

WHITEAKER BLOCK PARTY VENDOR INFO 2017

Saturday August 5th 2017

Whiteaker Block Party is committed to having a *awesome FREE to the public community event!* We are expecting a good turnout this year with approximately 12,000+ attendees. To keep this a free event, we are asking for vendors to pay a booth fee for selling their wares. In the early years, we did not have a vending fee but because of the growth of the event we need the funds to keep it going for years to come. Thank you so much for supporting the Whiteaker Block Party!

Please read all the important information below

Policies for Vendors

- **Fire Safety Requirements:** If you set up a booth structure at Whiteaker Block Party you must have a fire extinguisher easily accessible and with an inspection tag dated within the last 12 months. The fire extinguisher must be a 2A10BC or bigger (Those little ones don't count). All your roof and side coverings / tarps must be fire retardant and must have the fire-retardant label on the fabric or plastic, or you must have some kind of documentation with you to prove that it is fire retardant. If you have treated fabric or side coverings with fire retardant spray, you must have the spray in your booth as documentation. Table coverings and wares inside the booth do not have to be fire retardant. The Whiteaker Block Party is subject to unannounced inspections by the Eugene Fire Marshal. Vendors that do not meet these requirements may be asked to leave by the Fire Marshal. If you have any questions about Fire Safety Requirements you can call Sanderson Safety Supply (541) 683-9333 850 Conger Street Eugene, OR 97402. They service / inspect fire extinguishers.
- Whiteaker Block Party reserves the right to refuse any application. If application is denied, applicant will be refunded in full.
- Whiteaker Block Party reserves the right to restrict or prohibit any activities determined by the Staff to interfere with public access and/or event programming, or which will reflect poorly on the overall event.
- The Whiteaker Block Party cannot guarantee access to electricity for any vendor. If, for any reason, you need electricity it will have to be either

arranged on your own with a resident of the neighborhood, or provided yourself via a **silent** generator.

- Alcoholic beverages are prohibited while vending. We ask you to be respectful of this as it is a community/family event where everyone can feel welcome and comfortable. This is very important in ensuring the future of the Whiteaker Block Party for years to come. Alcohol can be consumed in the various designated beer gardens.
- **Whiteaker Block Party has a no-tolerance policy regarding illegal activities. Anyone seen by the private security company or any Whiteaker Block Party staff person participating in any illegal activity will be escorted out of the event area. They will not be allowed to re-enter the event. We want to continue the Whiteaker Block Party in years to come so please be mindful of this and report any illegal activity by alerting security or block party staff. Your cooperation in keeping this a safe event is much appreciated!**

Booth Options: 10 x 10

(Contact vending@whiteakerblockparty.com for more information extended space)

- You can bring your own booth structure or decide to have a open air booth without a structure. If you choose to bring your own booth structure please make sure that it is compliance with the Fire Safety Regulations.
- Metal pop-up booths with roof and/or side material must be made with fire retardant material with tags attached as documentation or treated with fire retardant spray. If treated with fire retardant spray, you must have the spray in your booth as proof of documentation. All booths with a structure must have a fire extinguisher in the booth. For info about fire extinguishers, please read Fire Safety Regulations above.
- Wood booths are allowed, the wood does not have to be treated, but all covering for roof and/or side material must be made with fire retardant material with tags attached as documentation or treated with fire retardant spray. If treated with fire retardant spray, you must have the spray in your booth as proof of documentation. All booths with a structure must have a fire extinguisher in the booth. For info about fire extinguishers, please read Fire Safety Regulations above.

- Construction must be sturdy and safe
- If you choose to have an open air vendor space without structure table coverings and wares do not have to be fire retardant. However be mindful of the sun – a patio umbrella with a sturdy base is a good idea.
- Booth structures cannot exceed the designated space size.

Strolling Vendors:

- **Carts/Wheeled Vehicles:** Strolling vendors must be mobile and able to carry all their wares. Carts or other small (non-motorized) wheeled vehicles are allowed.
- **Walking:** A portable, collapsible table measuring no more than 2x2 is permitted while walking.
- Strolling vendors must be moving at all times and may not linger and/or block vendor booths.

Loading In / Setting Up:

- Setup starts at 10am on Saturday August 5th. If you can park and walk your supplies in please do so as it can be very congested with vehicles. **If you need to drive in, please complete check-in with the Vending Coordinator or her assistants at the corner of Van Buren and West 3rd Ave before being directed on which route to take your car in.**
- Carpooling is recommended if possible – there is VERY limited parking due to the event being hosted in a neighborhood. Please consider having a helper drive you in to set up and then later pick you up to load out.
- Please check in at the info booth on the corner of Van Buren and 3rd. You will be given a map and your space number. You will find your booth space number and dimensions marked in the street.
- Please try to have your booth full set up and ready to sell by noon.

Loading Out / Breaking Down:

- Feel free to vend in to the evening if you choose – the event ends at 10pm, however it can take a long time to clear the public out of the area. When the streets are cleared of people vendors can drive in cars to load up their booths.
- You can decide to stop vending at any time you see fit during the block party.
- If you stop vending while the event is still in progress, you might want to have sheets or tarps to close your booth if you decide to leave everything in the booth to break down later. Whitaker Block Party is not responsible for any stolen merchandise.
- Feel free to break down and carry out your booth to your car.
Vehicles are not allowed in the event until the event is over.

If you have any questions contact:
Kelley Jordan
541.731.6188
vending@whiteakerblockparty.com

Cheers,

The Whiteaker Block Party

2017 Whiteaker Block Party Vendor Form

Date _____

Please fill out, sign and print form. You can mail signed form and check made payable to Whitaker Block Party LLC to: The Gspot 1050 W. 3rd Ave, Eugene OR 97402 -or- Whiteaker Tattoo Collective 245 Van Buren St. Eugene OR 97402

Vendor Information

First Name _____ Last Name _____

Company Name _____

Address _____ City _____

State _____ Zip _____

Phone Number _____

Email address: _____

Web Page: _____

Craft Category (Check all that apply)

- | | | | |
|--|--|--|--|
| <input type="radio"/> Artwork | <input type="radio"/> Clothing,
Hand Sewn | <input type="radio"/> Jewelry | <input type="radio"/> Photography |
| <input type="radio"/> Basketry | <input type="radio"/> Clothing,
Printed | <input type="radio"/> Lapidary | <input type="radio"/> Pottery |
| <input type="radio"/> Beadwork | <input type="radio"/> Clothing,
Vintage | <input type="radio"/> Leather | <input type="radio"/> Recycled Art |
| <input type="radio"/> Body Care
Products | <input type="radio"/> Fiber Arts | <input type="radio"/> Metal | <input type="radio"/> Toys |
| <input type="radio"/> Books | <input type="radio"/> Floral | <input type="radio"/> Mixed Media | <input type="radio"/> Wood |
| <input type="radio"/> Candles | <input type="radio"/> Furniture | <input type="radio"/> Musical
Instruments | <input type="radio"/> Vintage
Items |
| <input type="radio"/> Clothing,
Accessories | <input type="radio"/> Glass | <input type="radio"/> Paper | <input type="radio"/> Other
_____ |
| <input type="radio"/> Clothing,
Children's | <input type="radio"/> Herbal
Products | <input type="radio"/> Performance | |
| | | <input type="radio"/> Pet Product | |

Product description / Description of services

Describe the product(s) that you sell, including any other items not covered by the Craft Category you chose above. If you are selling resale items, products that you do not make, or providing services please note below Please be very descriptive – if you do not have enough space use the back side of this form to continue. Use words that a customer would use when describing your product to other people! Write clearly!

* If you have any questions or requests please feel free to contact us, we may not be able to guarantee exactly what you ask, but we would like to work with you so please describe below and email us about your needs at vending@whiteakerblockparty.com.*

*** Once accepted no refunds will be given for reserved booth space***

Vendor Dues Payment (please check one)

10 x 10 Booth Space \$200.00

**If larger space is needed please contact vending@whiteakerblockparty.com*

Strolling Vendors \$25.00

Additional Voluntary Contribution to Whitaker Block Party Fund \$ _____

Total Enclosed \$ _____

By purchasing a vendor space, you are guaranteed to be vending within the main footprint of the Whiteaker Block Party. Please understand that since it is a large event there may be other events outside of the W.B.P that may have vendors as well, but that have no association to the W.B.P.

Read and Sign the Whiteaker Block Party 2017 Vendor Agreement

I/We agree to abide by all rules, regulations and guidelines approved by the Whiteaker Block Party found in Whiteaker Block Party Vendor Info 2016. I/We understand that violating rules, regulations or guidelines may result in vending revoked at any time.

Signed _____ Date _____