



Food Vendor Guidelines

Festival Dates: September 8 – 10, 2017

Applications Deadline is May 1, 2017

Applicants will be notified by June 1, 2017

Payment and Insurance is due July 1, 2017

Here at Sisters Folk Festival our vision is to provide our patrons with a top-notch artistic experience for all of the events we produce. We understand that our relationship with our vendors is an essential piece in meeting this goal. Maintaining strong connections and communication with those serving our customers is crucial. Our mission is to support our vendors in the best way possible.

Please read over everything carefully before submitting your application. The majority of vendors will be at Village Green, with limited opportunities at the Sisters Artworks venue.

Thanks again for your support and we look forward to another great season of world-class music AND food.

In an effort to limit waste, we have a reliable team that sorts out all recyclables and compostable items from the trash. To join us in our efforts, we encourage you to use compostable serving ware.

Application Process

All vendors must apply each year.

- All questions on applications must be completed. Festival organizers may request clarification.
- Vendors must list on their application ALL items and services they wish to display or sell. Items not listed and approved may not be sold.
- Vendors are not granted exclusive rights to sell any particular item. The SFF will retain the right to determine which of a vendor's products are approved for sale.
- Applications must be submitted by deadline indicated above.
- Failure to meet application or contract fee deadlines may result in forfeit of vendor location.
- Due to increased interest and options from mobile vendors, we are paying extra attention to quality and creative presentation of food and vendor this year. Past vendors are not guaranteed acceptance, and will be evaluated on the strength of application.

Selection Process

The SFF Food Vendor Selection Committee will review the application as follows

1. The applications will be categorized into:
 - Global Foods (35%)
 - Oregon Foods (20%)
 - Pastries/Desserts (15%)
 - Other (20%)
 - Beverages (10%)
2. Each application will be given a numerical grade on each selected category
 - Product Quality (30 points possible)
 - Product Uniqueness (15 points possible)
 - Experience serving large crowds (20 points possible)
 - Local Vendor
 - From Sisters – 10 points
 - From Bend/Redmond – 7 points

- From Oregon – 5 points
 - From outside of Oregon – 3 points
 - Overall Presentation (30 points possible)
- The selection process will determine:
 - If vendor’s point ranking qualifies them for a vendor space
 - Which SFF venue food vendor will be located
 - Applicants will be notified via e-mail as to acceptance or rejection
 - Vendors wishing to be included in the festival must fulfill all contract responsibilities by applicable deadlines.

Electrical

- Each vendor will be supplied with one, 20-amp receptacle. **Any additional power needs must be specifically set forth in the application. If your booth exceeds the electricity supplied to it or you have faulty equipment that requires an electrician, you will be billed directly by the electrician for his/her time.**
- **No generators are permitted and we require you provide correct cords, as outlined below.**
- You will need to furnish your own interior and exterior lighting. All electrical equipment that requires electricity and all other electrical conducting equipment including steam tables, grills, power strips, or multi outlet taps and extensions cords must be grounded and rated for OUTDOOR USE. Extension cords should be 14/3 and at least 50 feet long (preferably 100 feet). We ask that each vendor bring electrical tape with them to waterproof all connections. All the power outlets on the festival grounds are very sensitive to moisture and will trip the circuit breakers if extension cords aren’t grounded or if any connections between cords get wet.

Pricing

Booth Fee

- The vendor fee is \$325
- No space will be held without a completed contract and full payment of booth fee.
- Full payment must be received on or before July 1.

Electricity Charge

- Vendors must indicate on their applications a complete, specific list of power needs. *SFF will not guarantee the availability of electrical service beyond that which is indicated on application.*
- Additional power may be available at some locations and will be charged on a time and material basis.
- SFF will not be obligated to meet extra power requests after July 1.
- No generators are permitted and vendor must supply their own power cords. Detailed in *Electrical* section of this document.

Refunds

- No refunds will be issued for cancellations made after July 1.
- No refunds will be issued for inclement weather.

Beverages and Ice

- SFF will be the exclusive Beer, Wine and Spirits seller on site.
- Ice is not available from SFF.

Hours of Operation

- Vendors will be sent a load-in schedule in advance of the event. Please contact us right away if you have a problem with your scheduled time. Load-ins will start around 9 am on Friday morning. Delays are possible as the entire festival is getting ready at that time.
- Required vending hours are:
 - Friday 3 PM to 10:30 PM
 - Saturday 10 AM to 10:30 PM

Sunday 9:30 AM to 5 PM

- Booths must be staffed for all hours listed above.
- SFF happens rain or shine. Vendors must be prepared for inclement weather.

Taxes, Insurance & Permits

- Vendors are responsible for all state and federal taxes. There is no sales tax in Oregon.
- Vendors must provide SFF with a certificate of insurance showing vendor's liability coverage with a minimum of:
 - Bodily Injury - \$1,000,000 per occurrence and
 - Property Damage - \$1,000,000 per occurrence and**Sisters Folk Festival Inc. must be named as additional insured.**

WE MUST HAVE PROOF OF INSURANCE BY July 1. Failure to provide insurance will result in termination of Vendor Contract.

- Sisters Folk Festival disclaims any authority control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations.
- **Vendors assigned to the Sisters Artworks location will need a Transient Vendor Permit from the City of Sisters. Businesses with a City of Sisters business license will not be charged the Transient Vendor fee.**

Health and Safety

- Food production techniques must meet Oregon health statutes and regulations.
- All vendors must comply with **Fire Department Comments for Food Booths and Vendors**
- Vendors must comply with all federal, state, and local health regulations at least one month before the event. For more information contact the Deschutes County Health Department at (541) 312-2233.
- For the safety of our patrons, vehicles are not allowed to move onto or within the site during operating hours and during the window of one hour before or after scheduled festival events.

Booth Set-Up

- Booth locations are assigned although locations may shift upon arrival to the event.

Booth Operation Guidelines

- Vendors must restrict their activities to their allotted booth space.
- Vendors should have an adequate amount of food or merchandise to last through the festival.
- In the event of a dispute, the decision of the Sisters Folk Festival will be accepted as final.
- Although there will be security provided on all nights of SFF, all fixtures and materials are left overnight at the vendors' risk.
- SFF insurance policy will not cover personal property, so vendors should obtain their own insurance.
- Compostable serving ware is highly recommended.

Booth Clean-Up

- No booth may be dismantled or removed from its assigned space prior to the end of the festival on Sunday.
- Any vendors failing to completely clean up their booth areas must pay a clean-up fee of \$50 as well as a cleaning deposit for acceptance to the following year's festival.

Vendors will be notified of acceptance by June 1. Payment and certificate of insurance is due no later than July 1.

Make checks payable and mail to:

Sisters Folk Festival
P.O. Box 3500, PMB 304
Sisters, OR 97759

Contact us:

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