



2019 RETURNING FOOD VENDOR Priority Registration Instructions

Greetings! It's time to secure your spot at the 2019 July 4th Festival.

Returning food vendors now have priority registration and can enroll for the same 2018 booth number/location by registering online at <http://www.bendparksandrec.org>.

Applications and payments must be processed before 5:00 pm on Friday, March 1st in order to keep your same booth number/location. Any booths not confirmed by this date will be made available for registration by other vendors.

ONLINE REGISTRATION

Go to: www.bendparksandrec.org



Click the **Register** link in the upper right hand corner of the screen. **To register online you must be paying by a credit/debit card.**

- Step 1:** Login using your **User Name** (email address): youremail@xxx.com
Password: (Most vendors use their **Lastname** with the first letter capitalized as their password.) **If you changed your password in 2017 use that password.** Be sure to type carefully. **Click Log In.**
- Step 2:** Verify that your information is correct or make changes as necessary. If you need to make a change, click **Update Account Details**. Click **Finish** when done.
- Step 3:** Enter activity number **519xxx** in the white box on the right side of the screen under **ACTIVITY NUMBER** and click **Search**.
- Step 4:** Click on the **Shopping Cart icon** to the left of **Activity number**. (This is the booth # you had last year.) **Note: If you select a different booth your registration will not be processed! You will get an error message that you have not met the prerequisite. Please be careful to choose the booth # you had in 2018.**
- Step 5:** Click **Enroll Now** at the bottom left side of the screen.
Check the check box next to your booth number under your name and then click the **Add to Cart** button at the bottom.
- Step 6:** Read the Indemnification statement. Click **Agree**.
- Step 7:** Complete the **Activity Registration** questions and click the **Submit** button.
- Step 8:** Click **Proceed to Check Out**
- Step 9:** Complete the checkout process by providing your credit/debit card info and click **Submit Payment**.
A receipt will be viewable and sent via email upon completion of your registration including abbreviated setup/breakdown instructions.

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If you are unable to pay online by credit or debit card, you may register in person, by mail, phone, or via email directly to event coordinator, Amanda Jamison at the District Office Mon – Fri, 8 am to 5 pm (799 SW Columbia St.), 541-706-6136, amandaj@bendparksandrec.org.