

# Alcohol Vendor

Date Received:

Booth Assignment

2020 Astoria Warrenton Crab, Seafood & Wine Festival  
Vendor Application  
[www.AstoriaCrabFest.com](http://www.AstoriaCrabFest.com)

Official Use Only

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## DUE NO LATER THAN December 31, 2019.

This deadline applies to date received at our offices, NOT to postmark date. Failure to submit your application by this deadline means that you WILL NOT be participating in the 2020 event.

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

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address City State Zip

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

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

### IMPORTANT:

We only review and accept COMPLETE applications.  
Booth space can only be reserved with a COMPLETE application.

***YOU ARE RESPONSIBLE FOR ENSURING YOUR COMPLETE APPLICATION HAS BEEN RECEIVED. YOU ARE RESPONSIBLE FOR CONTACTING US IF YOU HAVE NOT RECEIVED CONFIRMATION OF YOUR APPLICATION'S ARRIVAL.***

We will notify you via email if your application is missing any components. We will also notify you via email when your application is complete. Lastly, we will notify you via email when your application is approved or rejected. If you haven't heard from us, it is your responsibility to contact us and double-check the status of your application.

Approved/Rejected

Official Use Only

# Vendor Checklist

These items must be INCLUDED and sent to AWACC. Your application will not be reviewed until all items are received.

<input type="checkbox"/>	Festival Payment to Astoria-Warrenton Area Chamber of Commerce (total due on page 3)
<input type="checkbox"/>	<p>Certificate of Liability Insurance (\$1,000,000)</p> <ul style="list-style-type: none"> <li>The following three (3) entities MUST be listed as “Additional Insured”:</li> <li><b>Astoria-Warrenton Area Chamber of Commerce (AWACC):</b> 111 W. Marine Drive, Astoria, OR 97103</li> <li><b>Wadsworth Electric:</b> 1715 Exchange Street, Astoria, OR 97103</li> <li><b>Clatsop County Fairgrounds:</b> 92937 Walluski Loop, Astoria, OR 97103</li> </ul> <p><b>OR</b></p> <p>Date of Insurance Renewal</p> <p>(write renewal date here)</p> <ul style="list-style-type: none"> <li>Only applicable if your insurance policy has not yet renewed as of the date you submit your application, but will renew prior to the 2020 festival.</li> <li>If we do not receive your updated Certificate of Liability Insurance on/or near the date listed, you may lose your booth space.</li> </ul>
<input type="checkbox"/>	<p>OLCC Permit Application + OLCC Check (amount varies; fee listed in OLCC permit application)</p> <ul style="list-style-type: none"> <li><b>Payable to: Oregon Liquor Control Commission</b></li> <li><b>OLCC fee MUST be in a separate check from festival payment to AWACC</b></li> <li>Nonprofits are exempt from the fee, but still require an OLCC permit application</li> <li>Your OLCC permit application does NOT have to be signed by Clatsop County prior to submission to us. We will submit it for a signature on your behalf.</li> <li>AWACC will submit the “Plan to Manage Special Events” for the festival.</li> <li>Contact Carla Clayton, with the OLCC in Clatsop County, with any questions at 503-861-3912 or <a href="mailto:Carla.clayton@state.or.us">Carla.clayton@state.or.us</a></li> </ul>
<input type="checkbox"/>	Vendor Business Information (page 1)
<input type="checkbox"/>	Vendor Checklist (page 2) – please include even if blank!
<input type="checkbox"/>	Vendor Booth Order (page 3)
<input type="checkbox"/>	Product Information (page 4)
<input type="checkbox"/>	Electrical Order Form (page 5) – please include even if blank!
<input type="checkbox"/>	Hold Harmless Agreement (page 6)
<input type="checkbox"/>	<p>Booth location and/or other requests:</p> <p><i>(Booth location is subject to receipt of complete application &amp; availability.)</i></p>

## SUBMIT YOUR APPLICATION:

Astoria-Warrenton Area Chamber of Commerce, Attn: Event Coordinator, PO Box 176, Astoria, OR 97103

**NOTE: We only accept applications by regular mail & in-person delivery to our offices. We DO NOT accept applications via email or fax.**

# Vendor Booth Order

	Item	Cost	Quantity	Total
<input type="checkbox"/>	Aisle Booth (10x10)	\$500		
<input type="checkbox"/>	Corner Booth (10x10)	\$600		
<input type="checkbox"/>	(2) Aisle Booths (10x20)	\$1,000		
<input type="checkbox"/>	(1) Aisle + (1) Corner Booth (10x20)	\$1,100		
<input type="checkbox"/>	Table Rental <ul style="list-style-type: none"> <li>• Tables are not provided with a booth</li> </ul>	\$15/table		
<input type="checkbox"/>	Additional Vendor Badges <ul style="list-style-type: none"> <li>• 4 Vendor Badges included with each booth</li> <li>• Purchase up to 6 additional Vendor Badges</li> <li>• Vendor Badges can be left for the next shift at the Vendor Badge Swap station, located at the Festival Information Booth in the Exhibit Hall</li> </ul>	\$15/badge		
<input type="checkbox"/>	Additional Parking Passes <ul style="list-style-type: none"> <li>• 1 Parking Pass included with each booth</li> <li>• Purchase up to 2 additional Parking Passes</li> <li>• Parking Pass required for access to vendor lot</li> </ul>	\$15/pass		
<input type="checkbox"/>	RV Parking <ul style="list-style-type: none"> <li>• Electrical &amp; Water hook up is available</li> <li>• Free overnight RV parking is <u>not</u> available</li> <li>• Must be parked by Noon on Friday, April 24</li> </ul>	\$40/night	Thursday Friday Saturday Sunday (please circle)	
<input type="checkbox"/>	Trailer Parking Passes <ul style="list-style-type: none"> <li>• Please indicate the quantity of trailers you plan to bring with you to the festival. Depending on parking availability, your trailer might have to be parked in a separate area from your vehicle.</li> </ul>	Free		
<input type="checkbox"/>	Additional Electrical Order	Page 5 total		
<input type="checkbox"/>	Astoria-Warrenton Area Chamber of Commerce MEMBER DISCOUNT	-\$75		

**Total Due:**

Payment (will be processed if/when application is approved):

- Checks: Payable to the Astoria-Warrenton Area Chamber of Commerce
- Cash
- Credit Card: NO AMERICAN EXPRESS

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address for Card: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

# Product Information

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**Vendors:** AWACC limits the number of alcohol vendors of each type, as well as the total number of alcohol vendors, at the festival. No more than 10% of alcohol vendor booths will be designated for non-wine sales (beer, spirits, etc.). Please include 1-2 photos of your product(s) and/or example of booth set-up. Label your photos with your business name from page 1 of your application.

- Please review booth set-up requirements noted on pages 7-15.
- Vendors are not allowed to sell or give away products with the festival logo.
- See OLCC rules/regulations on page 7.
- Set up is inside the Clatsop County Fairgrounds. Although unlikely, hazards to your set-up may include uneven surfaces and moist working environment.
- You are required to attend the mandatory OLCC briefing at 3 p.m. on Friday, April 24, in the Exhibit Hall.

## Alcohol Type:

- I am an Oregon Winery
- I am an Oregon Craft Brewery/Cider Maker
- I am an Oregon Distillery
- I am selling Washington wine (Only allowed through a Nonprofit Organization)  
OLCC Rules & Regulation:
  - Please provide proof of nonprofit status in Oregon
  - Submit OLCC Temporary Sales License Application
  - The nonprofit must provide its own Certificate of Liability Insurance

**List all the items you intend or want to sell at the festival: (NO CORKSCREWS OR BOTTLE OPENERS)**


**I permit the Astoria Warrenton Crab, Seafood & Wine Festival to release my contact information to members of the public & members of the media, upon request ONLY.**

- YES       NO