

MILWAUKIE FEST VENDOR APPLICATION

The City of Milwaukie is hosting a community event entitled "Milwaukie Fest." The event will be a 3-day party celebrating all the things that make this community such a great place to live. From July 11 to 13, 2025, the City will bustle with exciting shows, food and activities. On Saturday, July 12, four blocks of Main Street will be closed from 10:00 a.m. to 5:00 p.m. for live artistic performances, vendors, craft activities for the whole family, a cornhole tournament and more.

Policies, Requirements, and Safety Regulations

VENDORS

Businesses and individuals ("Vendors") selling food, goods, or providing community services at Milwaukie Fest are invited to apply for booth space. Vendor acceptance will be based on appropriateness, product uniqueness, and overall contribution to visitor experience as determined by the City.

The number of Vendors with the same or similar products will be limited. In the case of multiple similar vendor applications, the applications will be given precedence in the order in which they were received by the City, starting with the application received first. The City reserves the right to refuse Vendors who might violate community standards of decency or otherwise infringe upon the rights of others.

BOOTH SPACE

Unless otherwise specified, the vendor area will be on SE Main St between SE Jefferson St and SE Monroe St. All accepted Vendors will be assigned a 10'x10' booth space. Multiple spots may be purchased and assigned contiguously, as space allows. Sharing a booth is only permissible if all applicants have provided a completed application and have been approved by the City. Booth boundaries will be marked within a number in the vendor area. No display signs, decorations, banners, advertising matter, or exhibits may extend outside the boundaries of the assigned booth space unless otherwise approved by the City. Aisles, walkways, and overhead spaces must remain open at all times.

Booth space may be requested on the sides of SE Main St (open on one side) or in the center (open on two sides). Applications will be given precedence in the order in which they were received by the City, starting with the application received first.

Booths do not have electric outlets or water connections. Milwaukie Fest is an outdoor, rain or shine event. Each Vendor must provide their own canopies with weights, display tables, counters, racks, seating, or any other equipment they may need. All equipment must be in safe working condition and conform to fire safety standards. Booths must be staffed from 10:00 a.m. to 5:00 p.m. on Saturday, July 12, 2025.

BOOTH SETUP AND BREAKDOWN

Setup: Setup of the booths will begin at 8:30 a.m. on Saturday, July 12, 2025. Reserved parking will be provided one block away from the event, so parking and carrying in vending goods may be an option. There will be no designated times for each Vendor so your patience will be appreciated during this time. Loading zones will be designated on SE Jackson St, just south of the vendor area. Vendors may temporarily park in these locations while unloading. Parking will not be allowed in these locations after Vendors have finished unloading. Driving onto SE Main St is strictly prohibited. Please bring your own cart or dolly to transport anything you need for your booth. Once unloaded please check in with the City's event staff. The check-in location will be on the booth location map that will be sent to Vendors prior to the event date.

Breakdown: Vendors can begin breaking down at 5:00 p.m. and must be completely out of the street by 7:00 p.m. Vendors must remove everything from their booth including all boxes, crates, debris, and other materials related to their exhibit. The booth site must be left clean and free of debris and/or damage to the grounds. Garbage must be bagged, tied, and carried to trash dumpsters. Recycling must be placed in appropriate bins. City reserves the right to charge a fee to any Vendor for any damages to City property or seek reimbursement of any expenses incurred by the City for removal or disposal of any property, garbage, or recycling left at the booth site after 7:00 p.m.

RESTRICTIONS

Both City staff and Milwaukie Fest event staff reserve the right to restrict or remove a Vendor, without refund, if the Vendor is not in compliance with the rules and regulations of the event or is found to be unsafe.

ALCOHOL AND OTHER DRUGS

No Vendor shall consume or be under the influence of any alcohol, cannabis, or other controlled substance. Both City staff and Milwaukie Fest event staff reserve the right to ask any Vendor in violation of this policy to leave the event grounds immediately. This violation will result in forfeiture of the application fee, and any future invitations to participate as a returning Vendor at Milwaukie Fest or other city events.

LIABILITY

By completing and signing this application, the Vendor acknowledges that the City of Milwaukie, its officers, agents, employees, and volunteers are not liable for any damages, losses, or other expenses incurred by the Vendor. City assumes no responsibility for any injury, loss, or damage to the property of the Vendor for any cause whatsoever. This includes, but is not limited to theft, fire, vandalism, or other casualty before, during, or after the event.

INSURANCE

Certificates of insurance must be sent to the City within 21 days from the date of approval of the application, or no later than July 1, 2025, whichever is earlier. The City of Milwaukie, its officers, agents, employees, and volunteers shall be added as additional insureds, with the following minimum coverages. Please note, these minimum coverages apply to general Vendors. Any Vendor with activities or infrastructure that could hold the potential for higher risk will be asked for additional coverage on a case-by-case basis.

Commercial General Liability:

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

APPLICATION, FEES, AND PAYMENT

The vendor application fee for Milwaukie Fest is \$100.00. Payment is not required until after an application has been approved by the City. Vendors whose applications are accepted will be given payment instructions by the City's events coordinator.

Payment constitutes a Vendor's commitment to attending Milwaukie Fest. Refunds will not be issued. Vendors who are not able to attend the event are asked to notify the City's events coordinator as soon as possible.

MILWAUKIE FEST CONTACT

Dan Harris, Events Coordinator
503-786-7915
events@milwaukieoregon.gov

VENDOR INFORMATION:

Business Name: _____

Contact Name: _____

Address: _____ State/Zip: _____

Phone(s): _____ Email: _____

Day-of Contact Name (if different than above): _____

Phone(s): _____ Email: _____

Website: _____

Please provide a brief description (including menu, literature, or any other giveaways) and space request. Attach additional pages/materials if necessary.

How many 10'x10' spaces would you like to reserve? _____

Would you prefer space on the side of the street or the middle of the street?

- ☐ Middle of the Street (open on two sides)
- ☐ Side of the Street (open on one side)

What type of activity you will be involved in at Milwaukie Fest (choose one):

- ☐ **Sales of Food and Drink** Food vendors are encouraged to use compostable or other sustainable options for utensils and serving containers. Glass serving containers are not permitted. Food vendors must have a copy of their County Public Health temporary restaurant license at the event — for more information, call 503.742.5300 or visit www.clackamas.us/publichealth/foodfacilities.
- ☐ **Marketplace** Selling products or services
- ☐ **Community Interest** Neighborhood associations, non-profits, and other similar organizations.

By signing below, the applicant acknowledges that in consideration of the City's approval of this application for participation at Milwaukie Fest, applicant accepts responsibility for its actions at the event and agrees to indemnify, defend and hold harmless the City of Milwaukie, its officers, agents, employees, and volunteers from any and all claims, suits, liabilities, and expenses (including but not limited to, damages and attorney fees) that may be asserted against the City arising out of this event.

Applicant further acknowledges that they have carefully read the foregoing and understand its contents. Applicant warrants that they are authorized to sign this document and does so freely and without reservation.

Printed Name: _____

Signature: _____

Date: _____