

## 2012 Sterling Savings Bank Bite of Bend Restaurant 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.

Restaurants who participated in last year's event have first right of refusal for sign up and booth space. Subsequent booth space will be allocated based on when a restaurateur returns their booth payment and contract information. Of course we are adhering to our policy of only locally operated restaurants. There is no exclusivity in a food category.

Please contact Lay It Out Events with questions. Call 541-323-0964 or email: [vendors@layitoutevents.com](mailto:vendors@layitoutevents.com).

### **EVENT DETAILS**

#### 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

- \$325 Paid to Lay It Out Events for each 10x10 space (including 15 amps of power) *if you do not* participate in the composting plan.
- \$275 Paid to Lay It Out Events for each 10x10 space (including 15 amps of power) *if you agree* to participate in the composting plan. (see Environment section below for details)
- Restaurants are required to pay 10% of their gross income from the Bite of Bend to Lay It Out Events. Please submit payment within 10 days of the event.
- \$40 for each additional 15 amp power outlet (over the 15 amps that is included).
- Separate deposit check for \$200 (note: we do not cash deposit check, we shred and destroy after event unless vendor specifically requests it back) to be refunded after the restaurant's space has been inspected and the restaurant has made their 10% payment to Lay It Out Events.
- You are required to have a health permit to participate. Please contact Deschutes County at 541-388-6575 for Health Permit information.

#### Environment

If you choose to participate in the Bite Of Bend composting plan, you will receive a \$50 discount for each 10x10 space that you purchase. All utensils, napkins, and food containers, basically anything that can be thrown away by customers, must be compostable or recyclable. These can be purchased from the following places:

[www.worldcentric.org/index.htm](http://www.worldcentric.org/index.htm)

Sysco- Frank Limberg 541-390-7479

Lava Edge- Owen Mitz 541-977-7530

Cash & Carry 541-389-4113

Bargreen Ellingson - Dan Lightell 541-633-0424

#### Beverages

The official beverage sponsor for The Bite of Bend has not yet been determined. An email will be sent out when this

Information becomes available. Homemade beverages i.e. Lemonade, ice tea, etc will be allowed. Restaurants are not allowed to sell alcohol.

### Bite Sizes

All restaurants **must** provide at least one 'Bite' portion priced at \$1 or \$2. The purpose of the small portions is set so event attendees can experience the variety of what Bend has to offer.

### Complimentary Meals

Each restaurant is required to provide 15 complimentary meals. Lay It Out Events will create and distribute food vouchers valued at \$8 each. These will be used for our volunteers, entertainers, and sponsors. If a restaurant receives more than 15 vouchers we will reimburse for each voucher over 15.

### 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. We will provide one 15 amp outlet for each restaurant at no charge. Be prepared with a 50-100 ft. extension cord. Additional power is available for \$40 per 15 amp outlet, which covers the cost of extra power boxes. If you use additional power not outlined on your application your deposit will be used as compensation for the additional usage. **Please list all appliances and amps at the end of this application.**

### Water

Lay It Out Events will provide a grey water tank for disposal of grey water. Located at OnPoint Community Credit Union at the corner of Bond and Oregon. Restaurants must instruct all of their employees to only dump water at this location. **Restaurants caught dumping grey water or anything down city drains will immediately lose their damage deposit, NO EXCEPTIONS.**

### Clean up

Restaurants must take every precaution to insure grease does not spill onto the pavement. It washes into the drains and is a city health code violation. We recommend placing a tarp to cover your area and we require placing rubber mats down to catch the grease. If any trash or grease is left behind by a restaurant, the deposit will be used to return the site to pre-event conditions. Grease cleaning can be expensive so we appreciate your help regarding this matter. Please check in with a Lay It Out Events representative before you leave so we can inspect your site.

### Fire Codes

All restaurants must follow the Bend Fire Code for setup. For more information please contact Susie Lovisco at Bend Fire 541-322-6309. 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-10pm, and Sunday 11am-7pm. Restaurants 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.

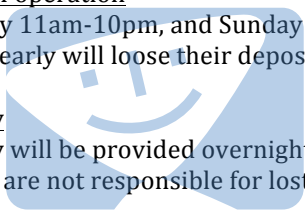
### Security

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.



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- 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.
- Menus should be hung 36-39 inches from the ground
- For more information 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): \$ \_\_\_\_\_

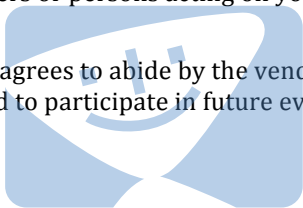
Total Deposit Enclosed: \$ \_\_\_\_\_

Sign here if you agree to participate in the Bite of Bend Composting Plan: \_\_\_\_\_

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, officials, 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



### 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? Please call (541) 322-6381 and we would be glad to assist you.*

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