



2019 (non-food) RETURNING VENDOR Registration Instructions

Thank you for your interest in becoming a vendor at the July 4th Old Fashioned Festival in Drake Park! Below, you will find directions on how to register to be a vendor. If you have any questions, feel free to call Amanda Jamison at (541)706-6136

RETURNING (non-food) VENDOR REGISTRATION dates:
Friday, March 1st – Friday, March 29, 8:00 am – 5:00 pm.

To register for a 2019 festival booth, returning vendors must first reserve the same 2018 booth number before 5:00 pm on Friday, March 29. Any returning vendor booths not confirmed by this date and time 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 2018 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 **Booth XX**. (This is the booth number 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 number 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.

Your Shopping Cart:

Proceed To Checkout Continue Shopping

| Enrollee | Description | Activity Section | Status | Total Fees |
|----------------------|-------------------|------------------|----------|------------|
| Sabrina | Booth 20 (7/4/14) | 501141 20 | Enrolled | \$ 50.00 |
| Grand Total Fees Due | | | | \$ 50.00 |

If your final booth assignment is one that can register for a vehicle turf access pass, you will be contacted to see if you want to order and pay for one. Do not pay for a turf pass upon initial registration.

Other Registration Options:

If you are unable to pay online by credit or debit card, you may register in person or by mail. To expedite this process DOWNLOAD, PRINT and COMPLETE the application form. It is part of the application packet available

at http://bendparksandrec.org/Recreation_Programs/Community_Events/4th-of-July-Vendor/

REGISTER IN PERSON:

Mar 1 - Mar 29 between 8:00 am - 5:00 pm (Mon – Fri only) at the Bend Park & Recreation District Office at 799 SW Columbia St. Bend OR 97702. You may pay by cash, check or credit/debit card.

REGISTER BY PHONE:

Mar 1 - Mar 29 between 8:00 am - 5:00 pm. Weekdays call [541 389-7275](tel:5413897275) to enroll for the same booth number as in 2018.

Make sure your completed form and payment are received by BPRD before Friday, March 29 at 5 pm.

How to choose a different booth number:

If you want to change to different booth number or reserve an additional booth you will have the opportunity to request a change between March 30 and April 5 by emailing amandaj@bendparksandrec.org. Requests are not guaranteed.

2019 Booth Options: (see map of festival layout)

Booths 20-51 – Mixed use of commercial, agencies, nonprofits, artisans and crafters (blue boxes on map)

Booths 52-105 – Artisans and crafters **selling handmade items only** (pink boxes on map)

Step 1: Register and pay for the booth you occupied in 2018 even if you want to change! Indicate on your registration form or by email if you would prefer a different or additional booth if one becomes available.

Step 2: Once we have assessed which booths are not reserved by 2018 vendors, we will send an email to interested vendors requesting a change and notify them of possible open booths.

Step 3: If you would like to move to a new booth or purchase an adjacent booth, you must request a change by email to amandaj@bendparksandrec.org. Change requests will not be accepted after April 5th. Requests for booth changes will be reviewed on a first come first served basis and are not guaranteed. New booth assignments will be made by Monday, April 8th and vendors will be notified by email.

Step 4: Registration fees charged for your original booth will be transferred to your new booth assignment.

Step 5: Once you are assigned new booth number, you will receive a confirmation email with the new data with your new booth assignment.

Step 6: If your new booth number allows for a vehicle turf access permit, you will be notified by email if your booth is eligible. Your permit will not be issued until you have paid for your permit. No vendor will be allowed access to the park turf to unload/reload without a vehicle access permit.

New Vendor Registration Opens on Monday April 8th at 8:00 am

New (nonfood) vendors or those who have participated in previous festivals (not 2018) may register online, by phone, by mail or in person at the Bend Parks and Recreation District Office starting 8:00 am April 8th.

If you are a new online user, you will have the chance to create your new Username and Password.

On the main registration page select EVENTS under Sports/Events. Select the type of booth for your activity. New vendors are added on a first come first served basis and will be accepted based on booth availability.

New vendor applications will NOT be accepted before April 8th.