

MONROE BBQ & LOGGING FESTIVAL

2024 All Vendors Application, Concessionaire Rules/Agreement & Liability Release Forms

EVENT INTRO

Join us at our First Annual **Monroe BBQ & Logging Festival** in Downtown Monroe, Oregon! This event starts on Saturday, May 18, 2024 from 10 a.m. to 6 p.m. with live music, beer, spirits and food from local vendors and restaurants PLUS a BBQ Competition with barbeque from some of the finest BBQ Competitors in the area. BBQ tastings will be served hot off the smokers on Saturday as well. Cash prizes will be awarded at the BBQ Competition.

While cheering on your favorite team, at the BBQ Competition, don't forget to check out the antique log truck show (plus log truck cruise is tentatively planned), local artisans and crafters, food trucks, beer, spirits, and wine tastings, music entertainment, and kids' activities for all to enjoy!

For more details on the **Monroe BBQ & Logging Festival**, navigate to our Facebook event:

<https://www.facebook.com/events/1978442602531963>

Also, feel free to like and follow the "Monroe Festivals & Events" Facebook and Instagram pages and watch for more event updates via social media along with a new website! Stay tuned!

EVENT DETAILS

- **What:** We are excited to announce our newest event, the **Monroe BBQ & Logging Festival!**
- **When:** This event kicks off on Saturday, May 18, 2024 from 10 a.m. to 6 p.m.
- **Where:** Downtown Monroe, Oregon (more details on location to follow soon).
- **What Events are Planned:** BBQ Competition & BBQ Tastings, Antique Log Truck Show (plus Log Truck Cruise is tentatively planned), Beer, Spirits & Wine Tastings, Live Music, Kids Activities, and More!
- **What to Bring:** Your love of BBQ, local beer, wine, spirits, food, live music, artisans & crafters, and FUN!
- **Questions:** please send an email: festivalsandevents@ci.monroe.or.us

VENDOR INFO

- For more information on applying to be a vendor at the **Monroe BBQ & Logging Festival**, please read the following sections of this 2024 event application:
 - All Vendors Concessionaire Rules & Agreement (Page 2)
 - All Vendors, Artisans & Crafters, Food Trucks, Wineries/Breweries/Distilleries Application (Page 3)
 - Waiver of Liability and Hold Harmless Agreement (Page 4)
- Once completed and signed, mail the Vendor Application and all relevant documentation along with your booth fee to: **City of Monroe - Vendor Applications, 664 Commercial St., Monroe, OR 97456**
- Vendors will be notified of application acceptance on a rolling basis. If your application is accepted, we will email you then deposit your check. Additional event info will be emailed to you upon acceptance. Or, if your application is denied, we will email you and your check will be returned promptly.
- For cancellations, vendors must notify the City of Monroe or Monroe BBQ Festival Subcommittee by Friday, April 19, 2024, and a refund will be made. If a cancellation notice is given after Friday, April 19, 2024, no refund will be made to the vendor.
- Deadline to submit completed your Vendor Application is **FRIDAY, APRIL 19, 2024.**

MONROE BBQ & LOGGING FESTIVAL

2024 All Vendors Concessionaire Rules & Agreement

CONCESSIONAIRE RULES FOR 2024 MONROE BBQ & LOGGING FESTIVAL

- Monroe BBQ Festival Subcommittee accepts vendor applications from local, unique artisans & crafters, food trucks, and wineries/breweries/distilleries.
- All vendor applications must be approved and accepted by Monroe BBQ Festival Subcommittee. All decisions will be final. Applications not accepted will receive a full refund.
- Since the festival is an outdoor event, all vendors will need to bring their own canopy, chairs, tables, etc. for their booth. All canopies must have anchoring (i.e., 10 lb. minimum on each canopy leg or 40 lbs. total) to protect from any wind/rain that may arise, and anchoring must be strong enough to keep canopy secure.
- Booth setup will begin on Friday, May 17, 2024 at 3:00 p.m. and must be completed by 6 p.m.
- During festival hours, all booths shall be operational, and no vehicles will be allowed access to the booth area. If minimum hours are not followed, your booth may not be allowed back to the festival next year.
- Minimum Business Hours:
 - Saturday, May 18, 2024 between 10 a.m. and 6 p.m.
- Security will be provided for all vendors between 6 p.m., Friday, May 17, 2024 through 10 a.m., Saturday, May 18, 2024. The venue has Public Access, so secure your booth. We are not responsible for loss or theft.
- Booth teardown will begin on Saturday, May 18, 2024 at 6 p.m. and must be completed by 8 p.m.

CONCESSIONAIRE AGREEMENT FOR 2024 MONROE BBQ & LOGGING FESTIVAL

The undersigned parties, the booth operator, hereinafter called the “Concessionaire” and the City of Monroe hereinafter called the “City”, do agree as follows:

1. That the City is in charge of the event within the City of Monroe, known as the ***Monroe BBQ & Logging Festival***, and as such the event shall begin at 10 a.m. and end at 6:00 p.m. on Saturday, May 18, 2024, inclusive under the auspices of the City.
2. That the Concessionaire shall set up a structure hereinafter called the “booth” and be operational and ready for business by 10 a.m. and stay open until 6 p.m. on Saturday, May 18, 2024 and furthermore said booth shall stay in business and operational until 6:00 p.m. on Saturday, May 18, 2024. The booth must be removed by 8:00 p.m. on Saturday, May 18, 2024.
3. That the Concessionaire will be responsible for setting up, taking down, and securing their own booth, merchandise, and equipment. The booth must be staffed at all times during the festival.
4. That the Concessionaire covenants and agrees to and with the City that no intoxicating beverages, drugs or drug related items of any kind or description shall be sold or given away at said vendor booths. Absolutely no drug paraphernalia.
 - **NOTE:** Wineries, breweries, and distilleries will be present, at the festival, under a special event permit and will be required to provide a certificate of insurance and signed waiver of liability to serve alcohol to anyone 21 years of age or older with proper photo ID.
5. That the Concessionaire shall procure at their own cost and expense all the necessary city, county, and state licenses and official permits for the purpose of carrying out the provisions of this agreement.
6. That the Concessionaire shall be responsible for their own liability insurance policy.
7. That the Concessionaire will sign and submit their application and liability release form.

NOTE: THE CITY OF MONROE IS NOT RESPONSIBLE FOR YOUR PROPERTY, BOOTH AND MERCHANDISE.

MONROE BBQ & LOGGING FESTIVAL

2024 All Vendors, Artisans & Crafters, Food Trucks, Wineries/Breweries/Distilleries Application

First/Last Name: _____

Business Name: _____

Physical Address: _____

City/State/Zip Code: _____ Phone/Cell: _____

Email Address (Mandatory): _____

VENDOR TYPE: Mark your vendor type below, then submit your completed and signed application along with the appropriate booth fee (see "Vendor Checklist" for more details on app submission).

- Artisan & Crafters Booth – 10 x 10 Space (No Alcohol, Handcrafted Items, No Direct Sales) **\$50.00***
- Informational/Non-Profit Group Booth – 10 x 10 Space (No Sales, Information Only) **\$50.00***
- Winery/Brewery/Distillery Booth – 10 x 10 Space (Alcohol Sales, Tastings & Bottle Sales) **\$50.00***
- Food Truck – Dimensions Vary (Add Dimensions Here: _____) **\$100.00***

***NOTE:** All payments (checks, debit and credit card transactions) for festival vendor applications will be held and processed beginning April 2024. If you have questions, please call the City of Monroe at 541-847-5175.

VENDOR CHECKLIST: Applications will not be considered unless ALL items below are included.

- Complete/sign the attached **All Vendors Application** (page 3)
- Sign the attached **Waiver of Liability and Hold Harmless Agreement** (page 4)
- Submit copy of **Certificate of Liability Insurance** or **ACORD Form** (Coverage of at least \$300,000)
- Make check payable to "City of Monroe" or call 541-847-5175 to make a debit or credit card payment.
- Submit three (3) images and/or a website URL to review booth merchandise to be sold at the festival.
- Mail to: **City of Monroe – Festival Vendor Application, 664 Commercial St., Monroe, OR 97456**

WEBSITE URL: _____

I have read and agree to the terms and conditions set forth in this vendor application, rules, and agreement. I further agree that all personnel who occupy my booth shall follow the terms and conditions set forth in this document. By signing this agreement, I state that I have read the terms of the contract accompanying this agreement and that I understand the terms and agree to abide by them. I am 18 years of age or older.

Vendor Signature: _____ **Date:** _____

CITY OF MONROE EVENT REFUND & CANCELLATION POLICY

- If an event is cancelled, all vendors will be given a full refund.
- If an event is postponed or rescheduled, all vendors will be notified and the following options will be provided:
 1. Keep your vendor space for the rescheduled event with no refund; or
 2. Withdraw, as a vendor, from the rescheduled event with a full refund.
- If you can no longer attend an event, as a vendor, full refunds will be provided up to 14 days before an event. **No refunds will be made 14 days prior to the event.**
- If a credit or debit card was used to reserve your vendor space at an event, refunds will be credited back by the City of Monroe to the original debit or credit card used for payment.
- If a check was used to reserve your vendor space at an event, the City of Monroe will issue a refund check 30 days after the event.



WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT

For: Monroe BBQ & Logging Festival

Location: City of Monroe, Oregon

Date: Saturday, May 18, 2024

1. In consideration for receiving permission to participate in the Monroe BBQ & Logging Festival, I hereby release, waive, discharge and covenant not to sue the City of Monroe, their officers, agents, servants, employees or volunteers (hereinafter referred to as Releasees) from or for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death that may be sustained by me, or any of the property belonging to me, whether caused by the negligence of the Releasees or otherwise, while participating in such event/activity, or while in, on, or upon the premises where the event/activity is being conducted.
2. I am fully aware of the risks involved and hazards connected with this event/activity. I hereby elect to voluntarily participate in said event/activity with full knowledge that said event/activity may be hazardous to me and/or my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage of property owned by me, as a result of being engaged in such event, whether caused by the negligence of Releasees or otherwise.
3. I further agree to indemnify and hold harmless the Releasees from any loss liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said event/activity.
4. It is my express intent that this waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above mentioned Releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Oregon.
5. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representation, statements, or inducements, apart from the foregoing written agreement have been made; I am at least eighteen (18) years of age, and/or am the parent or legal guardian of the individual participating in the event/activity, am fully competent and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Signed on this ____ day of _____ 202__

Participant Name (Print)

Participant Signature