



## 2012 OnPoint Community Credit Union Bend WinterFest OMSI Village Information and Application

The 13th Annual OnPoint Community Credit Union Bend WinterFest presented kicks off on February 17th, 2012 in Bend, Oregon. Bend's own Winter Carnival will take place February 17th-19th in the Old Mill District.

The 2012 Bend Winterfest celebration begins in the Old Mill with the annual Winter Wine Walk. The fun continues all weekend with the U.S. Cellular Rail Jam, the Music Eruption, the Marketplace shopping area, Ice Carving and Snow Sculpting Exhibitions and the Children's Snowflake Village. The 3rd Annual Metal Mulisha big air show, featuring Motocross legend Justin Homan, will take place on Sunday February 19th with showings at 1, 3, and 5pm(tentatively).

The OMSI Village is the center for children's activities at the Bend Winterfest. Performances and activities for the kids will take place inside the OMSI Village tent area throughout the 3 days of WinterFest. Parents bring their children back year after year for the bouncy houses, face painting, live performances and other great family activities.

If you have any questions, please call Lay It Out Events at 541-323-0964.

### ***EVENT DETAILS***

#### Deadline

Please turn in your application before January 14, 2012 to reserve your space!

#### Directions and Setup Info

WinterFest is located in the Old Mill District. Directions and setup information will be emailed to vendors one week prior to the event.

#### Fees

- \$250 paid to WinterFest for every 10x10 space within the Snowflake Village Tent, the tent will be lit and heated during open hours.
- Kids Area Nonprofit Vendors: FREE for an OUTSIDE 10x10 space in the Snowflake Village Area (*if* non-profit vendor provides an activity for children at the booth). \$50 if no activity is provided. Note: This is an OUTDOOR SPACE. You will need to provide tent, table, heater, etc.
- \$25 for one power outlet of 15amps or less.
- \$100 damage deposit to be returned after the event (check never cashed)

#### Activities

- Please provide an activity for children to participate in at your booth.

#### Power

We will do everything we can to make sure your power is up and running during event hours, however, power is provided by generators at the event, which always come with complications, so please be patient and ready for outages during the first hour as everyone turns on their appliances and lights. One outlet of power (not to exceed 15 amps) is provided for commercial vendors. Additional power is available at \$25 per each outlet (no outlet to exceed 15 amps). Power is only available during open hours. Heat will **not** be left on overnight. Any products susceptible to freezing should not be left overnight. **Please list all appliances and amps at the end of this application.**

#### Fire Code

All vendors must follow the Bend Fire Code for setup. For more information please contact Susie Lovisco at Bend Fire 541-322-6386. Please see the attached document "Special Event Guidelines".

## Insurance

Please have your insurance company create a certificate of insurance for each entity listed below:

- ✓ Bend WinterFest 704 NW Georgia, Bend, OR 97701
- ✓ Lay It Out Events 704 NW Georgia Ave, Bend, OR 97701
- ✓ Old Mill District 850 SW Industrial Way, Bend, OR, 97701
- ✓ OnPoint Community Credit Union PO Box 3750, Portland, OR 97208

Please send all certificates to Lay It Out Events, 704 NW Georgia Street, Bend, OR 97701 or email to vendors@layitoutevents.com. Certificates must be received two weeks prior to event start date.

## Cancellation Policy

Cancellations received before January 14<sup>th</sup>, 2012 will receive a 50% refund. No refunds are given after January 14, 2012.

## Hours of Operation

Friday 5pm-9pm, Saturday 11am-9pm, and Sunday 11am-6pm. Vendors must stay open during all hours of the event.

## Security

Security will be provided overnight from 10pm to 9am Friday and 10pm to 9am Saturday. It is highly recommended that you cover your goods with a tarp and take anything of high value with you at night. WinterFest is not responsible for lost or stolen goods.

## ADA

In an effort to make the Bend Winterfest and all our events accessible for everyone we ask that you pay attention to the following accessibility guidelines from the City of Bend:

- Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- All paths of travel must be free from cords and other obstructions. Cords may be covered with rugs, but rugs must be taped down on all sides.
- Price lists should be hung 36-39 inches from the ground
- For more info regarding ADA requirements, contact James Goff at the City of Bend 541-693-2141.



**OMSI Village Kids Village Vendor Application**

VENDOR INFO

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Type of Kids Activity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Ph: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Website address (if applicable): \_\_\_\_\_

Please list all appliances and amps. One 15-amp outlet is included with fee. Contact us if you need assistance determining your power needs.

How many staff (over the 3 days) will you have working at the event? \_\_\_\_\_

Total Vendor Fee Enclosed (including power): \$ \_\_\_\_\_

Additional Amps/Electricity (\$25/additional outlet): \$ \_\_\_\_\_

Deposit Enclosed (\$100): \$ \_\_\_\_\_

TOTAL ENCLOSED: \$ \_\_\_\_\_

Please make checks payable to and mail your application to:  
 Lay It Out Events  
 704 NW Georgia  
 Bend, OR 97701

INDEMNIFICATION

To the Fullest extent permitted by law, you (the vendor) shall indemnify, defend and hold harmless, the 2011 Bend Winterfest, The Old Mill District, Lay It Out Events and their respective employees, directors, officers, agents, volunteers and other persons acting on their behalf from and against any and all claims, actions, suits causes of action, or demands which arise or are in any way connected with the acts or omissions of you, your employees, directors, officials, agents, volunteers or persons acting on your behalf.

Vendor agrees to abide by the rules and regulations of the Bend Winterfest. Vendor understands that they may not be asked to participate in future Bend Winterfest events if they are in violation of WinterFest policies and they will lose their deposit.

AGREED TO BY:

\_\_\_\_\_  
 VENDOR Representative Signature

\_\_\_\_\_  
 Date

**\*Please send only this page with your payment, deposit and insurance.\***



## Special Event Guidelines

Tents, canopies, membrane structures, and air supported structures at fairs, festivals, and other special events must comply with the following:

- Shall not be located within 20 feet of buildings, parked vehicles, or internal combustion engines (including generators).
- Shall be adequately roped, braced, and anchored to withstand weather elements and prevent collapsing.
- Shall secure all compressed gas cylinders (propane, helium, etc) to prevent tip-over.
- Shall prohibit smoking at all times.
- Open flame devices, such as candles or oil lamps, may not be used unless the total area of all individual canopies that are grouped together does not exceed 700 square feet (example: 7 canopies in a row, each of which does not exceed 10 x 10).
- Cooking activities are prohibited unless the total area of all individual canopies that are grouped together does not exceed 700 square feet.
- Shall provide a portable fire extinguisher in any tent or canopy that is performing cooking activities.
  - Minimum rating for the fire extinguisher shall be 2A:10BC ***EXCEPT***
  - When cooking with pooled oils, greases, or fats, such as a wok or deep fryer, a Class K fire extinguisher shall be provided.



ABC Type Extinguisher



Class K Extinguisher

References: 2007 Oregon Fire Code Chapters 9 and 24

*Fire Related Questions? Please call (541) 322-6381 and we would be glad to assist you.*