



## VENDOR APPLICATION

2023 dates are: May 21<sup>st</sup> (Wildflower Festival) and October 29<sup>th</sup> (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: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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 also provide a website or social media showcasing your products, if available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 541-747-3817 or email: [vending@mountpisgaharboretum.org](mailto:vending@mountpisgaharboretum.org)



## Mount Pisgah Arboretum Vendor Policies and Guidelines

- 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

**Booth location will be at the discretion of Mount Pisgah Arboretum's Executive Director**  
*\*Booth cover, tables & chairs must be provided by the vendor unless previous arrangements have been made with MPA.*
- 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.**
- 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.
- Food vendors shall inform MPA in advance of planned menus.
- ALL food containers (including plates, boats, silverware and cups) must be compostable.**
- 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 Executive Director Brad van Appel (541-510-0562) in advance.**
- All food vendors are required to carry out any non-compostable packaging and other trash.
- Vendors shall offer for sale, display, and/or demonstration only items approved by the Arboretum.
- 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.
- 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.
- All vendors shall provide their own liability insurance.
- 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.
- 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.
- INDEMNIFICATION:** If the festival or any part of it is prevented from being held, or is canceled by the Arboretum, any resulting loss is to be borne by the exhibitor. Neither the Arboretum nor any of its officers, agents, employees or other representatives or advisors shall be held accountable or liable for any damage, loss, harm or injury to the person or any property of the vendor or any of the vendor's representatives or employees.

I, \_\_\_\_\_, have read and agree to the terms of use.  
Print Name

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

### Please submit this application to:

Mount Pisgah Arboretum  
34901 Frank Parrish Rd  
Eugene, OR 97405

**Questions?** Call 541-747-3817 or email: [vending@mountpisgaharboretum.org](mailto:vending@mountpisgaharboretum.org)



## Festival Food Vendor Eco-Responsibility Agreement

Mount Pisgah Arboretum is working with Lane County’s Master Recyclers Program to provide garbage, recycling and composting services for our festivals at no cost to Vendors.

All food vendors are **REQUIRED** to use compostable service items, including but not limited to: plates, bowls, soup containers, hot and cold cups, wrappers, napkins, and flatware.

Included with this application is a list of suppliers in our local area that carry acceptable compostable serviceware products. Compostable utensils must be identifiable from several feet away.

All food vendors are required to carry out any non-compostable packaging and other trash.

Any vendors not in compliance with the eco-responsibility agreement may forfeit their participation in this Festival, as well as future Mount Pisgah Arboretum events.

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**Please read this agreement carefully and include a signed copy with your Food Vendor Application.**

If I become a Food Vendor at a Mount Pisgah Arboretum Festival, I will:

- ✓ Use only compostable food service items, as outlined above.
- ✓ Dispose of compostable materials, including all food waste, in compost receptacles provided.
- ✓ Carry out any non-compostable packaging and other trash.
- ✓ Inform my customers that service items are compostable and indicate compost receptacle locations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If you are a prospective food vendor, please submit this page with your application to:**

Mount Pisgah Arboretum  
34901 Frank Parrish Rd  
Eugene, OR 97405

**Questions?** Call 541-747-3817 or email: [vending@mountpisgaharboretum.org](mailto:vending@mountpisgaharboretum.org)



## 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](http://www.r3redistribution.com/foodservice)
  - 503.557.7400
- Food Services of America
  - [www.fsafood.com/main/serviceareas/portland.aspx](http://www.fsafood.com/main/serviceareas/portland.aspx)
  - 503.980.2500
- Portland Paper & Supply
  - [www.pdpaper.com](http://www.pdpaper.com)
  - 503.235.2355
- Sysco Portland
  - [www.syscoportland.com/ordereze/default.aspx](http://www.syscoportland.com/ordereze/default.aspx)
  - 503.682.8700
- McDonald Wholesale
  - [www.mcdonaldwhsl.com](http://www.mcdonaldwhsl.com)
  - 541.345.8421
- WCP Solutions
  - [www.wcpsolutions.com](http://www.wcpsolutions.com)
  - 541.686.1235 x101

### Stores and Online Resources:

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

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