

## **2012 Sterling Savings Bank Bite of Bend Marketplace Information and Application**

**The 10th annual Sterling Savings Bank Bite of Bend** in Downtown Bend, Oregon is slated for June 23 & 24, 2012. Please join us for Central Oregon's largest food festival. The Bite of Bend celebrates our local food and spirits culture and highlights some of the best music in the region. Back this year will be the local Top Chef competition featuring chefs from around Central Oregon competing to create the most delicious and creative plates with the use of our secret ingredients.

The Bite of Bend is free to the public and includes a wide array of activities such as the children's area, live music, a Beer Run, beer, wine and spirits tasting, fine food as well as local food booths offering "bites" of their locally created provisions.

We look forward to working with you on making this year's Bite of Bend one of Central Oregon's largest attractions.

For more information, please contact Lay It Out Events at 541-323-0964.

### **EVENT DETAILS**

#### Marketplace

Marketplace vendors may only sell food & agriculture related products or give out samples of food. No full meals or desserts. Examples of marketplace vendors include local food & agriculture commodities, spices and sauces, specialty foods such as cheese or packaged meats, specialty food related crafts such as wine bottle holders, decorative silverware, etc.

#### Directions and Setup info

The Bite of Bend is located on Bond and Minnesota. Directions and setup information will be emailed to vendors one week prior to the event.

### Fees

- \$175 Paid to Lay It Out Events for each 10x10 space
- \$25 for each 15 amp power circuit.
- Separate deposit check for \$100 to be refunded after the event.

### Power

We will do everything we can to make sure your power is up and running during event hours, however, power is provided by generators at the event, which always come with complications, so please be patient and ready for outages during the first hour as everyone turns on their appliances. Power is available for \$25 per outlet. If you use additional power not outlined on your application your deposit will be used as compensation for the additional usage. Power is only available during open hours. **Please list all appliances and amps at the end of this application.**

### Clean up

If trash is left in your space the deposit will be used to return the site to pre-event conditions. Please check in with an LIOE representative before you leave so we can inspect your site.

### Fire Code

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

### Insurance

Please have your insurance company send a certificate of insurance and list as additionally insured:

- ✓ The Bite of Bend 704 NW Georgia, Bend, OR 97701
- ✓ Lay It Out Events 704 NW Georgia, Bend, OR 97701
- ✓ Sterling Savings Bank 61515 S. Hwy. 97, Bend, OR 97702
- ✓ The City of Bend 555 NE 15th Street, Bend, OR 97701

### Cancellation Policy

Cancellations received before May 25, 2012 will receive a 50% refund. No refunds are given after May 26, 2012.

### Hours of operation

Saturday 11am-9pm and Sunday 11am-7pm. All vendors must stay open during all hours of the event. Any vendor leaving early will lose their deposit and will not be allowed to return for future events.

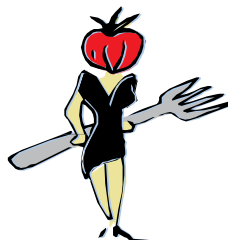
### Security

Security will be provided overnight from 10pm Saturday night to 8am Sunday morning. Lay It Out Events and The Bite of Bend are not responsible for lost or stolen goods.

### ADA

In an effort to make all of 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
- For more information on Accessibility, please contact James Goff at the City of Bend 541-693-2141



**VENDOR INFO**

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

Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Please list all appliances and amps:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many staff (over the 2 days) will you have working at the event? \_\_\_\_\_

Total Vendor Fee Enclosed (including power): \$ \_\_\_\_\_

Total Deposit Enclosed: \$ \_\_\_\_\_

Please make checks payable to and mail your application to:  
Lay It Out Events  
704 NW Georgia  
Bend, OR 97701

**INDEMNIFICATION**

To the Fullest extent permitted by law, you (the vendor) shall indemnify, defend and hold harmless, the 2012 Bite of Bend, Lay It Out Events, The City of Bend, Oregon and their respective employees, directors, officers, agents, volunteers and other persons acting on their behalf from and against any and all claims, actions, suits causes of action, or demands which arise or are in any way connected with the acts or omissions of you, your employees, directors, officails, agents, volunteers or persons acting on your behalf.

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

**AGREED TO BY:**



\_\_\_\_\_  
COMMERCIAL VENDOR Representative Signature

\_\_\_\_\_  
Date

Smile

**\*Please send only this page with your payment, deposit and insurance.\***



## Special Event Guidelines

Tents, canopies, membrane structures, and air supported structures at fairs, festivals, and other special events must comply with the following:

- Shall not be located within 20 feet of buildings, parked vehicles, or internal combustion engines (including generators).
- Shall be adequately roped, braced, and anchored to withstand weather elements and prevent collapsing.
- Shall secure all compressed gas cylinders (propane, helium, etc) to prevent tip-over.
- Shall prohibit smoking at all times.
- Open flame devices, such as candles or oil lamps, may not be used unless the total area of all individual canopies that are grouped together does not exceed 700 square feet (example: 7 canopies in a row, each of which does not exceed 10 x 10).
- Cooking activities are prohibited unless the total area of all individual canopies that are grouped together does not exceed 700 square feet.
- Shall provide a portable fire extinguisher in any tent or canopy that is performing cooking activities.
  - Minimum rating for the fire extinguisher shall be 2A:10BC *EXCEPT*
  - When cooking with pooled oils, greases, or fats, such as a wok or deep fryer, a Class K fire extinguisher shall be provided.



ABC Type Extinguisher



Class K Extinguisher

References: 2007 Oregon Fire Code Chapters 9 and 24

*Questions about the Bend Fire Code? Please call (541) 322-6386 and we would be glad to assist you.*

Smile