



## 2023 Bethany Village Events Rules, Requirements & Recommendations

### Application

- Submission of application does not imply acceptance into BVC Events.
- Participants are not selected on a first-come, first-serve basis. All applicants are juried.
- Every applicant is reviewed annually. Participation in previous years does not guarantee acceptance in future years (although BVC is loyal to returning vendors whom staff has created a positive relationship with).
- We recommend that vendors complete their vendor profile in detail and answer all questions on the application thoroughly. We also recommend including photos of booth set up and products too.

### Cancellations

- Vendors who need to cancel must provide 72-hour notice
- Notice must be given by directly contacting the Event Coordinator via phone at 503-690-2800 or email at hannah@centralbethany.com
- Vendors who do not show up and/or who do not give the required notice will not be considered for participation at future events at Bethany Village

### Inclement Weather Policy

In general, it is BVC's policy to be open rain or shine. BVC will not be closed unless it is determined that severe weather conditions compromise the safety of vendors, volunteers and customers. Any necessary changes or modifications are determined by the Events Coordinator. Notifications of change will be issued as far in advance as possible. If a modification or cancellation is required, vendors will be notified via email. In the event of the cancellation of BVC, vendors will not be required to pay booth fees for that Event date (if booth fees have already been submitted, the vendor will be refunded).

- High Winds: It is not uncommon for winds to arise. All vendors are responsible for making sure canopies are adequately secured with weights on all four corners. If improperly weighted canopies are a risk to other vendors or customers, the Event Coordinator may require canopies to be disassembled.
- Lightning: If lightning arises at the Event, an announcement will be made stating the need for safety procedures. Vendors should remain calm, unplug all electrical equipment at the first sign of lightning and step away from these items. Please seek shelter indoors and remain a safe distance away from trees or light posts. Those with vehicles are encouraged to get inside their cars for safety. Please avoid any metal.
- Air Quality: If air quality reaches Purple or Dark Red Air Quality Index with numerical values ranging from 201-500, all outdoor activities including Bethany Village Market/Event will be cancelled



### Arrival

- Event Address: 4720 NW Bethany Blvd, Portland, OR 97229
- Vendors are expected to unload all supplies and products in the designated unloading area, leave to park their vehicle, then return to unpack and set up the booth space
- We strongly recommend having at least 2 people at the event to help so that someone can help unload the car and stay with the items while the other parks the vehicle
- Each booth space will be numbered; you will receive your assigned booth number in advance of the event, as well as your location on the event map. Upon arrival, please look for your assigned number and set up there
- Vendors are responsible for setting up their own booth (so please bring help if you can!) – staff will not be available to help with set up

### Booth Set Up

- All vendors are provided with a stall space measuring approximately 10' x 10'. Booth location is determined by the Event Coordinator.
- All vendors shall provide their own booth or sun/rain cover. All participants must supply their own tables/chairs. All vendors must have weights on all four corners of their canopy (40+ pounds per leg). BVC is not able to store any of your equipment as space is extremely limited. In addition, BVC is also not able to loan out any equipment. Items and tables must remain contained within assigned spaces and may not be hazardous in any way to the public or to other vendors
- Vendors are **required** to have a weighted canopy.

### Tent Tips

- We recommend adding sidewalls (if your tent doesn't have them already) to insulate yourself from the wind. You can purchase sidewalls individually on Amazon that can be easily attached to the bottoms of your canopy.
- Please keep in mind that there will not be any power provided, so if you require power, you will need to bring your own power source. As such, there will also be no dedicated light, and it gets quite dark inside the tent when your sidewalls are up. We recommend bringing some sort of light source for your tent, such as a bright camping lantern or other battery-powered light.
- Portable heater – Since you will be outside, for your own comfort, we recommend bringing a portable heater to keep under your table to stay warm. It seems like a small thing, but it can make a big difference!

### Electricity

- We do not provide electricity for vendors. If you require electricity, you must bring your own generator



### Booth Break Down

- In agreeing to participate in the Bethany Village Events, vendors are obligated to stay for the duration of the Event. Please do not start breaking down until the designated end time. Vendors that break down and/or leave before the event ends will not be considered for participation at future events at Bethany Village
- Vendors are responsible for breaking down and removing any trash generated in their designated area at the end of the night for off-site disposal
- Please sweep your area if needed and ensure that all litter and product debris are cleared
- Once you have gathered your belongings, carry it to the loading area to load your vehicle
- Participants shall not permit any waste or strip of the property by action of the Vendor, its agents or employees. No shrubs, trees or other vegetation may be damaged, moved or otherwise disturbed as a result of this agreement. Vendors shall repair, replace or restore the licensed area so that it is free from evidence of vendor's use.

### Food Safety and Sampling

- Vendors shall observe and abide by all laws, rules and regulations imposed by any lawful governmental authority and relating in any way to any activity conducted on the premises. The vendor's employees and agents must also abide by these laws while on premise. See [ODA Food Safety Guidelines](#) for detailed requirements regarding sanitation and sampling.
  - Any questions regarding safe food handling should be directed to [ODA food safety specialists](#)
- Vendors are responsible for complying with state and local health and licensing regulations governing the production and sale of their products. Vendors who fail to comply with applicable state and local regulations may be subject to removal from the Market and forfeiture of stall fees.
- All sampling must be contained within the vendor booth
- Vendors providing samples must use a hand washing station and comply with all ODA food safety guidelines
- Vendors who sell or sample a product that produces trash must have a trash receptacle accessible to customers.
- Vendors must pack up their own trash at the conclusion of the event
- Vendors who fail to comply with these rules or applicable state and local regulations are subject to removal from the Market and forfeiture of stall fees. Further, if the violation threatens the health or safety of the public or other vendors, or the violation is repeated following a warning, the Market Manager may remove the vendor and prohibit said vendor from returning for the remainder of the season and from submitting an application for future Market seasons.

### Workplace Violence Prohibited

The safety and wellbeing of Bethany Village Tree Lighting employees, customers, volunteers, vendors, and visitors is our highest priority. Threatening behavior, both verbal and physical, and



acts of violence at the BVC Events will not be tolerated. Hate speech and/or symbols and acts of discrimination are considered to be threatening and violent. Any person engaged in this type of behavior will be removed from the premises and banned from the Event.

If you experience workplace violence at the BVC Events, please communicate with the Events Coordinator as quickly as possible so that the matter can be addressed promptly.

#### COVID-19

Operating Bethany Village Events in a safe manner is our top priority. With the rules and regulations constantly changing, we will be keeping an eye on things and plan to follow the CDC guidelines that are in place at the time of the Event.

#### Indemnification

The vendor shall defend, indemnify, and hold harmless Central Bethany Development, its officers, agents and employees harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connection with the use of this license or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the Licensor, but is in addition to such common law or statutory provisions.