



TUNES

ON TUESDAY

2023 VENDOR PACKET

WHY TUNES?

Tunes on Tuesday is a free outdoor concert held in Newberg each summer. Not only is it a fun opportunity for the community to come together and enjoy the outdoors, music and festivities; it is an EXCELLENT OPPORTUNITY for local business and merchants to SHOWCASE their products and services, INCREASE visibility in the community as well as provide a fun, interactive EXPERIENCE for the people of Newberg.

SHOWCASE

Being a vendor at Tunes on Tuesday will enable you to "show us what you've got." It is a way to give the community a first hand experience of what you offer and what they can expect from your business as a customer. You can offer discounts and specials to encourage future business.

INCREASE

You will be able to increase your visibility in the community during the event, as you will be exposed to approximately 1,000-2,000 people each week. You will also benefit from the Tunes on Tuesday marketing campaign, which includes social media announcements, Facebook, signage placed around the community directing people to the event each week.

EXPERIENCE

Tunes on Tuesday gives you a chance to provide and enhance a fun, interactive experience for the Newberg community. Outdoor fun and music may be enough to bring the community together, but you, the vendor, are what adds value and personality to the overall experience.

EXHIBITOR SCHEDULE:

Vendors must arrive by 4:30 pm and be set-up by 5:30 pm each evening. Setup can start no earlier than 3:30pm. Tear down MUST NOT start until the concert is over. See details below under Tear-Down Hours.

PROCEDURE TO APPLY:

Fill out and send in a signed agreement, application and payment in full to: Chehalem Valley Chamber of Commerce ATTN: Tunes on Tuesday 112 N Garfield St #103 Newberg, OR 97132. Payment needs to be in the form of a check made out to 'Chehalem Valley Chamber of Commerce'. Chehalem Valley Chamber of Commerce will assign your space(s) accordingly and reserves the right to reject received applications. You will be notified by email or mail by June 9th 2023. PLEASE NOTE LOCATION IS ASSIGNED BASED ON THE ORDER WE RECEIVE APPLICATIONS. PREFERENCE FOR TUNES ON TUESDAY IS GIVEN TO VENDORS THAT PARTICIPATE IN ALL CONCERTS.

PRODUCT:

In an effort to provide diverse menu items and prevent product duplication, all menu items must be listed on the registration form and be approved in advance by an authorized representative.

CANCELLATION AND REFUND POLICY:

Any cancellations or changes MUST be requested in writing and received by the Vendor Coordinator no later than June 24th, 2023. Changes may or may not be approved by the event committee. No refund requests will be accepted after that date.

TEAR-DOWN HOURS & PROCEDURES:

VENDORS CANNOT TEAR DOWN OR LEAVE THE EXHIBIT AREA UNTIL THE EVENT IS OVER. THIS IS FOR THE SAFETY OF OUR PATRONS. VEHICLES WILL NOT BE ALLOWED IN VENDOR AREA UNTIL THE AREA IS CLEARED OF PATRONS. All exhibits and accompanying debris (i.e. food debris, trash etc.) must be dismantled and removed by the vendor no later than 10pm. Tunes of Tuesday and its organizers reserves the right to charge the Vendor for any expense incurred for removal and disposal of any property or item left behind. Tunes of Tuesday/Chehalem Valley Chamber of Commerce assumes no responsibility for the loss or damage of any items or product left behind after tear down.

BOOTH POLICIES & PROCEDURES:

Vendor's space will be assigned by the event committee. No displays, signs, decorations, banner, advertising matter or any part of the exhibit may extend outside the defined limits of the assigned booth space(s). Aisles and walkways must remain open. Vendors may not solicit customers outside their specific booth area.

PARKING:

All vendors and personnel working the event must park in the designated parking lot.

SAFETY & REGULATORY COMPLIANCE:

Vendors must comply with each policy and instruction issued by Tunes on Tuesday (TOT) that TOT (or its agent) in good faith believes is reasonably appropriate to prevent or remedy a safety hazard or to comply with TOT's own legal or insurance requirements, including but not limited to statutes or regulations subject to enforcement by the OLCC.

HOUSE-RULES

Licenses & Liability Insurance: Any and all liability insurance and licenses, including city, county, state, or federal inspections or permits required by law of any vendor to operate at Tunes are the sole responsibility and expense of the vendor prior to set up. Vendor must obtain and keep in force Worker's Compensation insurance including Employees Liability to the full statutory limits. In the event the vendor's application is approved, then by June 26, 2023, the vendor must submit all final documentation required by Tunes on Tuesday. Final documentation includes updated proof of liability insurance* showing insurance of at least one million dollars per occurrence and two million dollars aggregate coverage and naming as additional insureds all persons and entities required by Chehalem Chamber of Commerce/Taste Newberg/NDC/City of Newberg, and health and OLCC permits as required by Tunes on Tuesday. ***If the vendor applies to serve alcohol, the insurance policy must provide liquor liability coverage.**

Restrictions: Tunes on Tuesday/Chehalem Valley Chamber of Commerce reserves the right to restrict or remove an exhibit, without refund, if it is not in compliance with the terms and conditions of this agreement or is found to be unsuitable or illegal. This restriction applies, but is not limited to: noise, display size, sound systems (i.e. radios, televisions, stereos, VCRs), personal behavior, conduct, printed matter, or anything of the character that might be unsuitable or illegal for the show or Tunes on Tuesday.

Indemnification, Hold Harmless And Insurance Agreement: Vendor agrees to defend, indemnify and hold harmless Chehalem Parks and Recreation District, Tunes on Tuesday, City of Newberg, Newberg Downtown Coalition, Taste Newberg, Chehalem Valley Chamber of Commerce, its officers, directors, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable legal fees and costs arising in whole or in part and in any manner from acts, omissions, breach or default of Vendor, its officers, directors, agents, employees and subcontractors.

Fire Hazard Restrictions: All exhibits must comply with appropriate fire regulations. For information and/or details, contact the Newberg Fire District at (503) 537-1230.

Guarantees: Tunes on Tuesday makes no representations or guarantees concerning any matters connected with their events, except as expressly set forth in this agreement.

Rights of Tunes on Tuesday: In any event that an event is delayed, interrupted or not held as scheduled, Tunes on Tuesday/Chehalem Valley Chamber of Commerce shall not be liable for any damages or other expenses that are incurred by the Vendor. If for any reason whatsoever, and/or beyond the control of Chehalem Valley Chamber of Commerce, the event is not held, Chehalem Valley Chamber of Commerce may retain as much of the money, paid by Vendor, as is necessary to pay expenses incurred by Chehalem Valley Chamber of Commerce.

Liability: Tunes on Tuesday/Chehalem Valley Chamber of Commerce assumes no responsibility for loss or damage to any items, property, or product of the Vendor from any cause whatsoever, including, but not limited to: theft, fire, vandalism, or other casualty during the day and night of the show. The Vendor is responsible for the space(s) assigned and shall not damage, mar, or deface the premises.

Litigation: If a suit or action is filed against Tunes on Tuesday or any of its organizing agents regarding this contract, the Vendor promises to pay costs and reasonable attorney fees.

Violations: By submitting this application, Vendor agrees that in the event it violates or fails to comply with any of the House Rules stated in this application, TOT, by and through any of its Vendor Coordinator(s) or Chairs (including Co-Chair), may charge Vendor a fee of \$50/week as a fine in addition to the other fees required by this application. Notice of any fee imposed under this section must be provided to Vendor in writing within one week of the violation. Payment will be due immediately upon Vendor's receipt of the notice of the fine. Upon request, TOT will provide a description of the violation and information about how Vendor can avoid the fine in the future. TOT may exclude Vendor from the premises without a refund for the remainder of this season if Vendor recklessly or intentionally violates any of the House Rules stated in this application in a manner that causes a substantial safety risk to any person or property. If payment of a fee assessed under this section is not made within 7 days of its due date, then Vendor agrees that TOT may impose a one-time additional \$50 late charge per assessed violation.



VENDOR APPLICATION 2023

VENDOR/BUSINESS NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

EMAIL _____ WEBSITE _____

SUPERVISOR AT EVENT _____ SUPERVISOR CELL# _____

DATES PARTICIPATING* July 8, 11, August 11, 15

***MINIMUM OF 4 CONCERTS REQUIRED**

COMMERCIAL FOOD VENDOR \$300

COMMERCIAL FOOD AND ALCOHOL VENDOR \$500

COMMERCIAL ALCOHOL-ONLY VENDOR \$400

PREFERRED VENDOR LOCATION \$100 (PER WEEK)*

*if selected, organizers will contact you to confirm. You will be charged separately for this fee.

SIGN AND RETURN ONE COPY WITH A CHECK

MADE OUT TO 'Chehalem Valley

Chamber of Commerce':

Chehalem Valley Chamber of Commerce

112 N Garfield St #103 | NEWBERG, OR

97132

TOTAL
AMOUNT ENCLOSED

\$ _____

Authorized Signature/Date _____

Accepted by Vendor Coordinator/Date _____

By signing, you hereby request Chehalem Valley Chamber of Commerce to reserve space in the Food Court and/or Merchant Alley. Subject to conditions stated in the Fine Print and House Rules section of this application.

PROOF OF INSURANCE IS REQUIRED FOR ALL CONCERTS. Must have proof of insurance at every concert and submit copy to Vendor Coordinator prior to the event.

Liability Insurance Company _____ Policy No _____ Policy Expiration Date _____

SPACE DESCRIPTION (are you using a tent, trailer, generator, etc. and/or any special needs or requests): _____

PLEASE LIST MENU AND/OR MAIN ITEMS/SERVICES YOU WILL BE SELLING AND APPROXIMATE PRICE RANGES:

(Price points are evaluated and must be pre-approved for this event) _____

(IF SUBMITTING AN ALCOHOL APPLICATION, PLEASE SEE INSERT AND RETURN WITH APPLICATION.)

This contract is not valid until signed by a duly authorized official of the Chehalem Valley Chamber of Commerce, and is subject to cancellation if, for any reason, the said application is not approved. The management reserves the right to reject any application. All space must be decorated to the satisfaction of the management. All applications will be considered.

PLEASE BE SURE TO READ THE RULES, THEY ARE PART OF THIS CONTRACT.