



2012 OnPoint Community Credit Union Bend WinterFest Restaurant Information and Application

The 12th Annual OnPoint Community Credit Union Bend WinterFest presented by Mt. Bachelor kicks off on February 18th, 2011 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 Newport Avenue Market 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 (tentative, subject to change).

The Marketplace will showcase the Northwest's finest handcrafted food, wine and fine arts. Modeled after a European market with local artists and specialty food & wine, the Marketplace is the premier shopping experience at Festival center for Saturday and Sunday.

Restaurant space is limited and we will be hand selecting the best restaurants based on variety and quality. For questions, please contact 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 now located in the Old Mill District. Directions and setup information will be emailed to vendors one week prior to the event.

Fees

- \$300 paid to WinterFest for every 10x10 space (this includes one 15 amp power outlet)
- Restaurants are required to pay 10% of gross income to Lay It Out Events
- \$40 for each additional 15 amp power outlet (over the 15 amps that is included)
- Deschutes County Health Permit Fee is \$40 if submitted at least one week prior to event and \$125 if submitted after deadline (pay directly to them with their application). Contact 388-6575 for more information.
- Separate deposit check for \$200 to be refunded after event.

Environment:

All restaurants are required to participate in the Bend WinterFest composting plan. All utensils, napkins, and food containers, basically anything that can be thrown away by customers, must be compostable or recyclable.

These can be purchased from the following places:

www.worldcentric.org/index.htm

Bargreen Ellingson: Dan Lightell 541-633-0424
Sysco: Frank Limberg 541-390-7479
Lava Edge: Owen Mitz 541-977-7530
Cash & Carry: 541-389-4113

Beverages

The official beverage sponsor for Bend WinterFest has not yet been determined. An email will be sent out when this information becomes available. Homemade Beverages i.e. Lemonade, Ice Tea, etc will be allowed. Restaurants are not allowed to sell alcohol.

Complimentary Meals

Each restaurant is required to provide 15 complimentary meals. WinterFest will create and distribute food vouchers valued at \$8 each. These will be used for our volunteers, entertainers, and sponsors.

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, which come with complications. Please be patient and understand that outages may occur as everyone initially turns on their appliances and lights at the beginning of the event. Power is available for \$25 per outlet (each outlet not to exceed 15 amps). Be prepared with a 50 ft. extension cord. Please do not bring an extension cord longer than 50 feet.

If you use additional power not outlined on your application your deposit will be used as compensation for the additional usage. Staff will be monitoring power usage throughout the event to ensure compliance. Power is only available during open hours. Please note, 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.

Water

There is not water available at the site, nor is there a grey water dump. All water must be packed in and packed out. Gray water **cannot** be dumped down drains (they go directly to the river). There are RV dumps at the following locations near the event:

- Shell Station - 981 Galveston Ave (within 2 miles of event site)
- Chevron Station - 1745 NE 3rd (within 2 miles of event site)

Clean up

Restaurants must take every precaution to insure grease does not spill onto the pavement. It washes into the drains and is a city health code violation. We recommend placing a tarp to cover your area and we require placing rubber mats down to catch the grease. If any trash or grease is left behind by a restaurant, the deposit will be used to return the site to pre-event conditions. Grease cleaning can be expensive so we appreciate your help regarding this matter. Please check in with a LIOE representative before you leave so we can inspect your site.

Fire Code

All restaurants must follow the Bend Fire Code for setup. For more information please contact Cindy Kettering at Bend Fire 541-322-6309. 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 LIOE, 704 NW Georgia Street, Bend OR 97701 or email to eric@layitoutevents.com

Cancellation Policy

Cancellations received before January 7th, 2012 will receive a 50% refund. No refunds are given after January 7, 2012.

Hours of operation

Friday 5pm-10pm, Saturday 11am-10pm, and Sunday 11am-6pm. Restaurants must stay open during all hours of the event. Restaurants leaving early will lose their deposit and will not be allowed to return for future events.

Security

Security will be provided overnight from 10pm to 9am Friday and 10pm to 9am Saturday. 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.
- Menus 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.



Restaurant Vendor Application

VENDOR INFO

Business Name: _____ Contact Name: _____

Product or Service Description: _____

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 *in advance*.

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 (\$200): \$ _____

TOTAL ENCLOSED: \$ _____

INDEMNIFICATION

To the Fullest extent permitted by law, you (the vendor) shall indemnify, defend and hold harmless, the 2011 OnPoint Community Credit Union 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.

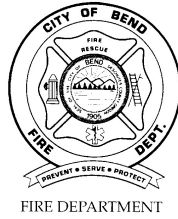
Vendor agrees to abide by the rules and regulations of the Bend WinterFest. Vendor understands that they may not be asked to participate in future Bend WinterFest events if they are in violation of WinterFest policies and they will lose their deposit.

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.