

## Ashland Chamber of Commerce

# 2019 Old-Fashioned 4th of July

P.O. Box 1360 Ashland, OR 97520 (541) 482-3486 Fax (541) 482-2350  
www.ashlandchamber.com

## Non-Profit Food Booth Letter and Application

### Dear Booth Participant:

Join us for Ashland's Old-Fashioned 4th of July Celebration - Thursday, July 4th, 2019. Our annual Celebration includes a run organized by the Ashland Parks & Recreation, followed by a Parade enjoyed by over 20,000 spectators each year. After the parade concludes, there are over one hundred booths in Lithia Park featuring food, crafts, information and a Family Activity Zone while bands, including the Ashland City Band, perform all afternoon at the Lithia Park Bandshell. In the evening, enjoy the spectacular Fireworks which are visible all throughout town.

### Ashland's Old-Fashioned 4th of July Mission Statement:

The mission of the Ashland Chamber of Commerce's Old-Fashioned 4th of July Celebration is to create and operate a long-standing historic Ashland tradition to celebrate our country's independence, freedom and liberty through this annual event. The Celebration includes the parade, park activities, family activity zone, live music and fireworks – all being meant for a family-friendly audience and to embrace community building by promoting a welcoming atmosphere for all individuals through encouragement and acceptance of one another without judgment or exclusion as to differences in race, sexual orientation, religion, ethics, beliefs or political affiliation. This is something we embody with each of our events throughout the year. Each year for the Old-Fashioned 4th of July Celebration, our Planning Committee selects a unique theme to honor in the Parade and through our Grand Marshal(s). Local Dignitaries and Veterans are also honored. All Participants must adhere to this mission when in our event permit areas. To learn more about the Ashland Chamber of Commerce or the annual 4th of July Celebration, visit [ashlandchamber.com](http://ashlandchamber.com).

### NOTE: ALL APPLICATIONS WILL BE SELECTED IN ACCORDANCE WITH OUR MISSION

### 2019 Lithia Park Vendor Booth Timeline (subject to change):

- 5:30 AM: Upper Winburn Entry Gate opens, permitted vehicles are allowed into the Park and setup begins
- 8:00 AM: ALL Vehicle Entry PAST WINBURN EVENT CHECKPOINT GATE (2) CLOSSES FOR ENTRY
  - ALL traffic and vehicle entry into Lithia Park will NOT BE PERMITTED after 8:00 AM sharp
  - Park Entry Past the Bandshell Gate closes for ALL Permitted Event Vehicles
  - Food Booths: Setup must be completed by 8:00 AM for the Fire Marshal and Health Department inspection
- 8:45 AM: ALL vehicles must be out of Lithia Park staging area by 8:45 AM – NO EXCEPTIONS
- 9:00 AM: Early Booth Viewing in the Park begins
- 10:00 AM: Parade begins at Triangle Park
- 4:00 PM – 4:30 PM\*: Booths may begin breaking down & Vehicles may re-enter for teardown (depending on pedestrian traffic)
- 6:00 PM: All booths must be cleaned up and have exited Lithia Park. No exceptions.

**\*Booth Teardown and Vehicle Re-entry** are based on pedestrian traffic and instructions we receive from the Ashland Police Department (APD). If there is an opportunity to teardown early to due high temperatures and pedestrian traffic has cleared, each booth will be notified by a Park Official or member of APD. PLEASE AWAIT INSTRUCTIONS from Parks Officials. Parks Officials will provide each vendor with teardown and re-entry information as it becomes available. Do not start teardown or attempt to bring a vehicle into the Park before you are given explicit and official instructions.

**2019 Lithia Park Non-Profit Food Booth Fee** (rental of space only, no tables/canopies/etc. provided): **\$175 Must be partnering with a Non-Profit and the Non-Profit must be the organization to apply in order to qualify.**

### Booth Space Size:

Booth Space Size: 18' WIDE, SIDELINE TO SIDELINE, BY 18' DEEP – Booths may not extend beyond the 18' depth towards the road (this includes Roof Shade Extensions and/or Wares that impact the booths adjacent to your booth).

## Handouts:

The Ashland Chamber of Commerce takes steps each year to lessen the amount of trash generated in an effort to make this event more sustainable. Please help us by being mindful of the materials you bring to the event that will become trash:

- As opposed to handouts - consider social media, email lists or a website address in your booth space to engage visitors.
- When possible, use as few disposable products as possible and encourage others to recycle. Examples of disposables: cups, single-serve condiments and disposable cutlery.
- Think of items that require less constituents and/or packaging materials. Cardboard can go into the Commingle Bins in the Park, but MUST be broken down first. In your confirmation packet, you will receive a list of items which can be recycled in the Park that day.
- The Ashland Chamber of Commerce supplies portable drinking water stations in the park. Please bring reusable water bottles and stay hydrated.
- To avoid a cleaning deposit fee, please let us know what measures you are taking to avoid making trash and confirm that you will clean up your booth area at the end of the event.

## To Apply:

We request that you read and understand fully the above Mission Statement and Parks Rules & Regulations attached with this letter. **By signing your Booth Application, you acknowledge that you, and everyone involved with your booth, will uphold all Rules & Regulations and adhere to the event Mission Statement set forth by the Ashland Chamber of Commerce.**

1. Complete all of the information requested (a Booth Application is attached)
  - 1A: Please supply proof of your Non-Profit tax status by Non-Profit ID number or your application cannot be accepted.
2. Read the Parks Rules & Regulations carefully
3. REQUIRED FOR ALL FOOD BOOTHS: A Temporary Restaurant License is required from the Jackson County Health Department and Food Handlers Permits, 1005 E. Main, Medford, (541) 774-8206 OR visit: <http://jacksoncountyor.org/hhs/Environmental-Public-Health/Food-Services/Temporary-Restaurants>  
**NEW for 2019:** Booths must submit these materials (proof of approval) before a confirmation packet can be sent. **Due by June 24th, 2019.**
4. Sign the application where indicated and return your Booth Application and your entry fee to:

Ashland Chamber of Commerce  
110 E. Main Street or P.O. Box 1360, Ashland, OR 97520  
OR by email to Kelsey Frantz - [kelsey@ashlandchamber.com](mailto:kelsey@ashlandchamber.com)
5. Booth Fees can be paid online at: [ashlandchamber.com/4thofJuly](http://ashlandchamber.com/4thofJuly)

## Space Preference, Deadline and Cancellation Policy:

As in the past, spaces are allocated on a first-come basis. In all instances, the deadline for receipt of application and fee is **Friday, June 28th, 2019**. We will honor requests for specific locations, but only in the order received. You are urged to send your application and fee without delay.

Your application must be received by the Ashland Chamber office no later than Friday, June 28th, 2019.

We would like to be able to accommodate everyone who wants a booth, but there are often more applicants than space. A \$25 cancellation charge will be subtracted from the returned fee through June 28th, and no space refund will be given after June 28th.

## Confirmation Packet:

After we have processed your application, if approved, you will receive a confirmation packet by mail which includes your booth number(s), maps, final instructions and other important materials.

The Ashland Chamber office is open Monday-Friday, 9:00 AM to 5:00 PM to accept applications. If you do not wish to have a booth, but you desire to make a contribution to the 4th of July festivities, please make your check payable to "Ashland 4th of July Committee" and mail it to the Ashland Chamber of Commerce or visit [ashlandchamber.com/donatefor4th](http://ashlandchamber.com/donatefor4th).

Thank you and we look forward to seeing you on the 4th!

*Kelsey*

Kelsey Frantz  
[kelsey@ashlandchamber.com](mailto:kelsey@ashlandchamber.com)  
Booth Space Coordinator

Ashland Chamber of Commerce

# 2019 Old-Fashioned 4th of July

P.O. Box 1360 Ashland, OR 97520 (541) 482-3486 Fax (541) 482-2350  
www.ashlandchamber.com

## Non-Profit Food Booth Application

NAME, BUSINESS OR ORGANIZATION: \_\_\_\_\_

NON-PROFIT OR TAX EXEMPT NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ DAY OF CELL # (if different): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ (If no Email, please include fax): \_\_\_\_\_

**NOTE: Fees must be submitted via the organization's pre-printed check or the organization's credit card.**

What measures you are taking to avoid making trash: \_\_\_\_\_

I am responsible for cleaning up my booth space - initial here: \_\_\_\_\_

What type of food & beverages will you serve? (attach menu if desired): \_\_\_\_\_

\_\_\_\_\_

How will food or drink be served and on what? \_\_\_\_\_

\_\_\_\_\_

What preparation methods will be used? \_\_\_\_\_

What will the heat or power source be? \_\_\_\_\_

How much power does your booth require? We have a 15-amp maximum and will provide clear instructions for accessing power. \_\_\_\_\_

**NOTE: While the Chamber appreciates your efforts in using more earth friendly materials during the event, please refrain from using "compostable" food ware. In our region, this material becomes trash and costs you more money to purchase. Consider serving foods that require minimal packaging.**

WHAT WILL BE THE NATURE OR MESSAGE OF BOOTH: \_\_\_\_\_

\_\_\_\_\_

HOW WILL IT RELATE TO THE 4TH OF JULY CELEBRATION'S MISSION? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAVE YOU OR YOUR ORGANIZATION PREVIOUSLY APPLIED OR ENTERED THIS OR OTHER EVENTS WITH A SIMILAR BOOTH?

Yes  No [If yes - please submit a photograph of your booth with your application.]

Space Preference: 1<sup>st</sup> Choice:\_\_\_ 2<sup>nd</sup> Choice:\_\_\_ 3<sup>rd</sup> Choice:\_\_\_ 4<sup>th</sup> Choice:\_\_\_ 5<sup>th</sup> Choice:\_\_\_

**DEADLINE FOR RECEIPT OF APPLICATION AND FEE IS JUNE 28, 2019**

All Booth Permit Holders agree to adhere to Fire Safety Requirements established by Ashland Fire & Rescue and Health Department Requirements established by Jackson County Public Health. Further, Permit Holders understand failure to follow these requirements may result in their concession booth not being allowed to open. In such a case, Permit Holders understand there will be no refund of any kind from the Chamber of Commerce. Please read the enclosed Fire Safety & Requirements for Special Events.

**WAIVER, RELEASE, HOLD HARMLESS AGREEMENT, AND ENFORCEMENT OF RULES AND REGULATIONS**

I, \_\_\_\_\_, by signing below, acknowledge that I am a competent adult. I further acknowledge that in consideration of and as a condition to participating in the activities of the Ashland 4th of July Celebration event (the "Event"), I am releasing the Ashland Chamber of Commerce and the Ashland Chamber of Commerce Foundation and the officers, directors, employees, agents and volunteers together and each of them individually (altogether the "Event Organizers"), from any and all claims for damages, injuries or sickness, which may result either directly or indirectly from those activities in the Event). As part of this acknowledgment above, I or my organization agrees to hold harmless and indemnify the Event Organizers, from any such claims asserted by me or on my behalf or by "My Party" (Any of those persons participating in the Event through authority of my or my organization's permit issued pursuant to our application to participate in the Event) or by any other person against me or my party. In addition to the above, I acknowledge receipt of a copy of the Rules and Regulations applicable to my and My Party's participation in the Event and I agree to disseminate a copy of said Rules and Regulations to all persons in My Party prior to the start of the Event with the requirement that they honor and adhere to said Rules and Regulations. I further acknowledge and agree that I will release the Event Organizers, from any and all claims by me or my organization, and I waive my or my organization's right to assert any claims against any of the Event Organizers for any injury, loss, or damage arising from the enforcement of said Rules and Regulations. I further agree to hold harmless and indemnify the Event Organizers from any and all such claims asserted by or on behalf of myself or my organization, or any persons in My Party. I certify and warrant that I am authorized to sign this waiver, release and indemnity agreement on behalf of myself or my organization, and, where relevant, on behalf of any minor as their guardian or through direct permission of their guardian.

PERSON / BUSINESS / ORGANIZATION: \_\_\_\_\_

(Please Print)

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Signature)

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**FOR OFFICE USE ONLY:**

Amount of Fee Paid: \$ \_\_\_\_\_  Check # \_\_\_\_\_  Cash  Online or CC Space No. \_\_\_\_\_ Date Rec'd \_\_\_\_\_ By \_\_\_\_\_ Time: \_\_\_\_\_

# 2019 4th of July Parks Rules & Regulations

*Ashland Chamber of Commerce*

P.O. Box 1360 Ashland, OR 97520 (541) 482-3486 Fax (541) 482-2350

The following rules are to ensure reasonable safety to life and property in the operation of Booths; automobiles; and similar conveyances within the city limits of Ashland. Please read and fully understand these rules.

**BY SIGNING YOUR BOOTH APPLICATION AND PAYING THE BOOTH FEE, YOU ACKNOWLEDGE AND AGREE THAT YOU AND YOUR ORGANIZATION PARTICIPANTS INTEND AND WILL UPHOLD ALL RULES, REGULATIONS AND STANDARDS AS SET FORTH BELOW.**

If a Booth violates any of these rules and regulations, the Ashland Chamber of Commerce ("ACC") Board of Directors or its designee reserves the right to refuse a Booth from entering the park, setting up their Booth or to remove a Booth after it has been setup or anytime during the event deemed necessary. Furthermore, any such violation may be grounds for denial of a Booth Entry's or any of the Booth's affiliated organizations for future participation in Ashland Chamber of Commerce events.

1. DOCUMENTATION. All Booths will accurately and fully complete a Booth packet that includes:

- a. A completed Application Form
- b. The full Booth Participation Fee

Incomplete booth packets will be returned to applicants with no action taken.

2. EVENT MISSION. The Ashland Chamber of Commerce Board of Directors strongly encourages and prioritizes Booths whose appearance, content and message address the mission of our event which is:

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The ACC Board of Directors or their designee reserves the right to deny participation of any Booth which it reasonably considers to be contrary, adverse, or subversive to this mission statement.

3. BOOTHS MUST FOLLOW THE DIRECTIONS OF ALL PARK OFFICIALS.

4. All Booths shall stay in their assigned Booth space.

5. No unit shall disband until vehicles have been permitted to re-enter the park for Booth teardown, except in case of emergency and with proper notification to a Park Official.

6. FIRE SAFETY AND LAW. Fire codes and state and local laws are to be strictly followed. Violators will be expelled from the park, and are subject to prosecution of applicable laws.

7. There shall be NO SMOKING allowed in any Booth and no person shall cause or permit any open flames upon or within the area of any Booth including open fires, sparklers, torches, matches, flame throwing, fire starters, lanterns, or the burning of any object whatsoever.

- a. Materials used in construction, decoration, etc. must be flame retardant. Materials such as straw or hay must likewise be treated.
- b. All entries using straw or other combustible materials, including animal-drawn wagons and other non-motorized conveyances shall be equipped with a fire extinguisher with a classification of at least 2A 10BC.
- c. And, even if it is not specifically required by Ashland Fire and Rescue for your explicit Booth type, the Chamber is requesting you have a functional A, B, C Rated fire extinguisher (Minimum 2-1/2 lbs., 1A: 10B:C Rated) available.



8. All Booths must comply with the noise level standards set forth in the City of Ashland's municipal code (9.08.170) which addresses unnecessary noise. Booths may be requested by a Park Official to reduce their volume if it is deemed excessive and/or disturbing to the official and/or the Booth audience. ([www.ashland.or.us](http://www.ashland.or.us) - municipal code)
9. The display or discharge of real or facsimile firearms, fireworks or other explosive devices is prohibited, other than active military and uniformed law enforcement.
10. Drinking, displaying or possessing of alcoholic beverages, or other intoxicants or controlled substances, is absolutely prohibited. City ordinances and state laws will be enforced.
11. VEHICLES. Each operator of a motorized vehicle shall have a current Oregon Operators License permitting the operation of such vehicle.
12. Every vehicle, whether motorized or non-motorized, shall be equipped with operating brakes in good working order and shall not emit any "Backfire" or "Explosions" or sparks, flames or combustible gasses.
13. ANIMALS. No animals will be permitted unless under the control of a trainer or experienced handler or rider. All animals must be on a leash, other than horses, which must be reined. 14. No animal shall be permitted to get within ten feet of any Booth spectator or park participant other than a participant in the same Booth Entry as the animal.
- a. Participants with animals must provide and carry implements for removing animal waste and must clean up their animal waste immediately.
15. BEHAVIOR. Booths and behavior will be appropriate for a FAMILY AUDIENCE and consistent with the ACC Fourth of July Mission. Any activity the ACC Board of Directors or its designee reasonably deems is in violation of family appropriate behavior or the following standards can be denied permission of entrance, setup or immediately expelled from the Booth area, including any future Ashland Chamber of Commerce events.
16. Improper use of the American flag is not permitted. Proper use of the American flag is based upon U.S. flag policy set forth in the U.S. Code.
17. A Booth may not display, use or distribute materials containing or depicting nudity, profanity, lewdness, illegal drugs, violence, obscenity, hate, racism, that is of a vulgar or sexually explicit activity or likely to be traumatic for young children to view.
18. Booths are not permitted to menace, intimidate, harass, disparage or otherwise exhibit hostile and offensive conduct towards any other Booth, person or group of persons that is likely to provoke or stimulate a violent response from those toward whom the conduct is directed, or from those who will likely witness and similarly react to such conduct. Prohibited conduct includes any person participating in any Booth which damages or attempts or threatens to damage any other Booth or harm or attempt or threaten to harm any Park Official or person present at the event.

**False or misleading statements in completion of this application or violation of any of the above rules and regulations may result in applicant's or entity's indefinite suspension from permitted booths into any future Ashland Chamber of Commerce event.**

