



Estacada Uncorked

Downtown Estacada Commission (DEC)
Vendor Information

Uncorked Dates and Times

Saturday, June 30, 2018. Time: 3pm – 8pm.

Vendor set up – 1pm-3pm. There will be a vendor meeting at noon at City Hall. This will be the opportunity for you to meet the other vendors and ask any questions.

Vendor take down will start at 8pm. All vendors must be moved out by 10pm, June 30, 2018.

Advertising

In addition to the advertising that DEC will arrange, you are encouraged to promote the festival as much as you can through your social media, newsletters, websites, print advertising and radio spots that you may run around the time of the festival. Please send us a copy of your logo and photos of your business so we can promote you on the DEC website. Send them to EstacadaUncorked@gmail.com

Booth Space. What is provided?

DEC will provide a covered 8'x15' vendor space and will include one 6' folding table and two chairs. Four corner spaces are available for a cost of \$125 each. Check for availability. You are to bring any additional furnishings, linens and serving supplies. DEC will provide trash containers.

Change

DEC will have limited cash and quarters on-hand to make change for vendors. Please be sure you are well stocked from your bank before the event.

Do Not Open Wine Sold by the Bottle

While sales of wine are allowed by the bottle and by the case, these sales are for off-site consumption only. Under no circumstances should any vendor open a bottle of wine for a patron. Sales for on-site consumption are only by the sample or by the glass.

Tokens

Each paying patron will receive three (3) Estacada Uncorked Tokens. Each token allows the patron one taste. There is no monetary value to the tokens. You will not be reimbursed for tokens, but we asked you to honor them. They are part of our cooperative marketing strategy with you and Uncorked. Tokens you receive from patrons during the event will be collected at closing time by an event staffer.

Raffle item donation

Please donate an item that will be used in a raffle. Money from the raffle will be donated to a local non-profit.

Festival Age Limit

All ages are welcome to this event. Wristbands will identify those patrons wishing to enjoy alcoholic beverages. ID check and wrist banding will be done by DEC security prior to entering the event area. While vendors will also need to be banded if they want to enjoy adult beverages, there is no charge to vendors for wrist bands.

Fire Extinguishers

Any vendor with heat or flame must have the correct approved fire extinguisher in their booth area. Fire extinguishers are not supplied by DEC.

Restaurant Health Permits

All exhibitors serving food are required to obtain a special event permit from the Clackamas County Health Department. Please contact the health department direct (503-742-5300) or online: www.clackamas.us/publichealth.

I.D. Checks

Even though DEC security will conduct ID checks and wrist banding for consumption of alcohol, each and every alcohol vendor is also required to double-check the ID of any patron that appears to be 26 or younger. A wrist band is **NOT** proof of age, per OLCC. Signage at the entrance to the event will instruct patrons to keep their photo ID handy for spot checks.

Insurance Certificates

All exhibitors with food or beverage must provide DEC with a Certificate of Insurance listing the City of Estacada as a certificate holder and additional insured for the duration of the event. The Certificate shall read: *"The City of Estacada, its elected officials, officers, agents, employees and volunteers are named additional insured solely with respect to their interest in the operations of the named insured for all events to which the City of Estacada requires the insured to add them as an additional insured under a written contract or agreement currently in effect, or becoming effective during the term of the insureds policy."* Certificates must be received by **June 1, 2018**.

Liquor Liability and OLCC Permit

All exhibitors who are selling alcoholic products, whether samples or otherwise, must have liquor liability insurance listed on their certificate of insurance, and must provide DEC with a special event permit application for the OLCC with a check made payable to the OLCC for the appropriate fee. **DO NOT SEND APPLICATIONS AND PAYMENTS DIRECTLY TO THE OLCC.** Mail your event permit application to Estacada Uncorked, Downtown Estacada Commission, P. O. Box 1057, Estacada, OR 97023. All applications and checks must be received by **May 15, 2018**.

Package/Case Wine Check

DEC will have a designated Will Call area for purchases to be picked up by patrons prior to leaving the event.

Parking

After unloading and setting up, there will be ample free parking in the immediate area of the event. Watch for signs that say Event Parking.

Selling of merchandise

All vendors are encouraged to advertise and sell business merchandise to patrons.

Patron Perks

Patrons attending the event will receive a complimentary wine glass and wine tote.