



13th annual
Ashland Culinary Festival
November 7th – 10th, 2019

Greetings from Travel Ashland,

The **Ashland Culinary Festival**, now in its 13th year, celebrates Southern Oregon's bounty of food, drink, talent and creativity. We invite you to participate in the Festival as a **VENDOR**. The Festival will be held at the **Ashland Hills Hotel & Suites, November 7th – 10th, 2019 (vendor opportunities – Nov. 8th-10th)**. After 12 successful years, the event continues to grow and we look forward to showcasing YOUR local product.

Vendors are invited to be a part of the excitement along with the Chef Competition where 12 outstanding local chefs compete for the Top Chef title. Guests will sip, sample and explore with over 30 vendors offering local wines, brews, spirits, food and culinary themed products. The weekend also includes a ticketed event on Friday night (with a Mixology Competition and samplings), hands-on educational workshops, the 4th annual Junior Chef competition, a Top Chef dinner and much more. With lodging packages available and many fall adventures to experience in and around Ashland, this will be an exciting, culinary event that welcomes both locals and visitors from around the West Coast. Here are the details to participate:

- **Vendor Fees:** *Ashland Chamber Member: \$145; Non-Chamber Member: \$195*. Fee enables participants to have a booth during the Ashland Culinary Festival on both **Saturday & Sunday**.
- **One Day:** We are offering one-day festival pricing based on availability on either Saturday or Sunday - *Ashland Chamber Member: \$95; Non-Chamber Member: \$120*. If interested, please contact the Festival Event Coordinator – Kelsey Frantz. See contact information below. **After October 15th, there will be a \$25 cancellation fee applied.**
- Once the registration form and vendor fee are submitted, we will issue you the appropriate forms including the City of Ashland Temporary Business License form and OLCC Special Event application, if and where applicable. The vendor fee includes the cost of any necessary permits, sponsored by **Travel Ashland**. **Do NOT submit any forms directly to the City or OLCC, all forms will be collected through our offices first.**
- Glassware, linens, event and table signage and marketing are provided.
- All booths are to be set up and ready by 11:30 AM, doors open at Noon, both **Saturday and Sunday, November 9th & 10th**. Each booth is to be manned from **12:00 – 5:00 PM** to cover both rounds of the Chef Competition. You will receive detailed instructions prior to the Festival.
- To inquire about **Friday Night vendor opportunities** at our Culinary Kickoff & Mixology Competition, please connect with Kelsey at kelsey@ashlandchamber.com or by phone.

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- The Festival Staff will manage admittance to the event and ID checks with bracelets. Those under 21 years of age are welcome at the event but will not receive a wristband.
- Attendees of the event will pay a fee to enter. Upon entering they will be given a souvenir glass and a Tasting Card, good for one complimentary taste at each booth sampling beer, wine, spirits or food.
- Markers will be provided to mark their complimentary taste. After one complimentary taste, each drink vendor will charge \$1 for additional tastes and can select their own price for glasses or pints of preference.
- **Sales of bottles and cases are encouraged and welcome at each vendor's discretion. Each vendor will be responsible for handling the money transactions and having change at their own booth.**
 - Electricity, cold storage and wall space (behind your booth) are available for a small number of booths, please note these requests on your registration form.
- Enclosed please find the **Vendor Registration form**.
- Visit www.ashlandchamber.com/culinaryfestival for more information.
- If you'd like to participate, please complete and return the Registration Form with your Vendor Fee payment to the below address. Please make checks payable to the *Ashland Chamber of Commerce*.

We look forward to welcoming you to the **13th annual Ashland Culinary Festival**. Please **confirm participation by Monday, October 7th, 2019** to Kelsey Frantz (kelsey@ashlandchamber.com) or by calling (541) 482-3486 ext. 104. We appreciate your consideration. Feel free to contact me with any further questions.

Sincerely,

Kelsey Frantz

On behalf of the *Ashland Culinary Festival Committee*

Ashland Chamber of Commerce / Travel Ashland
PO Box 1360
Ashland, OR 97520
Fax: (541) 482-2350





2019 VENDOR REGISTRATION FORM

Business Name: _____

Contact Person: _____

Phone Number: _____

Organization Address: _____

Mailing Address (if different than above): _____

Email Address: _____

Website Address: _____

Type of Business (circle one): *Winery Brewery/Distillery Bakery/Food Artisan* or *Other* - If other please include here: _____

Are you serving any type of Alcohol (circle one): YES or NO

Do you have a current business license in the City of Ashland

(circle one): YES or NO

*Prior to the event, we will issue you the appropriate forms including the temporary business license form and OLCC form, if and where applicable. The Temporary Business License and/or the OLCC Special Event Permit costs are covered and included in your vendor fee. **Please wait for our instructions before submitting any OLCC or Business License forms.***

Day of Event - Contact Person (if different than above): _____

Cell Phone Number: _____

Does your booth require electricity? YES or NO

Any special instructions or notes? _____

Please mail Registration Form and Vendor Fee to:

Ashland Chamber of Commerce – PO Box 1360 – Ashland, OR 97520

***For the Ashland Chamber office only:** Chamber Member: YES (\$145) OR NO (\$195) \$25 Cancellation Fee after 10/15/19 PAID: YES OR NO - Cash or Check – Ck# _____

Have we received all the correct forms needed? YES OR NO

If no, which has not been received:

REGISTRATION FORM

REGISTRATION FEE

OLCC

TEMPORARY BUSINESS LICENSE