



## BANDON CRANBERRY FESTIVAL NONPROFIT VENDOR INVITATION

### INVITATION TO NONPROFIT VENDORS

The Bandon Oregon Chamber of Commerce is pleased to host the Bandon Cranberry Festival. Our annual harvest festival, one of the longest-running festivals on the Oregon Coast, started in 1947 and has been hosted by the Bandon Chamber since 1997. The Annual Cranberry Festival is two full days and draws the largest attendance of any Bandon community event with approximately 12,000 residents and visitors in town through the weekend.

#### EVENT DATES AND TIMES:

The Cranberry Festival invites vendors to join the festival the second weekend in September. Festival market hours are 11 am to 5 pm, Saturday and 10 am to 4 pm, Sunday. New this year, vendor locations will be in both Bandon Old Town and Bandon City Park. You have the choice to pick your location. Once a site is full, you will have the option to be placed in the alternative location.

#### PROTOCOL:

The protocol for nonprofit organization participation in the Bandon Cranberry Festival is as follows:

- Your organization is responsible for the set-up, take down, and operation of your booth. There is no charge for your booth space.
- You must provide a youth/family friendly activity. Activities may be simple games or crafts.
- You may charge a nominal fee for your activity. If you have a game or contest, a small prize must be provided. Prizes may be something as small as a piece of candy.
- You may have a raffle in addition to the activity. We encourage you to have literature to explain your organization to the public. You may sell promotional materials.
- Selling food and beverages is not an option. Nonprofit organizations wishing to sell food and/or beverage products must apply for a food and beverage vendor space.
- Defamation of other organizations or individuals is prohibited. Partisan and political materials and/or otherwise negative materials are prohibited.
- Your booth must be supervised at all times during market hours.

#### REGISTRATION:

The nonprofit application deadline is the third Friday in August. For priority consideration, we encourage you to return the following application form as early as possible. The Chamber will not finalize your application until we have received all the following items: both pages of the registration form, including a signed "Participation and Hold Harmless Agreement," current Health Department certification, if necessary, and proof of liability insurance. (A rider to your liability insurance naming the Bandon Chamber of Commerce and the City of Bandon as additional insured will suffice.)

Thank you for considering participation in the Bandon Cranberry Festival. We look forward to seeing you in September.

Sincerely,  
Cranberry Festival Director



*The Bandon Cranberry Festival is hosted by  
the Bandon Oregon Chamber of Commerce.*

300 2nd Street  
Bandon, OR 97411  
[cranberry@bandon.com](mailto:cranberry@bandon.com)

# BANDON CRANBERRY FESTIVAL VENDOR APPLICATION TERMS OF ENTRY



## TERMS OF ENTRY FOR ALL VENDORS

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- Cranberry Festival activities and the Vendor Markets will be located in Bandon City Park and Bandon Old Town. You will have a choice of where you want to locate.
- There is no overnight camping. Please contact local RV parks and motels for reservations.
- There is no onsite overnight parking available on the Cranberry Festival property. VENDORS must remove all vehicles from the Cranberry Festival property by 9 am Saturday.
- VENDOR must provide their own tent and display furniture.
- No early takedowns. If you take down early, you will not be invited to future Festivals.
- The Cranberry Festival may experience coastal fog, rain, and wind. Bring something to cover your items.
- Vendor spaces may be on asphalt, and afternoon winds may occur. Hence, we require a properly weighted tent. Tent weights strapped to each leg or heavy weights that slide over each leg are great options. 40 lbs. per leg is a great rule-of-thumb at any outdoor venue.
- All belongings must be inside your tent at night, covered and secured. We recommend zippered tent sides!
- The Cranberry Festival provides overnight patrols on Friday and Saturday nights. We do not guarantee your booth will be free from theft or damage.
- Cranberry Festival does not allow pets in your booth. (Service dogs excepted.)
- Cranberry Festival requires VENDOR to monitor and keep their space clean of spills and trash.
- The Cranberry Festival Committee reserves the right to prohibit the sale or distribution of merchandise that has the potential to create a nuisance, such as string-shooters, bomb bags, or water guns.
- Cranberry Festival does not permit the sale or raffle of firearms and controlled-substance paraphernalia.
- By participating, VENDOR authorizes any party to produce videos, take pictures, and record sound in connection with promotion of the Cranberry Festival. Further, VENDOR assigns and transfers their right for use and publishing electronically or in print.
- VENDOR agrees to use space as described and stay within their assigned space. Vendor spaces are assigned prior to arrival. All space assignments are final.
- VENDOR agrees to accept space assigned and will not sublet to anyone else.
- VENDOR will dump trash in dumpsters only and recycling only.
- VENDOR must clean up their own garbage at the end of the event. Dumpsters are available. VENDORS who do not clean up their booth space will not be invited to future Festivals.
- VENDOR is responsible for electrical cords with pigtails, licenses, fees, insurance, and if required, meeting appropriate Health Department regulations.

# **BANDON CRANBERRY FESTIVAL VENDOR APPLICATION**

## **September 14 and 15, 2024**

### **Nonprofit Vendors – Page 1**



**\*required field**

\_\_\_\_\_  
Name of Organization\*

\_\_\_\_\_  
Name of Owner/Responsible Party\*

\_\_\_\_\_  
Mailing Address\*

\_\_\_\_\_  
City, State, Zip\*

\_\_\_\_\_  
Email\*

\_\_\_\_\_  
Telephone\*

\_\_\_\_\_  
Cell Phone\*

#### **PARTICIPATION AGREEMENT**

Nonprofit organizations are provided with a complimentary space at the Bandon Cranberry Festival in exchange for providing a youth/family friendly activity. All nonprofit organizations must maintain a youth/family friendly environment. Defamation of other organizations or individuals is prohibited. Partisan and political materials and/or otherwise negative materials are prohibited. No food or beverage sales are allowed in the nonprofit area. By signing below, I, the undersigned, on behalf of myself and all those who are participating in the Bandon Cranberry Festival with me, agree with, and will abide by, all the terms stated in this participation agreement, as well as the protocol for nonprofit organization participation in the Bandon Cranberry Festival as defined in the invitation to nonprofits serving Southern Oregon coast residents, which was received with this application.

#### **HOLD HARMLESS AND RELEASE**

In consideration of participation in the Bandon Cranberry Festival, I, on behalf of myself and all those who are participating in the Bandon Cranberry Festival with me, hereby release and forever discharge the City of Bandon, Bandon Chamber of Commerce, the Bandon Cranberry Festival Committee, and all of their officers, agents, employees, and representatives, and their respective heirs, successors and assigns, from any and all actions, causes of action, suits, proceedings, debt, dues contracts, judgments, damages, claims, and/or demands, whatsoever, in law or equity, that I, the undersigned, on behalf of myself and all those who are participating in the Bandon Cranberry Festival with me, my/our successors or assigns, ever had, now have, or may have in the future in connection with my/our participation in the Bandon Cranberry Festival.

Undersigned (**\*required field**):

\_\_\_\_\_  
Printed Name\*

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date\*

# BANDON CRANBERRY FESTIVAL VENDOR APPLICATION

## September 14 and 15, 2024

### Nonprofit Vendors – Page 2



\*required field

\_\_\_\_\_  
Name of Organization\*

\_\_\_\_\_  
Name of Owner/Responsible Party\*

#### ADDITIONAL APPLICATION INFORMATION

The Cranberry Festival committee will assign individual vendor spaces prior to your arrival. Assignment of vendor spaces is final. Vendor space is limited to a single 10 ft. x 10 ft. space, with no electricity.

**RESERVE MY BOOTH IN (select one):** \_\_\_ Bandon Old Town                      \_\_\_ Bandon City Park.

You have the option to pick your booth location. Once a site is full, you will have the option to be placed in the alternative location.

**PLEASE CHECK HERE IF YOU WOULD LIKE TO BE CONSIDERED FOR THE POSSIBILITY OF HAVING MORE THAN (1) 10ft. x 10ft. SPACE.**

Cranberry Festival market hours are 11 a.m. to 5 p.m., Saturday and 10 a.m. to 4 p.m., Sunday. All booths must be set up and prepared by 10:00 a.m. on Saturday. Early set up is highly encouraged and can be done on Friday from 4 p.m. to 7 p.m.

#### ORGANIZATION AND INTENDED ACTIVITY INFORMATION

Please give a brief description of your organization and the activity you intend to provide at the Bandon Cranberry Festival. Activities from all organizations who apply will be reviewed to avoid duplication. If you need additional space for your description, please attach another sheet of paper with the name of your organization on the top and include that with your application.

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**PLEASE MAIL ALL APPLICATION MATERIALS NO LATER THAN AUGUST 16 TO:**  
Bandon Cranberry Festival, 300 2nd St, Bandon, OR 97411

By submitting your application, VENDOR agrees to the Terms of Entry. The Chamber will not finalize your application until we have received all the following items: both pages of the registration form, including a signed "Participation and Hold Harmless Agreement," current Health Department certification, if necessary, and proof of liability insurance. (A rider to your liability insurance naming the Bandon Chamber of Commerce and the City of Bandon as additional insured will suffice.)