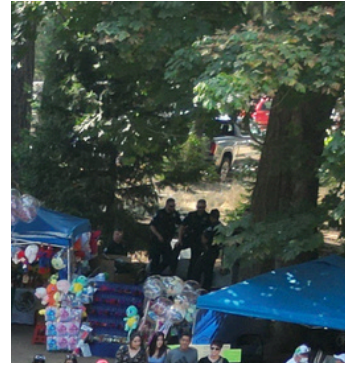
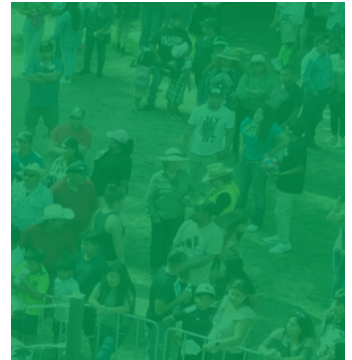




FIESTA MEXICANA WOODBURN



**AUGUST
15-17,
2025**



 City of Woodburn
270 Montgomery St.
Woodburn, OR 97071

 (503) 982-5239

 emily.tierney@ci.woodburn.or.us

VENDOR POLICIES & INFORMATION



SELECTION PROCESS

The City and the Fiesta Vendor Committee will review applications as received and will approve vendors based on the following:

- the degree to which the applicant will contribute to the diversity of event offerings
- quality of products offered and product pricing
- quality of booth setup (pictures help demonstrate) and previous vendor experience
- the degree to which the applicant's products are consistent with the nature and culture of the event

Selection of vendors is at the sole discretion of the City and the Fiesta Vendor Committee. The City reserves the right to approve, refuse, or assign space at any time. Vendors may request booth size and type (see application), however spaces are assigned by staff based on availability and the timeliness of when applications are submitted. The City reserves the right to prohibit the sale of any items listed on the vendor application.

GENERAL POLICIES

The vendor fee includes booth space, which may be located on grass, gravel, dirt, or pavement. Vendors must display a sign or banner identifying their business name and/or product offerings. Signage and banners must be clean and professional in appearance. Vendors are responsible for providing their own tables, chairs, and canopies. Vendors are not permitted to occupy any area outside of their allotted booth space. Vendor supplies and equipment must not obstruct patron traffic or otherwise interfere with the aesthetics or effective operation of the event. Vendors are only permitted to sell items that are listed on their approved application and must clearly post pricing at their booth for every product available for sale. Vendors may not transfer their booth to any individual not listed in the approved application.

INSURANCE REQUIREMENTS

All merchandise and food vendors SHALL BE REQUIRED to provide and maintain comprehensive general liability insurance of \$2,000,000 total with a combined single limit of \$1,000,000 per occurrence. Such insurance shall be primary to other insurance maintained by the City and shall name the City of Woodburn as additionally insured. It also must list the event date and location (August 15-17, 2025 - Legion Park 1385 Park Ave. Woodburn, OR 97071). A copy of such a certificate of liability insurance must be provided only once an application has been approved. Insurance is due 10 days prior to entering the park for event preparation and set-up. A failure to meet this deadline may result in the application being denied and your spot going to another vendor. Vendors CANNOT set-up without providing this insurance. Please email a copy to emily.tierney@ci.woodburn.or.us.

PERMITS

Food vendors are required to secure a Marion County Health Department Temporary Restaurant License. A copy of the license and all required food handlers cards must be on hand during the event. All employees must also have a valid Food Handlers Permit. For more information call 503-588-5346 or visit: <https://www.co.marion.or.us/HLT/PH/EHS/inspections/Pages/default.aspx>

Please see Woodburn Fire District Public Event Requirements for information on fire safety protocols located on our website at: <https://woodburn-or.gov/community-services/webform/fiesta-vendors>
Food trucks need a fire safety permit and should contact the Woodburn Fire District for more information at (503) 982-2360.

VENDOR POLICIES & INFORMATION



CLEANLINESS/HOUSEKEEPING

Vendors are required to maintain the cleanliness of their vending area, which includes regular litter pick up. VENDORS MUST PLACE ALL GARBAGE AND RECYCLING IN THE CORRESPONDING PROVIDED DUMPSTERS LOCATED AT THE PARK, NOT IN THE CANS USED FOR EVENT GUESTS. Vendors must NOT dump contaminated water, grease, oil, bleach water, old coffee, etc. in the park or storm drainage system. A holding tank system will be provided for this purpose and for vendor convenience.

ELECTRICITY

Electricity will be available at most booth locations, with priority given to food vendors. As available, vendors will be provided with access to ONE 20 amp, 120 volt circuit. All electrical equipment MUST not require more capacity than can be supplied by one 20 amp, 120 volt circuit. All electrical equipment must be in sound operating condition and will be tested for use during event set-up hours. Electrical equipment that is not in sound operating condition will be disallowed. Vendors are only permitted to use low wattage florescent or LED lighting. Vendors are only permitted to use electrical equipment listed on their application so PLEASE LIST ALL ELECTRICAL APPLIANCES AND VOLTAGE/AMPERAGE USAGE ON THE VENDOR APPLICATION FORM.

PROHIBITED ACTIVITIES

Vendors are only permitted to sell items which were listed in their approved application. Vendors are prohibited from occupying and/or soliciting outside their rented booth area. Vendors are not permitted to play music or utilize sound emitting or amplifying devices; including bullhorns, megaphones, CD players, and PA systems. Smoking is not permitted in the park during the event. Alcohol is not permitted on site during the event. Beverages shall not be sold in glass containers. Unless otherwise permitted by law, animals are not permitted in any vendor booth or space. TARPS MAY NOT BE USED BY VENDORS DURING THE EVENT'S OPEN HOURS. Any noncompliance is grounds for removal from the event with no refund of fees or reimbursement for expenditure.

PROMOTION & SPONSORSHIPS

In the case of any approved sponsorship requests, vendors will be subject to the terms of said sponsorship contract.

Additional promotional and sponsorships opportunities are available to all vendors for an additional fee. Indicate your potential interest on the application form or contact Emily Tierney at emily.tierney@ci.woodburn.or.us or call 503-982-5239.

HOURS OF OPERATION

The Fiesta Mexicana event will be open according to the following schedule:

- Friday August 15, 12:00 PM – 11:00 PM
- Saturday August 16, 10:00 AM - 11:00 PM
- Sunday August 17, 10:00 AM - 10:00 PM

VENDORS ARE REQUIRED TO BE READY AND OPEN FOR BUSINESS DURING ALL EVENT HOURS LISTED ABOVE UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. Vendors may open for business prior to the stated time above but may NOT be open for business after the event hours. The admission gates may open early for the soccer and pickleball tournaments and vendors have the option of opening early for business, as well. The City reserves the right to change the event hours at any time. The event will occur outdoors, and as such, inclement weather is a possibility. The event will be conducted rain or shine, and in the case of extreme weather conditions, the City may choose to cancel the event. In this case no vendor refunds will be made.

VENDOR POLICIES & INFORMATION



SET-UP AND TEAR-DOWN

Vendors are permitted to set up from 8:00 AM until 5:00 PM, Thursday, August 14, 2025. All FOOD VENDORS and NEW vendors are required to attend the 10:00am orientation meeting to review important event policies. Overnight security will be provided from Thursday evening through Monday morning, August 14-18, 2025. Vendors must remove all supplies and equipment by 12:00 PM, Monday, August 18, 2025. VENDORS ARE RESPONSIBLE FOR REMOVING ALL TRASH AND LEAVING THEIR BOOTH AREA IN A CLEAN CONDITION. Failure to do so will result in non-acceptance for the following year's event.

VEHICLES & PARKING

Vendors are permitted to drive vehicles (including trailers) into the park to unload supplies during hours that the event is closed to the public. This includes set-up hours on Thursday, August 14th, 2025, as well as each morning between the hours of 6:00am through that event day's start time (see hours of operation). Each vendor will be given ONE vendor parking pass per approved booth space. The parking pass will be made out to the contact listed on the approved vendor application. This pass will allow ONE vehicle to park in the vendor area at the rear of the park (entrance off Queen City Blvd). Vehicles without a pass will not be allowed through this entrance. ONLY trailers can be left overnight in the vendor parking lot but must always accompany a vehicle with the approved parking pass upon entry. Any vehicles left overnight may be towed at the owner's expense.

EMPLOYEE WRISTBANDS

Vendors will be granted a limited number of wristbands for employees to enter the park. Vendors and employees are encouraged to enter the park through vendor entrance (off Queen City Blvd) and must show their wristbands at this entrance. Vendors who enter the park through the main entrance (off Park Ave.) will be required to pass through the security check point. Wristbands are for vendors ONLY. Vendors must list the names of all employees on their application and request the number of wristbands needed for the 3-day event.

APPLICATION ACCEPTANCE & WAITLIST

Vendors will be notified of approvals by July 15th. Upon approval, insurance will be required and must be emailed to emily.tierney@ci.woodburn.or.us directly from your insurance agent. Insurance documentation must be provided 10 days prior to the event set-up day. Payments are due within 30 days of your application being approved. Failure to meet these deadlines may result in the application being denied and your spot going to another vendor.

Additionally, vendors will be notified if their application has been placed on a waitlist or denied by July 15th. If placed on the waitlist, vendors may be contacted at any point leading up to the event and payment and insurance will be due by set-up on Thursday, August 14th.

DEADLINE FOR APPLICATIONS

The deadline for all applications is June 15th, 2025 by 5:00pm. Any applications submitted after this deadline will not be considered.

VENDOR CANCELLATIONS

Any cancellations after vendor approval must be made in writing no later than 14 days prior to the event in order to receive a full refund. Any cancellations made after the 14 days may only receive a partial refund or none at all depending on the ability to fill the booth space.

VENDOR POLICIES & INFORMATION



FEES AT A GLANCE:

FOOD VENDORS	BOOTH SIZE	TOTAL FEE
Food - Pavilion	12' x 17'	\$960
Food - Medium	10' x 20'	\$925
Food - Small	10' x 10'	\$595
NON-FOOD, ARTISAN, NON-PROFIT VENDORS	BOOTH SIZE	TOTAL FEE
Non-Food - Medium	10' x 20'	\$860
Non-Food - Small	10' x 10'	\$535
Non-Profit & Artisan	10' x 10'	\$360

BOOTH SIZE & TYPE

Any requested booth size and type may be changed to fit the space availability and correct booth type. You will be notified if approved and for what size and type. Please consider this along with all other vendor policies and information before submitting an application.

ARTISAN AND NON-PROFIT VENDORS

Artisan and non-profit organizations must abide by all guidelines and fees. An artisan is defined as those whose artwork, trade, handicraft and/or cottage craft products displayed and/or offered at the event are original creations by the artisan, produced in limited quantities, and are handmade works of art, as determined by the City and/or vendor committee. Work created by a large production process, kits, commercial design and workshops are not considered an original creation and shall be categorized as a non-food vendor.

Any non-profit organization providing food items shall be categorized as a food vendor and shall meet all guidelines and fees under that category. To be considered a non-profit organization, the organization must be registered as a non-profit with the State of Oregon. There may be some volunteer opportunities for non-profits to off-set the cost. Contact the office at 503-982-5239 for more details.