



FOOD VENDOR APPLICATION

2026 dates are May 17th (Wildflower Festival) and October 25th (Mushroom Festival)

Vendors will be notified if they have been selected for the Festival 8-12 weeks prior to the event

Please select which Festival(s) you are interested in vending at:

Wildflower

Mushroom

Please select the appropriate box:

Food

Art/Crafts

Plants

Mushrooms

Other

Contact Name(s):

Business Name:

Address:

(City, State, Zip)

Phone:

Email:

Website/Social Media:

Short description of your business and the menu that you will be selling at Mount Pisgah Arboretum's Festival. Include price points for these items.

Please list any special needs (electrical or otherwise) your booth may require, including electricity. **Food vendors** please specify cart or booth, and list dimensions (include hitch in cart dimensions), and the location of the serving window.

No fees are due at this time (please do not submit money with this application.)

1. If your business is selected, you will be invoiced for a **\$25 non-refundable fee.**
2. A minimum of **20% gross sales will be due the day of the festival.**

Please continue on the next page

Questions? Call 541-747-1504 or email: events@mountpisgaharboretum.org

Mount Pisgah Arboretum Vendor Policies and Guidelines

1. **Vendor set up times:**
Saturday (day before Festival) between 12:00 PM and 7:00 PM
Sunday (day of Festival) between 7:00 AM and 9:00 AM
2. **Booth location will be at the discretion of Mount Pisgah Arboretum's Executive Director**
3. Booth cover, tables & chairs must be provided by the vendor unless previous arrangements have been made with MPA.
4. **All delivery vehicles must be off site by 9:00 AM the morning of the festival. All vendor vehicles that will be on site for the entire event must be parked at the barn.**
5. Vendors shall have their displays in place by 9:00 AM and not remove them until after 5:00 PM on the day of the festival.
6. Canopies must be secured with at least 25 lbs of weight per leg.
7. Food vendors shall inform MPA in advance of planned menus.
8. **ALL food containers (including plates, bowls, silverware, and cups) must be compostable.**
9. Food booths should be self-contained. This includes propane and/or electrical needs. Festival electrical capacity is limited, and **vendors requiring electricity must make arrangements with the Executive Director (541-510-0562) in advance.**
10. All food vendors are required to carry out any non-compostable packaging and other trash.
11. Vendors shall offer for sale, display, and/or demonstration only items approved by the Arboretum.
12. Vendors shall warrant to all purchasers that all goods sold are as represented. At the option of the purchaser, refunds shall be given for goods returned during the show.
13. Plant vendors shall offer for sale, display, and/or demonstration only items, specimens, publications or other materials related to plants or natural history, or plant material, unless otherwise approved by the Arboretum. Plant vendors shall not offer for sale any plants on the NPSO Invasive Plant List.
14. All vendors shall provide their own liability insurance that meets the minimum requirements listed below and provide a Certificate of Insurance to the Arboretum no less than 30 days prior to the event.
Mount Pisgah Arboretum must be listed as an additional insured on a primary and non-contributory basis for General Liability and Umbrella, per the insured's policy form. General Liability coverage includes ongoing and completed operations. Waiver of Subrogation applies to General Liability, Workers Compensation and Umbrella in favor of the additional insured.
Minimum required limits:
 - i. **Commercial General Liability**
\$1,000,000 Each Occurrence
\$1,000,000 Personal & Advertising Injury
\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate
 - ii. **Liquor Liability (for anyone serving/selling/supplying alcohol at the Arboretum)**
\$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
 - iii. **Workers Comp/Employers Liability (Statutory benefits apply based on State of Operation)**
\$500,000 Each Accident/Employee and Aggregate
 - iv. **Umbrella/Excess Liability**
\$1,000,000 Each Occurrence and Aggregate
15. Applicant understands that Mount Pisgah Arboretum staff will visit all booths at intervals throughout the Festival to ensure that all vendors comply with all Festival rules.
16. Applicant further agrees to abide by all regulations outlined in this application, the load-in and load-out instructions, security procedures or any rule promulgated by the Executive Director. Applicant acknowledges that failure to abide by regulations and repeated non-compliance will result in expulsion and ineligibility for participation on future Mount Pisgah Arboretum Festivals and other events.

Please continue on the next page

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17. **INDEMNIFICATION/HOLD HARMLESS:** If the festival or any part of it is prevented from being held, or is cancelled by the Arboretum, any resulting loss is to be borne by the exhibitor.

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Mount Pisgah Arboretum, agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Paragraph INDEMNIFICATION/HOLD HARMLESS.

In claims against any person or entity indemnified under this Paragraph INDEMNIFICATION/HOLD HARMLESS by an employee or volunteer of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Subparagraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers compensation acts, disability benefit acts or other employee benefit acts.

By typing your name in the field below, you acknowledge that you have read and agree to the terms of use.

Signature: _____

Date: _____

Please submit this application to:

Mount Pisgah Arboretum
34901 Frank Parrish Rd
Eugene, OR 97405

Purchasing Compostable Products in Eugene

Below is the listing of suppliers in our local area that carry acceptable compostable serviceware products.

Distributors:

- R3-Redistribution
www.r3redistribution.com/foodservice
503.557.7400
- Food Services of America
www.fsafood.com/main/serviceareas/portland.aspx
503.980.2500
- Portland Paper & Supply
www.pdxdpaper.com
503.235.2355
- Sysco Portland
www.syscoportland.com/orderze/default.aspx
503.682.8700
- McDonald Wholesale
www.mcdonaldwhsl.com
541.345.8421
- WCP Solutions
www.wcpsolutions.com
541.686.1235 x101

Stores and Online Resources:

- Cedar Grove- approved Brown Line product
www.cedargrovepackaging.com/pdfs/products.pdf
- Walter E. Nelson Company
www.walternelson.com/index.php
541.344.0651
- Sustainable Earth by Staples
www.staples.com/compostable
Office Max
www.officemax.com/catalog/search
- Cash & Carry
541.344.4042

Please contact the Arboretum staff if you have questions or difficulty finding appropriate items.