

2009 Blackberry Arts Festival

Rules and Regulations

PLEASE NOTE: ALL VEHICLES LEFT ON THE SIDE STREETS
IN THE VENDOR AREA WILL BE TOWED AWAY.
THERE WILL BE NO EXCEPTIONS.

1. LOCATION: Booth spaces will be assigned for fully paid applications received by **July 28, 2008**. Past participants will be assigned their previous locations when possible, except for food vendors. Remaining space will be assigned on a first-come first-serve basis. **Final application deadline is July 28, 2008. No applications will be accepted after this date without fee of \$20.00.**
2. EQUIPMENT: Each vendor must supply all necessary equipment such as tables, chairs, construction materials, trash cans, trash can liners, water hauling containers, extension cords, etc.
3. ARRIVAL: The Blackberry Arts Festival (BAF), sponsored by the Coos Bay Downtown Association (CBDA), is on Central Avenue in downtown Coos Bay, Oregon. This street will be closed for the event. We will utilize blocks 00, 100, 200, 300, 400, and 500. Please check in on your arrival to ensure you set-up in the correct space. You may set up **Friday, August 21st after 6:00 p.m.** Note: Night security is provided Friday and Saturday. Your booth must be up and operational by **8:30 a.m. on the 22nd and 9:30 a.m. on the 23rd**. If your booth is not set up by this time you will not be invited back next year. Please unload your equipment as quickly as possible and remove your vehicles from the mall area.
4. DEPARTURE: The BAF is a two day event. Business starts at 9 a.m. and continues until 6 p.m. Saturday and 10 a.m. until 4 p.m. Sunday. **Booths must not be removed prior to 4 p.m. Sunday.** Early departure is not allowed and you will not be invited back if you leave early.
5. INSURANCE: The CBDA carries liability insurance for accidental injury in the festival area that may be caused by BAF/CBDA negligence. Product liability remains the vendor's responsibility. BAF is not responsible for lost, stolen, or damaged property. Secure your booth for the night if you choose to set up early. There is night security in the mall market area on Friday and Saturday.

Vendor proof of liability insurance naming Coos Bay Downtown Association as an additional insured is required and a certificate must be submitted with your application.
6. SALES: Sales are limited to booth space only. **No roving vendors are allowed in the mall market.**
7. FOOD VENDORS:
 - a. Coos County Health Department requires a health permit for all food vendors. Contact the Health Department at (541) 756-2020. Please understand and abide by the health rules for a trouble free festival.

- b. Electrically heated burners for on-site cooking will require several 15 amp circuits, so cooking by other methods is beneficial. (One 15 amp circuit will allow for approximate 800 watts of power)
- c. All food booths must have a ground cover under the booth.
- d. Use only dumpsters provided for the festival. Use of private dumpsters will result in additional charges and may terminate further invitations to the festival.

8. CITY OF COOS BAY REGULATIONS:

The City of Coos Bay Fire, Life, and Safety regulations will be enforced. It is extremely important to follow these regulations exactly. Any vendor not following the regulations will be asked to leave immediately. **Fire/Public Safety lanes in the vendor areas will be strictly enforced.**

- 9. BOOTH STAFFING: Your booth must be occupied at all times by an adult (18 years or older).
- 10. NON-PROFIT ORGANIZATIONS: Space will be set aside for non-profit organizations. Booth locations will be determined by the BAF Committee. Raffles, drawings, or other money-making activities will be allowed at the discretion of the BAF Committee. Please indicate on the application your intent. Space will be filled on a first-come, first-serve basis.
- 11. VENDOR PARKING: Public parking is available behind Coos Art Museum on 2nd Street and Curtis Avenue. **Vehicles will be towed in marked areas.** Once again, no exceptions – your vehicle will be towed!!!
- 12. ANIMALS: While we all love animals and many bring their pets to the festival, pets are not permitted in the festival area.

ACCEPTANCE of the above rules and regulations are hereby acknowledged by your signature on the application. If you choose not to comply with them once you have established your booth, the BAF/CBDA directors may request you to leave immediately without refund.

NO REFUNDS AFTER AUGUST 1, 2009. IF THE BAF JURY COMMITTEE TURNS DOWN YOUR APPLICATION, YOUR CHECK WILL BE RETURNED IMMEDIATELY.

Make checks payable to: Coos Bay Downtown Association
PO Box 482
Coos Bay, OR 97420

Telephone: (541) 266-9706
Website: www.coosbaydowntown.org

Contact: Pam Miller at (541) 269-5742 or email at Pamilasu@msn.com

Please sign the enclosed form stating that you comply with the rules of the Blackberry Arts Festival and submit it along with a certificate of liability insurance to the Coos Bay Downtown Association.

We are looking forward to seeing you at the Blackberry Arts Festival!