



Thank you for your interest in the 2022 Western Days Festival in Prineville, OR!

After experiencing over a year of COVID restrictions, we were able to produce a Western Days Festival last summer that looked a bit different and was MUCH hotter than usual! I greatly appreciate all of the vendors, supporters, and attendees who beat the 110+ degree heat to support the event.

The main change to the 2021 event was the move of the festival to Ochoco Creek Park (it was in Pioneer Park). This was necessary to provide the social distancing required by the state and health department. I spread all vendors 10' apart (which allowed every vendor 3 sides to sell out of) with much wider aisles and many places for attendees to rest. Overall vendors were very happy with these changes and the post event survey indicated that vendors wanted to keep those changes in place for the 2022 year.

It is unknown what the COVID guidelines will be in June 2022, and I know that not everyone agrees with the COVID-19 guidelines, however if you do not adhere to the rules set out, you are risking the future of the event, as well as my personal business and insurance. Please do all that you can to follow the rules.

Prineville Western Days is always held in conjunction with the Crooked River Round-Up PRCA Rodeo, which runs at 7 pm on Thursday, Friday, and Saturday nights. Western Days is Friday and Saturday. The very well attended Rodeo Parade is still planned for Saturday morning starting at 10 am on the west end of town (it one block away from the park around 10:30 am). Ochoco Creek Park still has an abundance of parking all around it (the park is 5 blocks long) and a large, well-utilized children's play area on the east end.

The hours for 2022 will be: **Friday, June 24—1 pm-7 pm & Saturday, June 25—9 am-5 pm.**

If you are coming from outside of the area, please reserve your hotel room or RV space as early as possible. Rodeo weekend packs the town full of visitors and makes it often difficult to get lodging close to the event dates.

As someone who has produced events and been a vendor for over 20 years, my goal is to always make this the best experience I can for all of you. My motto is 'Happy Vendors Make Successful Events'. Thank you for your interest in this great annual event!

For more information about being a vendor, sponsor, or to volunteer – please contact me at:

Brandi (Hereford) Ebner, Owner
One Decision Management, LLC
503-551-3072 | PrinevilleWesternDays@gmail.com

2022 Western Days Festival POLICIES, PROCEDURES, RULES & REGULATIONS

1. **VENDOR SET-UP:** Thursday, June 23 between 2-6 pm and Friday, June 24 between 8 am-Noon. Absolutely no late set-up allowed. ALL VENDORS NEED TO BE READY FOR CUSTOMERS AT 1 PM ON FRIDAY. If your booth is not set-up by the time the event opens, you will forfeit the space and all fees associated with it. You will be able to drive into the park on Thursday only, so please plan to unload large items then. Friday morning you will only be able to walk into the park with items.
2. **EVENT HOURS:** Friday, June 24th- 1 pm-7 pm and Saturday, June 25th - 9 am-5 pm.
3. **VENDOR MOVE-OUT:** Saturday, June 25th - 5-9 pm (no vendors will be allowed to tear down prior to 5 pm – no exceptions). Any vendor who begins to tear their booth down before 5 pm will forfeit the opportunity to attend future Western Days Festivals. All vendors must be 100% removed from the park by 9 pm.
4. **BOOTH DETAILS:** One Decision Management, LLC (ODM) has the right to refuse any type of vendor to protect the integrity of this festival. The goal is for the majority of vendor spaces to be art/craft/western/retail related in the future. Political related vendors are not allowed. Tents, tables, chairs, etc. are not included in booth space rental, and must be brought by the vendor. Please note that all spaces are 10'x10', larger tents will not be accommodated unless larger spaces are purchased. All spaces are pre-assigned and you will receive confirmation of your space once payment and application is received. **NOTE: ALL OF YOUR BOOTHS MATERIALS MUST REMAIN INSIDE YOUR 10'X10' AREA—PLEASE DO NOT EXPAND INTO THE AISLES.**
5. **PETS:** are allowed; however, vendors are responsible for pet behavior, pet waste, and any complaints. Pets **MUST** be on a leash at all times.
6. **ELECTRICITY:** Limited electricity is available this year in Ochoco Creek Park - mostly for food vendors. Please plan accordingly.
7. **INTERNET SERVICE:** No WiFi is available in the park.
8. **BOOTH SIZES AND FEES:** In 2022, all booths will be \$100 per 10'x10' with every booth having all all sides unrestricted.
9. **SOLICITATION:** No solicitation or sales should be made outside of your space, please do not send people out into the park or to other vendors with coupons, raffle tickets, etc.
10. **HOW TO SECURE YOUR SPACE:** To reserve a space, please complete and submit the vendor application/contract to the One Decision Management office along with space payment. The vendor fee can be sent as a check, via our website PayPal button, or by calling our office with a credit card. **No space will be assigned or held without an application on file AND booth payment.** Booths are sold on a first-come basis until the event is filled. There are NO REFUNDS of booth fees.
11. **DELIVERY / STORAGE:** The Western Days Festival (WDF) and ODM is not responsible for any lost or stolen materials. No deliveries will be accepted, vendors must bring all products with them.
12. **SIGNAGE LIMITATIONS:** Vendors shall not erect signs or display products obstructing the view of, causing potential injury to, or disadvantageously affecting the display of other vendors. Vendor shall not affix to surfaces of the park any advertisements, signs, etc.
13. **SECURITY:** Security is provided from 7 pm on Thursday and Friday nights to 7 am the next morning. The WDF and ODM assumes NO responsibility for materials left in the booths. Please plan to take valuables with you.
14. **PARKING:** Parking is free and can be found around the park. There may be reserved parking for vendors.
15. **RV / TENT CAMPING:** RV's are not allowed in or around the park (with the exception of our staff trailer). You must camp at a designated campground in the community. Tent camping is allowed in the park in your booth space on Thursday and Friday nights, but tents must be removed by 8 am in the morning. There are no shower facilities onsite.
16. **SOUND DEVICES:** No sound device (stereos, CD players, etc.) shall be allowed unless they are an integral part of the items on sale or display. Any sound devices, PA amplification or vocal pitch sales must not interfere with the activities and sales of other vendors. The WDF and ODM reserves the right to adjust volumes or eliminate completely any such item that is deemed in their sole opinion disruptive to other vendors.
17. **AUTHORIZED PRODUCTS/EXCLUSIVES:** Only those products or services listed on the vendor application is allowed. Substitutions or additions must first receive expressed written authorization from the WDF prior to being presented at this event. Any unauthorized substitutions of products or services constitute a material breach of this Agreement and may result in the immediate termination of this Agreement. The WDF does not offer exclusive rights for any type or product or company, if your company has corporate rules about this, please abide by them.
18. **PROHIBITED ITEMS:** The following are prohibited: a) Helium Balloons, b) Sticky backed giveaway items, and c) Candles or any items with flame.
19. **RAFFLES:** Promotions such as raffles, prize drawings, lottery or other games of chance must comply with all applicable laws and regulations including the approval of the Oregon Department of Justice.
20. **FIRE & SAFETY:** All materials including decorations and signs utilized must be flame retardant. Proof of such flame retardant treatment shall be made available upon request. All aspects of Vendor activities must fully comply with Fire Marshal directives concerning public safety, including, but not limited to, access, materials, electrical appliances and cords.

2022 Western Days Festival TERMS AND CONDITIONS OF AGREEMENT

- 1. COMPLIANCE:** Vendor assumes the sole responsibility and expense to utilize the leased space in full compliance with all applicable federal, state and local statutes, ordinances, and rules and regulations including, but not limited to, licenses, taxes and Fire Marshal regulations. Non-compliance to any rules or regulations or default in the payment of booth fees as required constitutes a material breach and may result in the termination of this Agreement and the forfeiture of the booth space rental. Vendor agrees to forego any and all claims which might arise by reason of the terms of the Agreement and Vendor shall have no recourse of any kind against the WDF and the ODM.
- 2. ASSIGNED SPACE:** No soliciting or other activities outside of assigned booth space is permitted. Vendor shall operate strictly within the limits of their assigned space, not in the aisles or common areas. The booth must be manned at all times during the open hours of the show and kept clean and presentable. Absolutely no signs or posters may be posted outside of your booth.
- 3. LABOR:** Vendors are responsible for providing or arranging all necessary labor in transporting, unloading, erecting, booth show staffing, dismantling and loading of displays and all booth materials.
- 4. VENDOR CONDUCT:** Vendor to maintain exemplary business practices at all times. For consumer protection, the WDF and ODM reserves the right to terminate this Agreement at any time for reasons of realized or perceived impropriety or in ODM's sole opinion dubious business practices or behavior detrimental to the show by Vendor. Vendor assumes full responsibility for all persons connected with Vendor's participation in this Event including all its employees, agents, invitees and contractors.
- 5. DAMAGES RESTORATION:** Vendor shall not cause or permit anything to be done to the park that shall in any manner deface or alter the facilities. Vendor assumes sole and complete responsibility for any damage to the park that is done by Vendor, Vendor's staff, agents or employees. Vendor will pay to the WDF and the ODM upon demand such sum as shall be necessary to restore the park to their original pre-event condition.
- 6. NON-GUARANTEE:** The WDF and ODM makes no guarantee or warranty, express or implied, as to the profitability or potential loss to or of Vendor with regard to Vendor's participation in this event. The WDF and ODM shall not be responsible for any financial loss or other damage arising out of Vendor's use of the facility or force majeure events. This is a rain or shine outdoor event with no refunds for weather related issues.
- 7. CANCELLATION:** **There are no refunds of vendor fees once submitted if the event happens. For extenuating circumstances, or if the event is cancelled by ODM, your booth fee will be moved to next year's event, however you must fill out and application and request your space as any other vendor would.** Any forfeited funds constitute liquidated damages for the direct and indirect costs incurred by the WDF and ODM. Vendor agrees the ODM's actual loss and damages for Vendor's default may be difficult to ascertain, that the ODM's collection and retention of this sum represents a reasonable estimation of its actual loss and that this provision does not constitute a penalty.
- 8. FORCE MAJEURE:** If any casualty or unforeseen occurrence renders the fulfillment of this Agreement by the WDF or ODM impossible or impracticable, including, without limitation thereto, the requisitioning of the facility by the US Government or any instrumentality thereof, labor dispute, acts of God, riots, power failures, fire damage and any other conditions beyond control of the parties, then this Agreement shall be terminated. The Vendor hereby waives any claim for damages or compensation from ODM on account of such termination.
- 9. INSURANCE:** Insurance is encouraged, at the vendor's sole cost and expense, during the period in which the vendor participates in this Event. General Liability insurance with bodily injury and property damage coverage of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate is recommended. Vendor warrants that by submitting this application, they have adequate insurance coverage to participate in this event. The parties agree that the specified coverage of limits of insurance in no way limits the liability of the Vendor.
- 10. INDEMNIFICATION:** Vendor agrees to indemnify and hold harmless the Western Days Festival and One Decision Management LLC, including its principles, agents, officers, employees and the WDF's contractors and invitees from all claims, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by an act, omission or neglect of Vendor, including principles, agents officers, employees, invitees or contractors which occur in or around the Event Center. Vendor agrees to use and occupy the Vendor booth space at Vendor's own risk, and hereby releases the WDF and ODM and the WDF's contractors and invitees from all claims for any damage, loss or injury to persons, property or profits occurring in or about the Event Center, including, but not limited to damages, loss or injury to persons, property or profits resulting from the acts of other Vendors, theft, vandalism, fire and other casualty events or damage. Such indemnification by Vendor shall apply unless such damage or injury results from the sole negligence or willful misconduct of ODM.
- 11. ATTORNEY FEES:** If any action is brought to enforce the terms of this Contract, the prevailing party shall be entitled to attorney fees from the losing party in an amount as may be adjudged reasonable by the court, including an appeal.
- 12. GOVERNING LAW AND ENFORCEABILITY:** This Agreement shall be governed by and construed in accordance with Oregon State Law. If any term or provision of this Agreement is determined to be void or unenforceable, the remainder of this Agreement shall remain enforceable and in effect, as if that void or unenforceable provision was not included.



2022 WESTERN DAYS VENDOR APPLICATION

Fri., June 24 - 1-7 pm

Sat., June 25 - 9 am-5 pm

SUBMIT TO: Western Days Festival
3497 NW Rollo Road, Prineville, OR 97754
Please do not stop by—this is my home.
~OR email to:
PrinevilleWesternDays@gmail.com

(Company name, website, and booth description will be used on the Western Days website, Facebook page, and possibly other places promoting the event; your website will be linked when possible. Please email me your logo or a photo of your booth to use in marketing.)

Company/Organization: _____

Contact Person & Title: _____

Contact Phone Number(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Website: _____

Please describe what products or services you will be exhibiting, selling, or promoting (this description will be used to promote you). Any company that will be represented in your booth must be listed, WDF staff reserves the right to limit to 1 sales rep per MLM company: _____

Booth Fee: (#) _____ 10'x10' booth in the park x \$100 **TOTAL DUE** \$ _____

****Food booths, please contact me prior to filling out this application.****

You may pay by credit card on our website or by calling me at 503-551-3072.

Booth Preference (please list according to map): Same as last year: _____ 1st Choice: _____ 2nd: _____ 3rd: _____

Please Note Any Requests (i.e. being next to another vendor, need electricity, etc.): _____

PLEASE READ ALL VENDOR INFORMATION CAREFULLY PRIOR TO APPLYING FOR SPACE. By submitting this application (signed below), you are stating that you have read, understand, and will abide by all EXHIBITOR POLICIES, PROCEDURES, RULES & REGULATIONS AS WELL AS THE TERMS & CONDITIONS OF BEING A VENDOR AT THE 2022 WESTERN DAYS FESTIVAL. THIS INCLUDES COVID-19 GUIDELINES OF WEARING A MASK WHEN NEEDED AND SOCIAL DISTANCING AT LEAST 6' FROM OTHERS.

Signature _____

Date _____

OFFICE USE ONLY Pymt. Method _____ Received Date: _____ Booth # _____