



La Grande Main Street Downtown

Mission: Engage the community to create a welcoming and economically diverse downtown rooted in La Grande's history and culture.

102 Depot Street La Grande, OR 97850
541.963.1223



Dear Food / Craft Vendor,

La Grande Main Street Downtown (LGMSD) would like to invite you to join us for the Eighth Annual Eastern Oregon Beer Festival (EOBF) on August 19, 2023, at the Union County Fairgrounds. In 2022, EOBF hosted roughly 500 attendees. This year, we hope to increase the number of attendees, vendors and attending breweries.

You have the opportunity to be a vendor at EOBF, where your business will have exposure and selling opportunities at the premier, signature event of Eastern Oregon in addition to advertising opportunities for months prior to the event. Additionally, participating in EOBF helps support the growth, development and sustainability of La Grande's downtown by funding LGMSD programs.

Please review and complete, in entirety, the third-party vendor application and return to LGMSD *no later than Monday, June 12, 2023*, to reserve your space at the Eastern Oregon Beer Festival, held Saturday, August 19th, 2023.

This year, we are limiting food vendors to three (3); No food/craft vendors are permitted to offer or serve any form of alcoholic beverages or samples.

As a participant, Food Vendors agree to provide services on Saturday, August 19th, 2023, at the Union County Fairgrounds (UCFG) from 2:00 p.m. until 9:00 p.m. Craft vendors may close at 7:00 p.m., if desired; however, all food vendors must provide services until 9:00 p.m. All vendors are expected to be set up by 1:30 p.m. Setup can begin as early as 11:00 a.m. on Saturday and you will be expected to have your area entirely cleaned and vacated by 10:00 a.m. on Sunday, August 20, 2023; no overnight security will be provided. If craft vendors choose to close at 7:00 p.m., we are not able to open gates (i.e. for trailers) to exit the grounds until after the festival ends, at 9:00 p.m.

We look forward to partnering with you for this event!!

Sincerely,

Eastern Oregon Beer Festival Committee,
Hosted by La Grande Main Street Downtown (LGMSD)

Third Party Vendor Application and Contract



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Please provide contact information to ensure you receive the maximum benefits for your participation:

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Please email a high-resolution digital logo to director@lagrandemainstreet.org for inclusion in EOBFF promotional materials

Please provide information about your business and a description of food/merchandise provided, as you would like to see it presented. We will use these descriptions to select vendors to host at the festival, as well as to feature on our website and program.

This contract, dated _____, is between La Grande Main Street Downtown, host of the Eastern Oregon Beer Festival, and _____, food/craft sales vendor. Vendor agrees to provide services for the Seventh Annual Eastern Oregon Beer Festival on Saturday, August 19th, 2023 at the Union County Fairgrounds (UCFG) from 2:00 p.m. until 9:00 p.m. (7:00 p.m. for craft vendors, 9:00 p.m. for food vendors). All vendor staff must be at least 21 years of age.

Terms of Payment:

CRAFT VENDORS:

La Grande Main Street Donor: **\$25 booth rental**

Non-Main Street Donor: **\$50 booth rental**

FOOD VENDORS:

La Grande Main Street Donor: **\$50 booth rental**

Non-Main Street Donor: **\$100 booth rental**

A. Payment will be made in the form of check, cash, or credit deposit for \$_____ to La Grande Main Street Downtown by June 30, 2023.

B. Term of Payment is for the purpose of space rental and other services, such as power, etc.

C. Cancellations

a. Cancellations less than one (1) month prior to event, **will not** receive payment refund.

b. Cancellations two (2) months prior to event will receive **half** (1/2) refund.

c. Cancellations more than two (2) months prior to the event will receive a **full** refund.

Licenses and Insurance

A. Vendor will hold all proper establishment licenses issued by the appropriate local and state authority.

B. Vendor will be properly insured with at least \$_____ of general liability insurance evidenced by a properly completed certificate of insurance prepared by the insurance provider.

C. Said insurance documents must be readily available if needed/requested by vendor, and a copy provided of all appropriate licenses and insurance to LGMSD with payment.

Sales

A. Vendor will not sell or offer any alcoholic beverages or samples at the Beer Festival.

B. LGMSD will not request any percentage of vendor sales.

Please return this form, proof of all necessary insurance, along with payment made payable to La Grande Main Street Downtown

to: La Grande Main Street Downtown

102 Depot Street La Grande, OR 97850

Questions? Email Director@lagrandemainstreet.org