



# Bend Fall Festival

## SOUK Application

**Oct 6th & 7th, 2018**

As the fall comes on in Bend our thoughts turn to Bend Fall Festival. One of our favorite shopping areas is The Souk, which focuses on imported goods from all over the world along with commercial goods that reflect the needs and interest of our community and the public at large. We invite you to be part.

If you have further questions after reading the contents of this application please contact Lisa Hamel, [hamellisa@hotmail.com](mailto:hamellisa@hotmail.com) phone 503.260.2886.

### **EVENT DETAILS IN ALPHABETICAL ORDER**

ADA In an effort to make the Bend Fall Festival and all our events accessible for everyone we ask that you pay attention to the following accessibility guidelines from the City of Bend:

- Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- All paths of travel must be free from cords and other obstructions. Cords may be covered with rugs, but rugs must be taped down on all sides.
- Price lists should be hung 36-39 inches from the ground

Cancellation Policy Cancellations received before Sept. 1st, 2018 will receive a 50% refund. No refunds are given after Sept. 1st, 2018.

The Bend Fall Festival is located in Downtown Bend. Directions and setup information will be emailed to vendors one week prior to the event. No map will be provided ahead of time. You will be given your booth space when you arrive at the event, no exceptions.

**Fees** \$300.00 paid to Lay It out Events Bend Fall Festival for every 10x10 space. There is no 10% commission and no application fee. All fees must be received by Sept. 30th.

**Fire Code** All vendors must follow the Bend Fire Code for setup. For more information please contact Susie Lovisco at Bend Fire 541-322-6386. Please see the attached document "Special Event Guidelines.

**Hours of Operation** Saturday 11am-7pm, and Sunday 11am-6pm. Vendors must stay open during all hours of the event. Vendors showing up late or leaving early will not be allowed to return for future events and their deposits will be cashed.

Inclement weather does happen; The Bend Fall Festival takes place outdoors. Please be prepared for weather conditions. The Bend Fall Festival will take place in rain, snow or shine as well as in high-wind and/or extremely cold weather. No refunds will be granted due to weather, no exceptions. It is your responsibility to make sure your space is tied down during the day and night.

No refunds will be granted due to any unforeseen event or situation sanctioned by the city of Bend.

**Security:** Security will be provided overnight from 10pm Saturday night to 8am Sunday morning. The Bend Fall Festival and Lay It out Events are not responsible for lost or stolen goods.

**INDEMNIFICATION-** 1.1. Vendor shall indemnify and hold harmless Lay It Out Inc, 2018 Bend Summer Festival, The City of Bend from any claims or liabilities resulting from Vendor's performance, including any and all loss, damages or expenses caused by negligent acts, statements, errors or omissions of Vendor and its agents. 1.2. Vendor will indemnify, defend, and hold Lay It Out Inc and its directors, officers, employees, and agents harmless from any and all claims or liability (including without limitation any taxes, penalties, interest, costs, or attorney fees)

asserted by any third party that results from or arises out of Vendor or Vendor's Personnel performing the Services under this Agreement. 1.3. Contractor will maintain adequate and reasonable liability insurance covering Contractor's performance under this Agreement. At any time, upon Lay It Out Inc.'s request, Contractor will submit to Lay It Out Inc proof acceptable to Lay It Out Inc of such insurance. Contractor will further notify Lay It Out Inc immediately of any substantial modification or cancellation of such insurance. Contractor acknowledges that Lay It Out Inc will not provide insurance coverage for Contractor. 1.4. Contractor will maintain in force any workers' compensation and unemployment insurance required by law relating to Services performed under this Agreement and will at any time, upon request of Lay It Out Inc, provide to Lay It Out Inc proof acceptable to Lay It Out Inc of such insurance. Contractor will further notify Lay It Out Inc immediately of any substantial modification or cancellation of such insurance.

Vendor agrees to abide by the rules and regulations of The Bend Fall Festival. Vendor understands that they may not be asked to participate in future Bend Fall Festival events if they are in violation of The Bend Fall Festival policies they will lose their deposit.

**AGREED TO BY:** \_\_\_\_\_

Vendor Representative Signature

Date- \_\_\_\_\_

\*Please return this page with payment & insurance

Bend Fall Festival 2018 **SOUK** VENDOR AGREEMENT

Mail Application and Fee to: Lay It Out Events Attn: Vendor Coordinator-Karin Roy, 704 NW Georgia Ave., Bend, Or. 97701

**VENDOR INFORMATION**

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

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

Merchandise Description \_\_\_\_\_  
\_\_\_\_\_

**ADDRESS**

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

**For Official use only**

Paid- Date \_\_\_\_\_ with Check # \_\_\_\_\_ /Credit Card # \_\_\_\_\_ (last 4 digits)