

Food* Vendor

Date Received:

Booth Assignment

*This does not include packaged food vendors. They should fill out the Art/Craft/Other Vendor application.

Official Use Only

2020 Astoria Warrenton Crab, Seafood & Wine Festival
Vendor Application
www.AstoriaCrabFest.com

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Priority placement is given to vendors who complete the applications between November 1, 2019, and December 31, 2019. Applications will still be accepted through April 2020, pending available space.

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

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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"/> _____ (write renewal date here)	Certificate of Liability Insurance (\$1,000,000) <ul style="list-style-type: none"> • The following three (3) entities MUST be listed as “Additional Insured”: • Astoria-Warrenton Chamber of Commerce (AWACC): 111 W. Marine Astoria, OR 97103 • Wadsworth Electric: 1715 Exchange St. Astoria, OR 97103 • Clatsop County Fairgrounds: 92937 Walluski Loop Astoria, OR 97103 <p>OR</p> Date of Insurance Renewal <ul style="list-style-type: none"> • 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. • If we do not receive your updated Certificate of Liability Insurance on/or near the date listed, you may lose your booth space.
<input type="checkbox"/>	Clatsop County Temporary Restaurant License Application & Check (amount of check varies year-to-year; fee listed in Clatsop County Environmental Health Services Fee Schedule) <ul style="list-style-type: none"> • Payable to: Clatsop County Environmental Health • Fee MUST be in a separate check from festival payment to AWACC • Nonprofit organizations are exempt from the fee, but still require a license application • Contact Meredith Reiley, with Clatsop County Environmental Health, with any questions at 503-338-3753 or mreiley@co.clatsop.or.us • Food product promotion with a 2 oz. or less sample does not require a license
<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"/>	Booth location and/or other requests: <i>(Booth location is subject to receipt of complete application & availability.)</i>

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"> Tables are not provided with a booth 	\$15/table		
<input type="checkbox"/>	Additional Vendor Badges <ul style="list-style-type: none"> 4 Vendor Badges included with each booth Purchase up to 6 additional Vendor Badges 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 	\$15/badge		
<input type="checkbox"/>	Additional Parking Passes <ul style="list-style-type: none"> 1 Parking Pass included with each booth Purchase up to 2 additional Parking Passes Parking Pass required for access to vendor lot 	\$15/pass		
<input type="checkbox"/>	RV Parking <ul style="list-style-type: none"> Electrical & Water hook up is available Free overnight RV parking is <u>not</u> available Must be parked by Noon on Friday, April 24 	\$40/night	Thursday Friday Saturday Sunday <small>(please circle)</small>	
<input type="checkbox"/>	Trailer Parking Passes <ul style="list-style-type: none"> 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. 	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):				
<ul style="list-style-type: none"> 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

Vendors: AWACC limits the number of food vendors selling similar items. Food vendors are allowed access to a certified kitchen at the event site for cleaning and sanitation purposes. The certified kitchen is in the Exhibit Hall. Grey water disposal tanks are available outside the Food Tent. 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.
- Set up is inside a large outdoor Food Tent adjacent to the fairgrounds building. Although unlikely, hazards to your set-up may include uneven surfaces and moist working environment.
- You must provide both a dry chemical fire extinguisher and a Type K commercial kitchen liquid foam extinguisher in your booth.
- The festival reserves the right to unplug heating and/or cooking equipment overnight to reduce risk of fire.

Cooking Method:

- I will be using a deep fryer.
 - A grease trap for dumping is located outside the Food Tent next to the grey water disposal tanks.
- I will use propane as a power source.
 - If you use propane, you must bring a 50' hose to ensure adequate and safe distance from any structure.
 - Propane tank must be at least 20' from any structure, including tents. Please bring adequate equipment.
- I will use a charcoal grill.
 - Open flames must be at least 20' from any structure, including tents.
 - You CANNOT put grill underneath a tent/canopy (structure); it must be 20' from any structure.
- I will use electricity as a power source.
 - See page 5 for electricity use.

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

Will any of your food items be... (please circle)

Vegetarian? **Yes / No**

Vegan? **Yes / No**

Gluten Free? **Yes / No**

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