

2017 WEDNESDAYS IN THE PARK Concert Series

Name of organization/business: _____

Contact Name: _____

Address _____

Phone #: _____

Alternate #: _____

Email: _____

Vendor for how long? _____

List recent events and contacts: _____

MENU

- Attach a complete menu and pricing of food and/or drink items to be sold.
- Pictures or a description of booth set-up must also accompany this application.

BOOTH SPACE

- Booth space includes electricity and trash disposal.
- Number of vendors and space location to be determined by event coordinators; based on 2016 we anticipate two or three vendors.
- Vendors must be set up and ready to sell by 5:30 pm. Event begins at 6:00 pm.
- Vendors must provide their own tables, chairs, electrical cords, water, hand-washing station and gray water disposal.

FEES

- There are no fees. We simply want your commitment to be there for the entire concert series.
- Refundable deposit of \$200 is **required**; should a vendor no-show a date, 50% will be forfeited, two no-shows will forfeit 100% of the deposit.
- Vendors will provide one food item and one beverage for each band member; vouchers will be issued by Pendleton Parks and Recreation.
- All vendors will be asked to provide final sales figures to help determine 2017 fees.
- Deadline to apply: May 15; notification of acceptance by June 1.
- Fees are due within 5 days of acceptance and can be paid by cash, check or credit card. Make checks payable to City of Pendleton.
- Vendor application does not guarantee a space; no reimbursement for a weather cancellation.

Vendors will be selected based on price and quality of food, variety of food, vendor qualifications and experience, completeness of the application, and the needs of the event.

2016 Concert dates are July 19, 26, Aug 2, 9, & 16

Booth space	<i>FREE</i>
Refundable deposit	\$200

In addition to fees, upon acceptance you will be asked to provide the following:

- Evidence of liability or event insurance.
- Copy of Umatilla County Temporary Restaurant Permit/License.
- Copy of City of Pendleton business license or copy of application for business license.

Do not submit fees at this time. Mail, fax (276-9789), or drop-off application and signed concessionaire agreement at Pendleton Parks and Recreation, 865 Tutuilla Road, Pendleton. Questions? Call the Parks Office at 541-276-8100.

