

# Celebrating *37 Years* of the Newberg Old Fashioned Festival

## 2017 BOOTH RULES & REGULATIONS

Thursday, July 27<sup>th</sup> thru Sunday, July 30<sup>th</sup>

**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 10PM TO FOOT TRAFFIC.  
BOOTHS MAY ONLY BE TAKEN DOWN ON SUNDAY AFTER 4:00 pm.**

- | 1. <u>SET UP:</u>                           | <u>BUSINESS HRS</u> |
|---|---------------------|
| <b>Thursday:</b> 9am - 4pm                  | 4 pm – 9:30 pm      |
| <b>Friday:</b> 8:30 am – 10:30 am           | 11am – 9:30 pm      |
| <b>Saturday:</b> None - Restock <u>only</u> | 10am – 9:30 pm      |
| <b>Sunday:</b> None - Restock <u>only</u>   | 11am - 4pm          |



**UNLESS PRE-ARRANGED: NO EARLY SET UP OR TEAR DOWN WILL BE ALLOWED.  
All Vendors shall comply with the business hours as outlined above.**

- 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** and **before leaving the park on Sunday**. *Failure to comply will result in not being invited back next year. Recycling is available.*
- 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 if a trailer – must purchase additional space to accommodate their needs.
- Safety: Booths which 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.
- 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.
- ELECTRICITY: \*\* ONLY NOFF will connect and disconnect all electricity. Sharing electric 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 an NOFF committee member. **Any/all power strips MUST be breaker style. No generators are allowed in the park.**
- 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.
- \*\*2016 vendors are guaranteed their same space IF they return their COMPLETED application and fee by April 30<sup>th</sup>.  
**THIS ONLY GUARANTEES THE SAME SPACE & PRODUCTS, NOT NEW PRODUCTS!**  
➔ **AFTER May 1<sup>st</sup>** - spaces will be assigned by date received order. 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 9am on July 27<sup>th</sup> 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.**
- 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. ALL FOOD vendors (including vendors distributing samples of edible products/products that are consumable in the park), MUST provide a proof of insurance certificate BEFORE July 1<sup>st</sup>. If not received, you will NOT be allowed to set-up and/or sell your products in the park.**

**12. Food Vendors MUST secure All/ANY required County licenses/permits PRIOR to set up. PARTICIPATION IN THE FESTIVAL WILL BE DENIED OF 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 own 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 for 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 5<sup>th</sup> Streets with the exception of a few spaces that will be posted 'LOADING ZONE ONLY" or "HANDICAPPED PARKING" and will be **STRICTLY** enforced as such.

16. **ALL FEES MUST BE 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.**

17. **LIMITED SELF-CONTAINED RV parking spaces are available upon request in a DESIGNATED AREA ONLY. A pass will issued and must be clearly displayed.** Any RV parked on city streets will be in violation of Newberg's Development Code, and are subject to fine. The vendor will also be removed from the park, and no refund will be issued.

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 clearly 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 waste basket 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 1<sup>st</sup>.**

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*We welcome you to the 2017 Newberg Old Fashioned Festival.*

We hope you enjoy all of the festivities that are planned. If you need any further information, or have any questions, please leave a message for the park coordinators at Krohn's Appliance Center, 503-538-3613, or email [noffvendors@gmail.com](mailto:noffvendors@gmail.com)

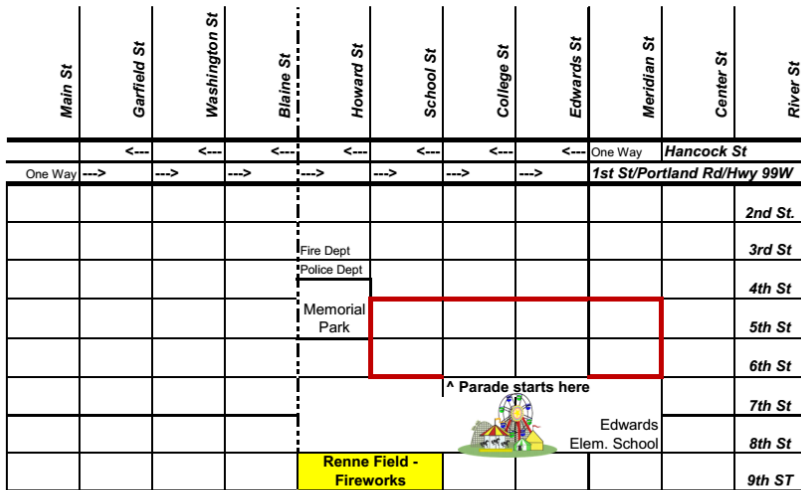
**Additional Park Rules:**

- a. No skateboard, roller blades 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, 7/29, 6am to 12pm; and Sunday, 7/30, 7am – 1pm**
- ❖ **Rainier Amusements (Carnival Rides): Thursday through Saturday (Off of 6<sup>th</sup> Street between School and College Streets)**
- ❖ **Fireworks Spectacular: Saturday, July 29 at 10pm on Renne Field**

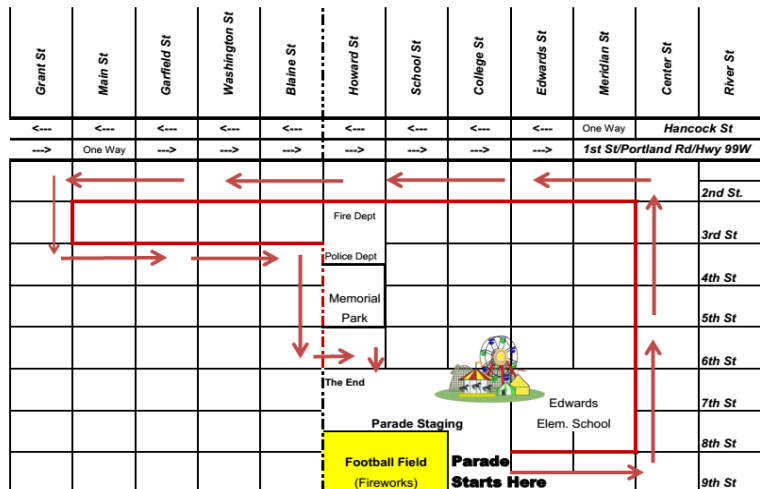
**Newberg Old Fashioned Festival  
Kids Parade Route**



**Kids Parade: Thursday, July 27 @ 6pm.**

Parade Route is bolded  
\*\* Map not to scale  
(Blaine St. has railroad tracks down the center of it)

**Newberg Old Fashioned Festival  
Parade Route**



Parade Route is bolded  
\*\* Map not to scale  
(Blaine St. has railroad tracks down the center of it)

**Grand Parade: Saturday, July 29 @ 10am**  
(Street access to the park and parade route is closed by 9:30am)

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