please make other arrangements for your stay. **DO NOT PARK YOUR RV ON THE STREET.**

18. The Vendor agrees to hold the following **harmless and free from liability** because of bodily injury to, or property damage of, the Vendors, their agents, employees, or third persons, while in or on the premises occupied by the Vendor: the City of Newberg; The Old Fashioned Festival; and Chehalem Park and Recreation District.

19. Animals, Alcohol, and Smoking are prohibited within the park during the festival. Service animals MUST be identified as such or proper paperwork must be available if requested. Any vendor with pets in their booth or smoking in the park will be removed immediately **WITHOUT** a refund.

20. Small, "bite-size", individual suckers/candies will be allowed, but you must provide a wastebasket to dispose of any trash from your handouts. If trash is seen around your booth you will lose the privilege of handing out any products. Products consumable within the park (boxed chocolates, candy bars, nutritional bars, packaged snacks, water bottles and/or water bottles with packets, etc...) will not be permitted to hand out or sell in the craft area of the park.

21. Non-compliance with any of the above rules and regulations will be grounds for immediate removal from the park - without any refund of fees - and potential denial from participating in future Newberg Old Fashioned Festivals.

22. NO REFUNDS WILL BE ISSUED AFTER JULY 1st.

We welcome you to the 2022 Newberg Old Fashioned Festival.

We hope you enjoy all the festivities that are planned. If you need any further information or have any questions, please email us at noffvendors@gmail.com

Additional Park Rules:

a. No skateboard, rollerblades, or bicycles allowed in the park or at festival activities b. Per Ordinance: **ALL pets**

are not allowed in the park or festival activity areas during the entire Old Fashioned Festival. Only service animals with proper documentation will be allowed.

c. The use of **alcohol/alcoholic products and tobacco/tobacco products is STRICTLY PROHIBITED** at all festival activities, in all of Memorial Park, and on all School District properties.

A few items of interest....

❖ **Rotary Pancake Breakfast in Memorial Park;**

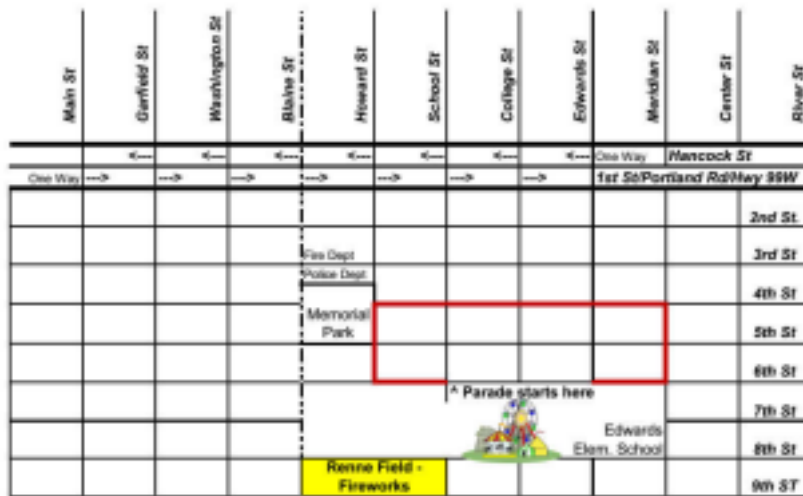
Saturday, 7/30, 6 am to 12 pm; and Sunday, 7/31, 7 am – 1 pm ❖

Rainier Amusements (Carnival Rides): Thursday through Saturday (Off of 6th Street between School and College Streets)

❖ **Fireworks Spectacular: Saturday, July 30 at 10 pm on Renne Field**

Newberg Old Fashioned Festival Kids Parade Route

**Kids Parade: Thursday,
July 28
@ 6pm.**

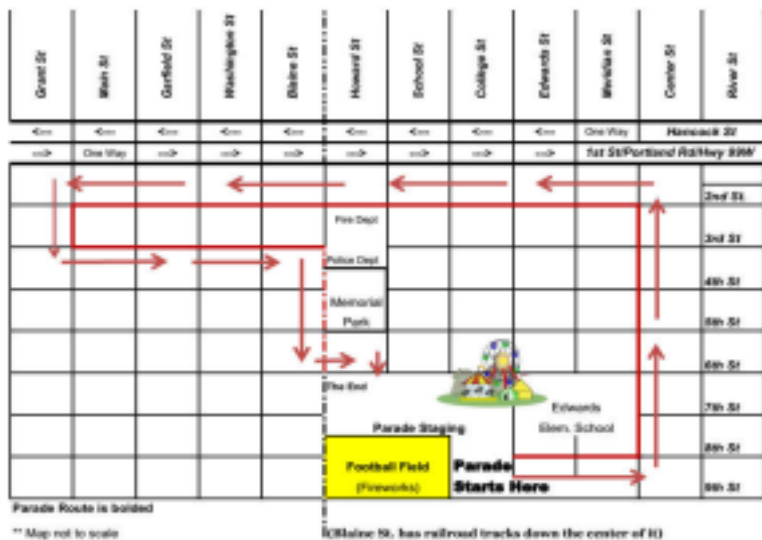


Parade Route is bolded
** Map not to scale

(Blaine St. has railroad tracks down the center of it)

Grand Parade:

Newberg Old Fashioned Festival Parade Route



**Saturday,
July 30 @ 10am**
(Street access to the park and
the parade route is closed by 9:30 am)

**For more festival
information, visit the
festival website:**

www.newbergoldfashionedfestival.org