

# 2018 Tualatin Crawfish Festival Vendor Application

Please complete the entire form



**LOCATION:** Tualatin Community Park, 8515 SW Tualatin Rd, Tualatin, OR 97062

The Festival will accept applications through June 1st, 2018

## Description of event:

- Tualatin Community Park, 8515 SW Tualatin Rd, Tualatin, OR 97062
- Friday, August 3rd and Saturday, August 4th, 2018
- Saturday, August 4th: Crawfish Crawl 5k, Half Marathon and Relay
- 2017 Attendance: 10,000
- For more information, visit our website at <http://htcraceseries.com/event/crawfish-festival/>

## Hours:

- Friday: August 3, 4:00pm to 10:00pm
- Saturday: August 4, 10:00am to 11:00pm
- Crawfish Crawl 5k, Half Marathon and Relay begin at 7:30am Saturday, August 4th.

## Vendor Information:

- Vendor booth fee (please inquire for price) is due upon submittal of application (fee must accompany your signed application).
- Send application and fee to address below (make check to 'HTC Race Series'). You will be notified by email, if accepted.
- Once accepted, no refunds will be issued.
- Booth spaces are 10x10.
- Set up will be Thursday and Friday, August 2nd and 3rd (times TBD). Early breakdown is not permitted Saturday night.
- Load In/Out schedule to be set by HTC Race Series by Monday, July 30th, 2018.

## Vendor Requirements and Regulations:

- Vendors are required to provide proof of insurance naming HTC Race Series and the City of Tualatin as additionally insured.
- Food vendors must secure any/all required Washington County license/permit before event.
- Vendors will be responsible for leaving the area in the condition that it was originally received, i.e. removal of all debris, trash, boxes, etc.
- Vendors will be given entrance passes & vehicle parking passes. These must be worn and displayed in your vehicle at all times.
- Overnight security is provided on site through Sunday, 08/05/18 at 8:00am
- Vendors will follow Tualatin City Park Rules -Park Rules are listed in [Chapter 5-2](#).

We look forward to having you at the 2018 Tualatin Crawfish Festival!

For questions, please call Cassie Monday thru Friday 8am-4:30pm @ 503-292-4626

Or email: [cassie@htcrelay.com](mailto:cassie@htcrelay.com)

**2018 Tualatin Crawfish Festival  
Vendor Application**

Please complete the entire form

Booth Name: \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_ Day of event phone number \_\_\_\_\_

Website \_\_\_\_\_

Facebook Page Link \_\_\_\_\_

Space requirements: Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Do you require electricity?  Yes  No

Booth Description \_\_\_\_\_

\_\_\_\_\_

Proposed Menu and Pricing:

Menu Item #1 \_\_\_\_\_ Price \_\_\_\_\_

Menu Item #2 \_\_\_\_\_ Price \_\_\_\_\_

Menu Item #3 \_\_\_\_\_ Price \_\_\_\_\_

Menu Item #4 \_\_\_\_\_ Price \_\_\_\_\_

Beverage #1 \_\_\_\_\_ Price \_\_\_\_\_

Beverage #2 \_\_\_\_\_ Price \_\_\_\_\_

**Please submit Vendor Application/Registration Form and check to:**

**Hood To Coast Relay RE: Crawfish Festival  
9655 SW Sunshine Ct., Suite 500  
Beaverton, OR 97005**

Office phone number: 503-292-4626

# HTC Race Series Event Vendor Agreement

This Event Agreement is made and entered into by and between HTC Race Series and Vendor:

**VENDOR INFORMATION:**

**Company Name:** \_\_\_\_\_ **Name of Authorized Agent:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Section 1. Vendor Responsibilities:**

- A. Vendor is responsible for all food, food preparation, equipment, tables, tents, and other facilities connected with Vendor’s sale of food, beverage and/or other wares.
- B. If Vendor is providing food, Vendor will have a valid food handler’s license and comply with all applicable rules and regulations.
- C. Vendor is responsible for all recycling and trash related to Vendors activities at the event.

**Section 2 . Team:** The term of this agreement is for the duration of the Tualatin Crawfish Festival (Event), which runs from August 3rd at 9am to August 5th at 12:00pm, 2018.

**Section 3.** Vendor agrees to indemnify, defend, and hold harmless the HTC Race Series, City of Tualatin, its officers, employees, and agents, from and against any and all losses, claims liabilities, damages, costs, and expense of any kind arising out of or related to Vendor’s activities at the Event and this agreement.

**Section 4. Insurance:** Vendor must maintain a policy or policies of insurance for Comprehensive General Liability Insurance in the amount of not less than \$1,000,000 per occurrence and aggregate during the team of this Event. General Liability Insurance must name HTC Race Series LLC., and the City of Tualatin as an additional insured. Vendor must submit the certificate of insurance at least seven days before the Event.

**Section 5. Hold Harmless:** Vendor releases covenants not to sue, and hold harmless, the HTC Race Series, City of Tualatin, its officers, employees, and agents, from and against any and all losses, claims liabilities, damages, costs or damages that may result from Vendor providing service at the event.

**Section 6. Liability for City Property:** Vendor assumes sole liability for any and all City of Tualatin property that is used by Vendor. If any property sustains damage or loss as a result of Vendor’s use, Vendor agrees to assume all financial responsibility for the repair or replacement of the same or like item.

**Section 7. Governing Law: Venue:** This Agreement is governed by and will be construed in accordance with the laws of the State of Oregon without regard to conflict of laws principles. Any claim, action, suit or proceeding (collectively, (“Claim”) between HTC Race Series, City and Vendor that arises from or relates to this agreement shall be brought and conducted solely and exclusively within the Circuit Court of Washington County for the State of Oregon.

**Section 8. Nondiscrimination; Compliance with Applicable Law:** Vendor agrees that no person will, on the grounds of race, color, religion, sex, marital status, domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or veteran status suffer discrimination in the performance of this Agreement. Vendor must comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Work under this Agreement.

**Section 9. Non-exclusivity rights** – Vendor agrees to void the right of exclusivity for their goods and services at this event.

Vendor	HTC Race Series
_____ Signature	_____ Signature
_____ Date	_____ Date