

CHARLESTON SEAFOOD FESTIVAL
AUGUST 11th, 12th & 13th, 2023

Mail: 92342 Cape Arago Hwy, Coos Bay, OR 97420

Fax: 541-435-7075

Phone: 541-888-3268 message phone

Email: charlestonseafoodfest@gmail.com

Located in the Charleston Marina Complex & Sponsored by: The Charleston Volunteer Firefighters Assoc. & The Oregon International Port of Coos Bay

VENDORS Showcase Your Business

The following is only an application to the 2023 Charleston Seafood Festival. The contract is attached to this application, please read each page, initial the bottom, and return with your payment no later than Friday July 1st 2023. Please be sure to keep a copy for your records.

Vendor / Business Name: _____

Contact Person: First _____ Last _____

Street Address: _____

Mailing Address: _____

City: _____ State / Province / Region: _____

Postal / Zip Code: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____

Email: _____

Exhibitor Type

- Food
- Arts & Crafts
- Information
- Beer
- Wine

The beer and wine garden is a 21 of age years and over only event! This includes exhibitors and their staff. In accordance with Oregon State law, NO MINORS are allowed in the beer and wine garden area during hours of operation. Compliance is strictly enforced.

Arts & Craft Vendors

Please list under products, what kind of crafts in detail you will be selling. This helps in placing of vendors.

Food Vendors

Service of food at this event requires a temporary Coos County Health Department License. Food Vendors are strongly encouraged to offer multiple seafood items. Selection of applicants will be made to maximize the variety of seafood products and minimize duplication of similar products. Menus must be specific and cannot be changed without the written approval of the Events Coordinator.

Information Vendors

Information Vendors are selected at the discretion of the Festival Committee.

Micro Brew and Wine Vendors

Vendor will pour their own beer and wine in accordance with OLCC and all other applicable regulations.

All Beer and Wine Vendors must complete a Special Event OLCC Application where applicable. All persons serving beer and wine must hold a current service permit or attend a training class that meets OLCC requirements prior to participation at the Charleston Seafood & Wine Festival.

OLCC requires proof of liquor liability insurance at a minimum of \$500,000. The total insurance coverage for wine vendors will be \$1,000,000. Other OLCC Winery/Grower requirements must be followed to complete their application. All servers will offer a uniform four (4) ounce pour per glass or one (1) ounce pour per taste. Vendors are responsible for complying with all applicable laws and regulations. No private label Beer or wines are allowed to be sold or given away, nor are any type of wine glass holders (plastic, around-the-neck or plate) or corkscrews/pullers/bottle openers.

Insurance

Commercial General Liability Insurance If required, vendor “must” carry a Comprehensive Commercial General Liability insurance policy for at least \$1,000,000 combined single limits per occurrence and at least \$2,000,000 aggregate, for Bodily Injury, Property Damage, and Personal Injury. A certificate of insurance evidencing any policies required by this agreement and listing the above entities as additional named insured shall be delivered to the Seafood Beer & Wine Festival Committee with the signed Agreement prior to set-up. A 30-day notice of clause cancellation shall be included in said certificate. (For categories requiring insurance please call 541-888-3268 or email charlestonseafoodfest@gmail.com for a determination) Categories may include but are not limited to Alcohol sales, food sales, sales of potentially dangerous items and activities that could be considered hazardous or dangerous.

Products

All Vendor selections are based upon the quality of offerings for Festival-goers, consistent with the Festival's Seafood and Coastal themes. Please describe your products as specifically as possible to assist in the selection process. Your description of the type of product served, sold, or given away must be complete and specific for your application consideration and to help prevent like items not placed alongside each other! Even if you have been a Vendor in prior years, you must provide us with a description of your product(s). This description will be used for the Festival Information Insert. **No vendor will sell drugs or anything that could be determined to be drug related. This event is on Port property and is a drug free zone.** Please attach a description of your item(s).

What's Offered?

- Electricity is available upon request. A fee schedule listed below.
- Request of specific Booth location Preference (No guarantee request for specific booth location will be granted).

Booth Fees

- Inside Beer and Wine Garden: (Beer & wine vendors only)

10'x10' \$150 per space

- All other Vendors will be outside the Beer and Wine Garden:

12'x12' \$125 12'x24' \$175 12'x36' \$225 12'x48' \$275

(Application must be received before July 1, 2023)

Electrical Service:

one (1) -Maximum 50 amp service \$50

Booth locations are subject to availability. Booth fee payments can be mailed in via check or brought to the Charleston Fire District office at 92342 Cape Arago Hwy Coos Bay, OR 97420 where we can accept cash or checks.

If your application is not chosen, would you like us to add you to a waiting list?

Yes

No

All Vendors

Festival dates and hours: Aug 11th, 2pm to 7pm. Aug 12th, 11am to 7pm. Aug 13th, 11am to 4pm.

Please be mindful of the possibility of high winds and plan accordingly.

Comments and/or suggestions:

**2022 Charleston Seafood Festival
August 11th, 12th, and 13^h, 2023
Exhibitor / Vendor Contract**

This is your contract and agreement with the Charleston Seafood Festival Committee. **Please read and initial each of the following pages.** Please return this contract along with all necessary forms no later than July 1, 2023. Be sure to make a copy for your records.

Exhibitor/ Vendor Name: _____

Name of Contact Person: _____

Contact Number: _____

Email Address: _____

All Vendors

All accepted applicants MUST provide Charleston Volunteer Firefighters' Association with evidence of Commercial General Liability Insurance if required based on product or service sold; vendor "must" carry a Comprehensive Commercial General Liability insurance policy for at least \$1,000,000 combined single limits per occurrence and at least \$2,000,000 aggregate, for Bodily Injury, Property Damage, and Personal Injury. A certificate of insurance evidencing any policies required by this agreement and listing the following entities as additional named insured shall be delivered to the Charleston Seafood, Festival Committee with the signed Agreement prior to July 1, 2022. Charleston Volunteer Firefighters' Association Insurance or Port of Coos Bay a 30-day notice of clause cancellation shall be included in said certificate. (For categories requiring insurance please call 541-888-3268 or email charlestonseafoodfest@gmail.com for a determination). Categories may include but are not limited to Alcohol sales, food sales, sales of potentially dangerous items and activities that could be considered hazardous or dangerous. Please also be sure that your Certificate of Insurance shows your policy expiration date is beyond the dates of the festival. *Wineries and Breweries don't forget; your certificate must also include an additional minimum of \$500,000 liquor liability.

Food Vendors

Service of food at this event requires a temporary Coos County Health Department License, and all food handlers have current food handlers' certificates. Menus must be specific and cannot be changed without the written approval of the Seafood Festival Committee.

Beer & Wine Vendors

Winery and Brewery must complete a Special Event Winery or Brewery OLCC Application. Wineries and Breweries must provide a copy of a Special Event Brewery Pub Application approved by the Coos County Sheriff's Office. Wineries and Breweries are allowed to serve until 7pm on Friday & Saturday, and 4pm on Sunday. All persons serving beer and wine must hold a current service permit or attend a training class that meets OLCC requirements prior to participation at the Charleston Seafood Festival. OLCC requires proof of liquor liability insurance at a minimum of \$500,000. The total insurance coverage for wine and beer vendors will be \$100,000. OLCC now requires a signed Control Plan from each wine and beer vendor. All servers will offer a uniform **four (4) ounce pour per glass or one (1) ounce pour per taste.** Vendors are responsible for complying with all applicable laws and regulations. No private label Beer or Wines are allowed to be sold or given away, nor are any type of wine glass holders (plastic, around –the-neck or plate) or corkscrews/pullers/bottle openers.

Initial _____

Please send a copy of your completed OLCC forms by 4:30 pm on July 21st to the Charleston Seafood Festival Committee at 92342 Cape Arago Hwy., Coos Bay, OR 97420. Or by email to: charlestonseafoodfest@gmail.com

Vendor Check-In

Upon arrival all vendors must check-in prior to set-up. Set up will be Thursday August 10th 8am to 8pm. **All vendors will be required to be open Friday 2pm to 7pm Saturday 11 am to 7 pm and Sunday 11 am until 4 pm.** Vendors must make arrangements for overnight RV Parking in local RV Parks, not in the festival parking lots. The Oregon International Port of Coos Bay does not allow overnight RV parking except in the Charleston RV Park. Make your RV park reservations early to ensure a space during the festival.

Booth Restrictions

Charleston Seafood Festival policy requires exhibitors, in their festival activities, to be nonpartisan and non-sectarian, not committed to the support or endorsement of any candidate for public office or political or moral cause. Soliciting other exhibitors is not allowed.

VENDORS MAY NOT CONSUME ALCOHOLIC BEVERAGES WHILE IN THEIR BOOTH ON DUTY OR PRIOR TO THEIR SHIFT AT THE FESTIVAL. After a Vendor or Volunteers shift, they may get their hand stamped to consume alcoholic beverages, their hand must be stamped prior to receiving any alcoholic beverage. Vendors are subject to all of the rules of the festival. Booth reservations are for the approved contract holder only. No other persons may share the booth without approval of the Charleston Seafood Festival Committee. Please be respectful of your neighboring vendors.

Vendor Parking and Vehicle Unloading

No overnight parking or camping on festival grounds. There will be no parking in the Charleston boat launch area. No vehicles will be allowed on festival grounds during festival hours. Vendors may bring vehicles prior to open and after close.

Security

Security will be provided on site from Thursday 9pm to 7am Friday, Friday 9pm to 7am Saturday, Saturday 9pm to 7am Sunday. During non-festival hours, security will keep a general eye on the booths. Due to the number of exhibitors however, it is recommended that personal belongings and valuable items be removed from the site each day. The Charleston Volunteer Firefighters' Association is not responsible for any lost or stolen items, nor is it responsible for any items left on the festival site after 6pm on Sunday. The festival venue will be locked down two hours after closing each night.

Garbage and Waste Water Disposal

Dumpsters will be located near the Restrooms and trash barrels will be placed throughout the festival grounds. There will be no dumping waste water down the storm drains on the lawns or around plants. Any waste water can be dumped at the Charleston Marina RV Park or arrangements can be made with Lil Stinker prior to the start of the day or at the end of the day. Lil Stinker contact number is: 541.290.2949 All garbage, waste water, and recycle must be removed by the vendor and their staff, including empty beer and wine bottles.

Fire Safety

All food vendors need to provide a 2 A/10BC Fire Extinguisher in their booth space.

Electrical Conditions and Regulations

- The Charleston Seafood Festival is not responsible for personal damage or equipment damage due to faulty vendor cords or equipment.
- Make sure your equipment is in good working condition. All faulty equipment will be disconnected.
- No open flame cooking equipment is allowed in booths.
- All extension cords used by vendors must be of the grounded type. All equipment must be (UL) approved.

If you have any electrical questions, please contact our message phone 541-888-3268.

Refunds/ Cancellations

To receive a full refund your cancellation request must be received by the Charleston Volunteer Firefighters' Association in writing before July 14, 2023. All cancellation requests after July 14, 2023 will be subjected to a 50% cancellation fee.