

## Event Booth Rules

The General Canby Days Board of Directors has established the following rules:

1. **No glow stick sales or give aways allowed.**
2. **Food vendors may sell bottled water purchased from General Canby Days ONLY. Bottled water will be sold for \$2.00. Vendors selling water NOT purchased from General Canby Days will not be allowed to sell ANY water at all at the event.**
3. **All food preparation and cooking must be done inside your booth area and NOT on the planter strip. Cooking outside of your area will result in an extra booth fee. There will be no exceptions to this rule.**
4. All booth/displays will remain open until closing time unless other arrangements are made at the time of registration.
5. No alcohol beverages of any kind may be consumed or distributed.
6. All sales will be made from inside your booth. No selling or samples in the street
7. Vendors must have the products they are advertising.
8. Food vendors must provide their own garbage cans and must keep them emptied in the dumpsters at 3rd and Grant and 4th and Grant.
9. Vendors who dump their trash in the Park garbage cans will be charged an additional fee.
10. You may not hook up more electrical appliances than you report on the registration form.
11. 1800 watts of electricity is the maximum amount provide per food booth or food booth fee paid.
12. Electricity is provided to food vendors only on a first come first serve basis.
13. If your appliance overloads the system you will be disconnected from the system.
14. Food vendors may not sell craft items.
15. Craft vendors may not sell food items.
16. You must purchase enough space to accommodate your entire booth/display.
17. You may not display items outside your booth area.
18. Your booth must not block the sidewalk or the crosswalks.
19. Vendors may not change assigned spaces without permission from the staff.
20. Food vendors must have a temporary restaurant license from Clackamas County prior to set up.
21. There is a \$25.00 fee for any bounced check.
22. You will not be allowed to pay by check in the future if your check bounces once.
23. Loud generators are not allowed.
24. Prizes are juried for appropriateness.
25. There is a 30 minute unloading time limit.
26. All cars will be out of the booth area by 9:00am.
27. Food vendors must comply with the Fire Marshal regulations.
28. Vendors do NOT get to "choose" their spaces. There is no seniority preference.

The Board reserves the right to refuse vendor participation. Violations of the rules may result in removal from the event. All decisions made by the Board are final.

## **Outdoor Event Inspection Checklist**

- Tents and canopies shall have a fire resistant rating or documentation.
- Cooking equipment shall be listed and labeled for its intended use.
- Open flame cooking devices shall be located 12” from any tent sidewall.
- All deep fat frying requires a metal lid or built in fire suppression system.
- Propane cylinders shall be secured so they cannot be easily tipped over.
- All propane hose fittings shall be inspected and shall not leak.
- Propane cylinders shall be located at least 10’ outside of tent and from any structure.
- Propane cylinders are allowed inside open-air canopies, limited to 5 gallons.
- All tents and canopies shall have at least one maintained EXIT.
- Aisles shall be maintained at a 30” minimum width.
- Tables, products, or displays shall not obstruct aisles or EXITS.
- Each cooking booth shall have a minimum of 1.) 2A 10 BC fire extinguisher.
- Any cooking tent conducting deep fat frying shall have a Type K fire extinguisher.
- Extension cords shall meet the amp requirements of the listed appliance.
- Fused power strips shall be utilized when additional outlets are needed.
- Clamp lights shall be made secure so they cannot be dislodged.
- No flammable or combustible decorations are allowed on tents or canopies.
- All firework stands require 10’ clearance in all directions.
- Fireworks stands require 20’ clearance from any ignition source.
- Booths, tent or canopies shall not obstruct any fire hydrant or fire dept. connection.

# GENERAL CANBY DAYS JULY 4TH FOOD VENDOR APPLICATION



Date \_\_\_\_\_

Contact Person \_\_\_\_\_  
person in charge of booth and setup not sponsor

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
application will be sent to this address next year

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Items being sold/distributed \_\_\_\_\_

ID # \_\_\_\_\_

Amt \_\_\_\_\_

CK# \_\_\_\_\_

Use back of application if needed. All Items must be listed.

Electricity is only available to food vendors. Please be very accurate in reporting your electrical needs. If you use more than you report or overload the system, you will be disconnected. Electricity is limited to 1800 watts per food booth space or food booth fee paid.

Wattage listing from electrical appliance being used \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Signature of person in charge of the booth the day of the event and contact person

Your signature signifies that you agree to follow all event rules.

## FEES

before April 25th	after April 25th	after June 15th
Food spaces _____ x 125.00 = \$ _____	_____ x 175.00 = \$ _____	_____ x 400.00 = \$ _____
<b>Cases of water @ 30.00 _____ 30 bottles per case</b>		

**All Spaces are 10 x 10**

## Water Sales

Food vendors can sell bottled water from their booths for \$2.00. Water must be purchased from General Canby Days and can be picked up the day of the event from the General Canby Days booth.

Order your water on your booth application. Addition water will be available the day of the event while supply lasts. Water will cost \$1.00 a bottle. There are 30 bottles of water in a case.

Vendors who bring their own water to sell will be asked to remove it and no bottled water sales from that booth will be allowed.

Bottled water sales is one of the ways General Canby Days raises money to put this event on so this rule will be strictly enforced.

**Water can not be returned for a refund of money.**

Send application and check or money order to:

**GENERAL CANBY DAYS  
PO BOX 148  
CANBY, OR 97013**

**Vendors selling outside water will not be allowed to sell any water.**

Check in time starts at 7:00AM July 4th.

Hours of operation are 10:00AM to 5:30PM.

**Booths may not be removed before 5:30 PM.**

Motor Homes will not be allowed in the booth area.

**Your assigned space number can be found at [www.generalcanbyday.org](http://www.generalcanbyday.org) after June 1st.**

For questions or information please call 503-266-5733.