



Food Vendor Registration Form

This is no ordinary skatepark! We invite vendors to come be a part of the community festival and grand opening celebration on **June 21, 2014** of this vibrant and safe gathering place in the heart of Eugene. WJ Skatepark + Urban Plaza is the largest covered and lighted public skatepark in the country. The revitalized Washington Jefferson Park includes the new skatepark and urban plaza, full basketball courts and nationally sanctioned horseshoe pits.

To request your vendor space please:

1. Fill out form
2. Include a menu and brief description of your business, including electrical needs
3. Sign and date
4. Mail registration form and payment

Location:

Washington Jefferson Park is situated beneath the I-105 bridge, between the railroad tracks and West 1st Avenue, in Eugene.

Event Description:

Celebrate the Grand Opening of WJ Skatepark + Urban Plaza! The Grand Opening from 1 - 8 p.m., is a community celebration of this reclaimed park filled with skateboarding, music, food, and activities for all ages!

- 10 a.m. – 1 p.m. – FREE learn to skate lessons
- 1 – 8 p.m. – Retail and Community Booths
- 1 p.m. – Dedication Ceremony
- 1:30 – 2:30 p.m. – Live band
- 3:30 p.m. – Skateboard Demo
- 3:00 – 4:30 p.m. – Live band
- 4 – 7 p.m. – Skateboard Competition w/live DJ
- 5 – 6 p.m. – Live band
- 7 – 8 p.m. – Live band

Schedule subject to change

Set up time: 9:30 a.m. – 11:30 a.m. (All vendors must be set-up by 11:30 a.m.)

Tear down time: 8 p.m. – 10 p.m. (early tear-down is not allowed)

Organization/Business Name: _____

Organization/Business Address: _____

City, State, Zip: _____

Contact Name: _____

Phone(s): _____

Email Address: _____

Fees:

\$50.00 per booth

\$60.00 per booth if electricity is required (we have limited spots available that have electricity, so it is better if you are self-contained)

10% of gross sales to be given to Event Staff Food Vendor Liaison at end of day

Attendance:

3000 - 5000

Permits, Licenses and Insurance

Vendor shall assure that a current food handler's permit issued by the Health Department is in effect for at least one person who must be on premises at Vendor's booth at all times.

Mobile food units must have a current (2014) Mobile Food Unit License from Lane County

All vendors must have a single event temporary license. <http://www.lanecounty.org/departments/hhs/pubhlth/envhlth/pages/default.aspx>

All Vendors must supply their own insurance

A COPY OF THE FOLLOWING MUST BE PROVIDED TO THE EVENT STAFF PRIOR TO EVENT DATE:

Temporary Restaurant License

Proof of Insurance and additional insured

Certificate of Insurance must state the date of coverage and provide public liability for bodily injury and property damage in the sum of \$1,000,000 naming the City of Eugene, its officers and employees as additional insured.

Failure to do so will result in revocation of any prior approval to vend at this event.

The original copies of vendor's permits and licenses must be available at your booth throughout the event. A health inspector will visit the premises to inspect every food vendor in the premises.

On Site:

Vendors will abide by EVENT staff requirements regarding set up time and location(s)

It is the vendor's responsibility to clean their booth space prior to leaving the event. Vendors are responsible for removing debris and ensuring the general cleanliness of the area surrounding their booths throughout the event and following its conclusion.

All vendors are required to check-in with the Event Staff Food Vendor Liaison prior to set up.

Photo ID is required at time of check-in

Vendors will provide all required equipment and electric cords needed for sales or booth operations.

Vendors are in charge of collecting & disposal of their own grey water.

Water stations will be provided for this event, so the sale of bottled water is discouraged

Zero Waste:

This event is on the path to Zero Waste, with the emphasis to divert as much material out of the landfill stream and into recycling or composting process. To accomplish this goal, the event is requesting vendors to use compostable service ware which meet the product standards for Eugene's commercial composting program located at www.eugene-or.gov/lovefood.

While some service ware may be recyclable in Eugene's commingled system, it must be clean and free of food debris. Unfortunately, event management and volunteers will be unable to accommodate recycled materials that are contaminated and they will be considered trash. The only material that this does not apply to is beverage containers.

(continued)

Event management will provide 'back-of-house' recycling, compost, and landfill containers for your prep materials to be separated into, while the three bin systems in the public areas will be 'top-sorted' by the event's Zero Waste Volunteers.

We encourage a menu that sources local, organic ingredients and offers healthy options.

You are making a difference in your community through your support and participation in putting this event on the path to Zero Waste and supporting a local and healthy community!

Applicants must comply with all event, municipal and state rules, regulations and policies listed in this application, or policies included in the applicant acceptance notification. Any noncompliance will cause elimination and applicant may be immediately removed from the Event with no refund of fees or compensation for expenditures. Applicants may also be barred from acceptance to future events.

Event Staff in their sole discretion may reserve the right to refuse participation by any applicant, entertainer, food vendor or any other such participant for any reason.

The City of Eugene is not liable for refunds or any other liabilities whatsoever for applicant's failure to obey the rules and regulations or due to the unstable condition of the area in which the Event is produced, caused by, but not limited to, weather, fire or other calamity, any act of nature, public enemy, strikes, statutes, ordinances of any legal authority or any other cause beyond control.

Vendors will be chosen by the event team. Our goal is to have 5-8 well-balanced food vendors. Successful applicants will be notified by June 6, 2014. Thank you for your interest in the Grand Opening of WJ Skatepark!

Signature: _____ Date: _____

RETURN APPLICATION TO:

One Eugene Center Eugene, OR 97401

Attn: Concessions Department

Fax: 541-682-5426

Email: kim.a.weiland@ci.eugene.or.us