



Thank you for your interest in joining Moonshadow Festival 2017 as a vendor. Our festival runs from Friday, Aug.18 to Tuesday, Aug. 22 at Wine Down Ranch in Prineville, Oregon.

Please complete the enclosed Application and signed Agreement and return, along with any necessary supporting documents to:

WDR Productions LLC  
Attn: Mary Beyer / Vendors  
6500 NE McKay Creek Rd  
Prineville, OR 97754  
Or email to: [winedownranch@gmail.com](mailto:winedownranch@gmail.com)

**Moonshadow Festival 2017 Vendor Application**

**Name of Business:** \_\_\_\_\_

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

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

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Business Website:** \_\_\_\_\_

**Facebook:** \_\_\_\_\_ **Twitter:** \_\_\_\_\_

**Day of Event Contact info: Name:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Vendor Details - Choose appropriate category & describe offerings**

**Food Vendor**

Offering: \_\_\_\_\_

Fee: \$150 + 10% net income

10'x10' or 10'x20' space, includes 4 camping passes.

\*\*Food Vendors please provide a full menu with prices and a picture of your set up.

Select space needed: 10' x 10'  10' x 20'

**Retail Vendor**

Offering: \_\_\_\_\_

Fee: \$125 (incl. 2 camping passes)

10'x10' space

*Up to two (2) additional festival passes per vendor may be purchased at discount rate of \$75 each.*

**Food Vendors** All vendors must be licensed through Crook County Environmental Health Department. Each vendor must have at least one licensed food handler on site during all hours of operation, and a separate hand washing station.

**Electrical Needs** Please list all appliances and amperage. One 20-amp outlet is included with the fee. Contact us if you need assistance determining your power needs IN ADVANCE.

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How many staff over the 4 days will you have working at the event? \_\_\_\_\_

Vendor Fee: \$ \_\_\_\_\_

Additional Amps/Electricity (\$30/additional outlet): \$ \_\_\_\_\_

Mandatory Deposit (separate check): \$ 100 \_\_\_\_\_

Total Due at Time of Acceptance \$ \_\_\_\_\_

**Please DO NOT send money with your application.**

We will send you an acceptance notice via email, after which you can pay the \$100 deposit (to secure your spot) and all fees.

**All vendors must pay fee in full prior to event.**

**All vendors must pay a \$100 cleaning/security deposit, refundable after festival**

I have read and agree to all terms of this Application and terms as written in the Moonshadow Festival Vendor Agreement below.

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Questions? Please contact us at [winedownranch@gmail.com](mailto:winedownranch@gmail.com) or 503-810-7003.



## **MOONSHADOW FESTIVAL VENDOR AGREEMENT**

### **Festival Hours**

Friday – Aug 18 – 3:00pm – 11:00pm  
Saturday – Aug 19 – 8:00am – 10:00pm  
Sunday – Aug 20 – 8:00am – 10:00pm  
Monday – Aug 21 – 6:00am – 11:00pm  
Tuesday – Aug 22 – close at 12:00pm

**Beverages:** Big Foot Beverages is our official beverage sponsor. Food vendors must purchase all non-alcoholic beverages (i.e. water, pop) to sell in their booths from Big Foot Beverages. Food vendors are not allowed to sell alcoholic drinks.

**Camping:** Retail vendors will receive two (2) weekend camping passes and space to camp near booth, included in vendor fee. Food vendors receive four (4) weekend camping passes and space to camp near booth, included in vendor fee. Up to two (2) additional 4-night camping/festival passes can be purchased for \$75 per person.

**Clean Up:** All vendors must keep their space neat and presentable during the festival and clean up area after closing on Tuesday, August 22. Vendors must provide their own sturdy garbage bags with ties. Please break down all cardboard and place next to dumpster and put tied/secured garbage in dumpster. Access to gray water tanks for the food vendors is included in fee.

**Complimentary Meals:** Each food vendor is required to provide 5 complimentary meals. Moonshadow Festival will create and distribute food vouchers valued at \$10 each to entertainers, sponsors and volunteers.

**Deadlines:** Applications must be turned in to [windownranch@gmail.com](mailto:windownranch@gmail.com) to be considered. Vendor applications will be approved and vendor space assigned at the sole discretion of Moonshadow Festival event directors. Spaces are assigned with consideration of vendor needs including access to water and power.

All applicants will be contacted within three days regarding acceptance. **Deadline for payment in full is due after acceptance.** Vendors can pay by check, money order or e-payment on our website. No refunds will be issued after July 1, 2017.

A list of booth staff (first and last names) is **due no later than Aug. 4, 2017** for admissions records. If additional staff is needed, payment for additional passes will be required then.

**Directions:** Moonshadow Festival is located at Wine Down Ranch in Prineville, OR. Directions

and setup info will be emailed two weeks prior to event.

**Fees:**

- Food vendors pay 10% of gross sales to WDR Productions, LLC. Daily sales reports must be submitted to Vendor Coordinator within one (1) hour of closing each day. Total percentage fee will be calculated at completion of event and collected before vendor leaves the property.
- Fee of \$30.00 is added for each additional 20-amp power outlet required. Required number of outlets must be disclosed with application.
- Mandatory separate deposit check for \$100 (will be refunded/returned after event closing at discretion of Vendor Coordinator if vendor has complied with all terms and agreements)
- Crook County Environmental Health Dept. Temporary Food License: \$55 (required for food vendors). Application/information available by contacting Environmental Health Dept. (Max Hamblin) at 541-447-3211, [online](#) or in person at Crook County Court House. If you are a food truck and licensed in another county, you do not need this permit.

**Fire Code:** All vendors must follow the Crook County Fire Code for setup. For more information please contact Russ Deboodt with Crook County Fire and Rescue at 541-447-5011 or [rdeboodt@ccf-r.com](mailto:rdeboodt@ccf-r.com)

**Hours of Operation:**

- **Friday:** Food vendors must be open 5:00pm - 10:00pm. Friday vending is optional for retail vendors. Admission gates are open from 3-11pm and evening entertainment (live music, movie night) is scheduled on the main stage in the main venue/vendor area.
- **Saturday & Sunday:** Food Vendors must be open at least from 11:00am - 10:00pm. Breakfast/coffee vendors must open no later than 9:00am and may close when they see fit. Craft Vendors need to be open at minimum 11:00am - 7:00pm but may be open longer.
- **Monday (Eclipse Day):** Gates open to day pass attendees at 6:00am. Breakfast/coffee vendors must be open by 7:00am. All other vendors must open by 11:00am.
- **Tuesday is optional for most vendors.** Breakfast/coffee vendors must be open by 8:00am. All other vendors may pack booths and leave once all fees have been cleared and site inspected for cleanliness/damage. (Early exits on Monday evening permissible only if pre-arranged and approved by Vendor Coordinator).

**Inclement Weather:** Moonshadow Festival is taking place rain-or-shine (inclusive of all adverse weather conditions). No refunds will be granted due to weather. Please come prepared!

**Liability:** By signing and returning this application, the Applicant hereby assumes all risks of loss or damage of Applicant's property. WDR Productions, LLC. and Wine Down Ranch, LLC. and its agents and officers will not be held liable for losses of any kind, whether due to fire, theft, physical violence, acts of nature or other cause, however originating. The event will provide minimum 24-hour security for the duration of the event; however, all participants are responsible for their own property, equipment, merchandise and its protection.

**Insurance:**

- All vendors shall purchase a product liability policy with limits of \$1,000,000.00 per

occurrence with a \$2,000,000.00 aggregate.

- Vendors shall list WDR Productions, LLC. and Wine Down Ranch, LLC. as additional insured. Please have your insurance company create a certificate of insurance and endorsement for each entity.
- Please send all certificates to Wine Down Ranch, 6500 NE McKay Creek Rd. Prineville, OR 97754 or email to [winedownranch@gmail.com](mailto:winedownranch@gmail.com).
- **Certificates must be received two weeks prior to event start date (Aug. 4, 2017)**

(If your policy has an automatic additional insured, please use the reference form number on the certificate).

**Parking:** No vehicle traffic is permitted in vending area during festival hours. Vendors may restock before 8:00am Saturday/Sunday and before 6:00am Monday. Designated parking for one (1) vehicle per vendor is provided near the vending area. Additional vehicles may be parked in a designated spot away from the venue for no additional charge.

**Pets:** No pets are allowed at the festival. Licensed service animals are permitted on leash in accordance with festival policies.

**Power:** There is limited electricity available. The Festival will provide one 20-amp outlet to each vendor, included in your fee. Additional power is available for \$30 per outlet. Vendors are only allowed to use the appliances listed on their application. The Vendor Coordinator must approve all changes/additions in advance. If you use additional power not outlined on your application, your deposit will be used as compensation for the additional usage. All appliances, extension cords, hoses, etc. must be commercial grade and in good working order (tested). Vendors using power must bring two (2) 50' extension cords. The outlets provided are standard three prong outlets. If you require anything different, please bring appropriate adapter or send a picture of what you need and we can try to accommodate you. Power is only available during open Festival Hours for retail vendors. Please contact Vendor Coordinator if you have questions about power needs.

**Security:** Security will be present on site 24 hours/day. Valuables/money should not be left in your booth, as the Festival is not responsible for theft or damage.

**Set up:** Vendors may begin setting up at 12:00pm on Wednesday, August 16. Food vendors must have setup complete no later than Friday 3:00pm, August 18. Retail vendors need to have set up complete by 8:00am Saturday, August 19. All vendors must furnish all extension cords, hoses, tables, chairs, tents, canopies, weights and any other special items. Skirting around booth is required along with covering for all wires, hoses, etc. in areas accessible to foot traffic.

**Electronic Sales:** Due to projected extremely high demand on Internet and cellular connections/communications in our area during this high occupancy time, please have plans in place to function as a vendor in the event that electronic sales are not possible. If connections are viable, vendors are responsible for providing their own functioning networks/hotspots. Generally, Verizon has the only reliable service in our area and other carriers have spotty service at best.

By submitting the Application, you attest you have read and agree to all the terms listed here.

**Thank you for your interest in being a part of Moonshadow Festival  
and this amazing Solar Eclipse experience at Wine Down Ranch.  
We look forward to hearing from you!**