



STANDARDS OF OPERATION 2018 BAKER COUNTY MINERS' JUBILEE

www.minersjubilee.com



490 Campbell Street, Baker City, OR 97814

Phone: 541-523-5855/ Fax: 541-523-9187

info@visitbaker.com/ www.visitbaker.com

BE PREPARED BEFORE YOU COME

☐ Completed contracts with fees and insurance binder must be received by the Baker County Chamber of Commerce **no later than May 1, 2018 for the best price and space selection**. Any amount paid will be refundable with written notice up to and including May 1, 2018 (see #9 "Termination" in Vendor/Exhibitor contract). If your contract has not been received by May 1, 2018, with all fees paid and an insurance binder with the Baker County Chamber of Commerce as additional named insured, your regular space will be reassigned, and any deposit money will be forfeited.

☐ All food vendors must have a temporary Food Handlers License or temporary restaurant license. For licenses and information call the Health Department at **541-473-5186**.

☐ **All booths must have a Class ABC Fire Extinguisher in the booth. And all Booths using hot oil must also have a Purple K Extinguisher for grease and oil. Any vendor found without the required Extinguishers will be shut down by the Fire Department and/or the Baker County Chamber of Commerce. Vendors must protect the lawn under the fryer/cooker from damage.**

☐ **Product Limitations:**

Vendors will not be allowed to sell or display items designed for personal defense (i.e., knives, guns, blowguns, throwing stars, brass knuckles, etc.). Fireworks of any description are prohibited. Similarly, T-shirts or other items with pictures or sayings that are sexually oriented, alcohol or drug abuse related are considered inappropriate for Miners' Jubilee and are prohibited. The Jubilee Coordinator and/or Baker County Chamber of Commerce has sole discretion to determine if an item proposed for sale or display is inappropriate. Items that are requested to be pulled off display will NOT be sold during Miners' Jubilee. Failure to comply with these requirements will be cause for removal from show and possible expulsion from future events.

☐ **INSURANCE:**

Vendor agrees to provide a certificate of insurance for not less than \$500,000.00 combined single limit bodily injury and property damage.* Vendor selling or distributing a consumable food product must have no less than \$500,000.00 combined single limit products liability coverage. The Vendor shall be named insured on the policy and the insurance policy will name "Baker County Unlimited, its affiliates, subsidiaries, officers, directors, agents and employees" as additional insured thereon. Vendor agrees to provide the Baker County Chamber of Commerce with written proof of such insurance as a **precondition** to using the premises referred to herein.* **This contract shall not be in force until compliance with insurance requirements has been met. No exceptions.**

Please note:

To support local arts the Baker County Chamber of Commerce has lowered the booth fees in a portion of the park to encourage local artists and craftspeople to bring their handmade items for sale. If you do festival, flea markets, and events like this full time/semi full time and this is a primary source of

income you are a commercial vendor. If you are a local (Baker, Union or Wallowa County) artist and are participating in Art in the Park as a supplemental income with your hand made work, you are welcome to be in the Art in the Park side. If we see manufactured, kit made or mass produced items we will ask you to put those items away. **If you have violated the honor system** and have a significant portion of your booth in manufactured items, we collect from you the balance owed for a commercial booth.

ONCE YOU'RE HERE

Please don't arrive early. We do not have authorization to be in the park before 8:00 a.m. Please check your map for location of your booth space, and check in with the Jubilee Coordinator at the information booth when you arrive for set up instructions.

MANDATORY SETUP TIMES

All booths must be set up on Thursday,
All Commercial, Food and Non-profits, Thursday, July 19 8:00 a.m. - 1 p.m.
All Artisans & Crafter booths Thursday, July 19 1 p.m. - 6 p.m.

SELLING TIMES

Friday July 20 9:00 a.m. - 7:00 p.m.
Saturday July 21 9:00 a.m. - 7:00 p.m.
Sunday July 22 10:00 a.m. - 3:00 p.m.

Questions and concerns during these hours should be addressed to the Jubilee Information Booth. Vendors and Exhibitors are permitted to open earlier or remain open later at their own risk.

Important to notes:

- We require that you attend to your booth at all times during the exhibit open hours listed above. **You may not remove your booth or close your booth** until after operating hours each evening. Any vendor that closes their booth prior to listed operating hours below will not be asked back for future Jubilees and will not receive their refundable deposit back.
- Booths and products may be left intact in the booths, **at your discretion**. The park will be patrolled from 10:00 p.m. to 7:00 a.m. starting Thursday night. The Baker County Chamber of Commerce is not responsible for articles left in booths. If you remove items, you must do so after selling time, and restocking must be done prior to selling time the next day. **No cars will be allowed in the park after 8:00 AM each day of Jubilee.**
- No motor home units, campers, or personal vehicles will be allowed to park in the Jubilee exhibit area. We encourage you to make reservations at local lodging/RV parks early. **There will be no overnight camping in the park.**
- Please leave parking around the park available for customers.** Observe No Parking and Handicapped parking areas. Loading zones will be supervised and open parking is available north of Campbell on Grove and D Street. This is where vendors should park daily. If you are parked in a No Parking zone, your vehicle can be towed at owner's expense and you risk losing your deposit.
- Each vendor must bring their own 30-gallon garbage can** to be placed in front of your booth for customers to use. All garbage is to be dumped in the dumpsters provided.
- Please be very careful of sprinkler heads and waterlines in the park area** (see #6 "Housekeeping" in Vendor/Exhibitor Contract). We try to mark these clearly, but if you have any questions, please ask. If you are using stakes of any kind, make sure they are at least 2 feet from the curb or sidewalk.
- All picnic tables must remain in their designated locations.** If you move a picnic table, you will be required to return it to its original place. Tables are reserved for the Special Breakfasts on Saturday and Sunday mornings.

AS YOU LEAVE

- Please practice extreme caution** when setting up and tearing down your display. You may be required to replace a plant, shrub, or a tree or pay for the repair of the sprinkler system.
- Leave us your comments, and suggestions for future vendor events in the park
- Plan to check out of the park by 6 p.m. Sunday, July 22

CHECKLIST

- o Application, booth photo and proof of insurance to the Baker County Chamber of Commerce by May 1.
- o If food booth, submit your Jubilee menu with application
- o Check map in acceptance letter to locate booth space designated and check in with coordinator at park on arrival
- o All booths set back requirement - 7' from the sidewalk
- o Be aware of sprinkler heads, shrubs, trees and plants while setting up and tearing down
- o All booths must be set up on Thursday before 7 p.m.
- o Appropriate Fire Extinguisher in booth
- o 30-gallon garbage can and liners

WAYS TO MAKE YOUR JUBILEE EXPERIENCE A GOOD ONE:

PLAN AHEAD

Get your application, including photo and insurance in by May 1 for best chance at your first choice spot. Make lodging reservations early, since hotel, motel and RV parks fill up early for Jubilee weekend. Think about coming early for Hells Canyon Motorcycle Rally July 12-15 in Baker City and staying through Jubilee. For more information on HCMR, contact Kurt Miller at btc@fmtc.com.

KEEP UPDATED

If you have questions before you arrive, please contact the Jubilee Coordinator at 541-523-5855, or info@visitbaker.com. Stay abreast of event schedules and other Miners' Jubilee information at www.minersjubilee.com.

PREPARE FOR CONTINGENCIES

Mid-July weather is hard to predict. Be prepared for hot, cool or thunderstorm conditions if they arise. Be sure to bring the appropriate fire extinguisher, garbage can and copy of your approved application with booth assignment and proof of insurance.

MAINTAIN AN ATTRACTIVE BOOTH

Attract customers with a friendly service, a welcoming booth and well-kept area. Consider a drawing for a free item to encourage traffic to your booth and to capture the names and email addresses of prospective customers for follow-up marketing. "Take one" or free samples also entice Jubilee customers to visit your booth.

PROMOTE

Each vendor will be included on the website listing, and on a map and listing of park activities in the Miners' Jubilee section published by the Baker County Chamber of Commerce on July 18 and distributed at the Jubilee information booth. You can advertise on the website or in this section with your menu, product offering or demonstration schedule by contacting the Baker County Chamber of Commerce and Visitor Bureau at 541-523-5855. Be sure to bring business cards or brochures with your name, email, website and contact information for customers.

SHOW HOW IT'S DONE

Schedule some time for demonstrations of your work for the public to stop and watch. Demonstrations are a fantastic way to sell more work, encourage others to become involved and make the park more festive. Email your demonstration schedule to the Baker County Chamber of Commerce before July 1, 2018 to be included in

promotional materials. (info@visitbaker.com) When using social media to promote your booth, be sure to use #minersjubilee so we can share to our social media.

HAVE FUN

Jubilee is a time of reunions, when families and classmates gather and former residents come back to visit old friends. Part of their Jubilee enjoyment comes from the goods they can browse in the park, so they are looking forward to meeting you. Have fun and remember that we're glad to have you here.

Complaints, Questions, or Concerns:

Please direct any complaints to your Jubilee Coordinator at the information booth, or contact the Baker County Chamber of Commerce at 541-523-5855 or info@visitbaker.com. Security and safety issues should be called to our attention immediately.