

2019 Booth Registration Form

Artisans/Agencies/Commercial (Please Print)



Were you a BPRD 4th of July Vendor in 2018? _____ Date Submitted: _____

Organization/Business: _____

Primary Contact Person: _____

Mailing Address: _____

City _____ State _____ Zip _____

Primary Phone: _____ Cell Phone: _____

Email Address: _____

Tax ID number (non-profits only): _____

Describe items to be sold or promoted:

Check or List Primary Items to be Sold: (REQUIRED - Note if Handmade or Commercially Produced)

- | | | | |
|--|----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Painting | <input type="checkbox"/> Wood products |
| <input type="checkbox"/> Food or Produce | <input type="checkbox"/> Pottery | <input type="checkbox"/> Toys/Games | <input type="checkbox"/> Other (list) |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Booth Space Request

ALL VENDORS MUST COMPLETE BACK SIDE OF FORM AND SUBMIT FEES PRIOR TO CONSIDERATION.

Priority is given to 2018 vendors for same booth assignments if you have completed registration by March 29, 2019.

Booth # for 2018 _____ I am requesting the same # for 2019 _____

Starting March 29, applications for a new booth assignment will be processed on a 1st-come 1st-served basis. Review the enclosed booth map and list your preferred # below. You may apply by email for a new booth # once you have been informed by email as to the available booth numbers to choose from. If your preferred booth is not available, we will try to assign your 2nd or 3rd choice or the closest space available.

2019 1st Choice _____ 2nd Choice _____ 3rd Choice _____

No subletting of booths is allowed. Pre-approval is required if a booth is to be shared between 2 artisans.

Amanda Jamison Event Coordinator (541) 706-6136 amandaj@bendparksandrec.org

For Office Use Only Received By _____ Date _____ Time _____	Fee _____ Amount _____ How Paid? _____ Check # _____ Entered RT? _____ Confirmation Sent _____
	Return by mail, fax, email or in person: District Office: 799 SW Columbia St. <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> Booth Assigned: _____ </div>

Check appropriate items for your booth request

Organization/Business name: _____

Non-Profit/Agency/Community

These booths are for local or national nonprofits, government agencies or other community groups providing information or selling products. Please do not use this form if your group is planning to sell food or beverages for consumption during the festival. If you plan to sell food, you must fill out the food vendor application.

_____ \$60 Nonprofit/Agency booth **with no sales**

_____ \$90 Nonprofit/Agency booth **with sales**

Handmade Artisan & Crafter

Registrations accepted from sellers of originally crafted handmade items or services provided by the vendor only. These booths are limited to those NOT selling 3rd party items, manufactured or imported goods.

_____ \$90 Handmade arts & crafts originally crafted by vendor

Commercial Business

Registrations accepted from commercial businesses providing information about or the on site sale of services, products or prepackaged foods prepared for resale.

_____ \$225 Commercial business—services/resale items

Vehicle Access Permits

Turf loading/unloading permits are only allowed for Booths 20-30, 201-217 and are required for any vendor requesting lawn access for setup/unloading. The 2015 fees for these permits are listed below

Car or Pickup Truck	\$30 additional
Vehicle w/Trailer	\$50 additional

DO NOT PAY FOR A PERMIT until your final booth assignment has been confirmed. You will be notified if your final booth # is eligible for a turf access permit and payment accepted at that time.

Payment Due _____

*I am enclosing a check _____ check # _____
Or—charge my*

MasterCard _____

or
VISA _____

Signature: _____

Expiration Date: _____

INDEMNIFICATION

(Required for All Vendors)

By signing the Registration Form

Vendor shall hold harmless, indemnify, and defend Bend Park and Recreation District and its officers, directors, employees, agents, and sponsors, from, for and against any claims, (including, without limitation, third-party claims for bodily injury or property damage), actions and administrative proceedings, judgments, damages, penalties, fines, costs, liabilities (including sums paid in settlement of claims), interest or losses, including all reasonable legal costs and charges, including reasonable attorneys' fees, resulting from or arising out of the July 4th Festival.

Vendor agrees to expressly assume all risks of harm to themselves or their exhibit, including harm resulting from the negligence of other exhibitors, festival visitors, or District.

Signature _____ Date _____

Please return your completed application by mail, fax, email or in person to event coordinator, Amanda Jamison:
Bend Park and Recreation District
799 SW Columbia Street, Bend, OR 97701
amandaj@bendparksandrec.org direct: (541) 706-6136 fax: (541) 330-1019