

# Food/Craft Vendor Application

Oregon High Desert Classics  
31<sup>st</sup> Annual Horse Show 2020

Classic I: July 15<sup>th</sup> - 19<sup>th</sup> | Classic II: July 22<sup>nd</sup> - 26<sup>th</sup>



Name of Business: \_\_\_\_\_  
Owner/Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Website: \_\_\_\_\_  
Product/Service: \_\_\_\_\_  
Electrical Voltage Needs: \_\_\_\_\_ Water Requirements: \_\_\_\_\_

## **2020 Vendor Booth Rates:**

- 10' x 10' space -----\$400.00 (does NOT include electricity)
- 10' x 10' space -----\$500.00 (includes electricity)
- 10' x 20' space -----\$550.00 (includes electricity)
- Enclosed Trailer/Food Truck -----\$650.00 (includes electricity)

Trailer/Truck Door Opens on:  Driver Side  Passenger Side

Trailer/Truck Dimensions: \_\_\_\_\_

Please account for the tongue in the front and the ramp in the rear - if you need to have this down during business hours- of your trailer in the dimensions. Without these measurements we cannot guarantee accurate space allowances for you.

- Mark this box if you plan on being open the Monday & Tuesday prior to the week's events**

Please send me more information regarding:

- Prize List Advertising
- Show Guide Advertising
- Sponsorship Opportunities

Vendor selection and approval is at the sole discretion of management staff of J Bar J Youth Services and the Oregon High Desert Classics (OHDC). If your application is approved the location of your booth will be determined by management.  
Selected vendors will be required to comply to and sign J Bar J Youth Services/OHDC Vendor Contract as a condition of participating at our event.

## Vendor Requirements:

**Operations & Conditions:** Business hours for the Vendor Village Green will be Wednesday -Sunday from 10:00 AM -5:00 PM, during event. You are required to be open these minimum days & hours. You are welcome to be open during the Monday & Tuesday before the show, at your own discretion, please mark the appropriate box on application. Set up is scheduled for Sunday, July 12<sup>th</sup> from 9:00 AM to 5:00 PM

- Vehicles are **NOT** permitted in the Vendor Village Green between the hours of 7:30 AM and 5:00 PM during the show.
- You will provide all the materials for your own booth set up. J Bar J Youth Services and/or OHDC will not supply any tents, water hoses, extension cords, materials or supplies of any kind.
- Food Vendors and Enclosed Trailers are **REQUIRED** to have a working fire extinguisher in their booth at ALL TIMES.

**Insurance Coverage:** Provide a copy of a current Certification of Liability Insurance naming J Bar J Youth Services as additional insured.

**Food Vendor:** Provide your current Food Vendor License. All food service, no matter how temporary must meet food safety regulations to protect the public from possible foodborne illness. Contact the Deschutes Co. Health Department for information at 541-322-7400.

**Website:** We will list the name of your business and your company logo – provided by you- on our event website under the Village Green Information in the Vendor Section. Please provide a logo prior to June 1<sup>st</sup>, 2020.

**Sponsorship:** Support at-risk youth and promote your business with an OHDC sponsorship through cash, gift certificates, or products for horse show prizes and awards. Sponsor benefits include promotion through ring announcements, flyers in the trainer bags, and flyers in the show office. Please mark the appropriate box on application if you wish to receive further information regarding sponsorship.

**Advertising:** The Prize List is lists exhibitor classes which is distributed digitally to all participants. The Show Guide is our event publication available during the event and distributed in local media publications prior to the show. Submission deadlines are as follows: March 1<sup>st</sup>, 2020 for the Prize List; June 1<sup>st</sup>, 2020 for the Show Guide. Please mark the appropriate box on application if you wish to receive further information regarding Prize List or Show Guide Advertising.

**Send Completed:** Vendor Application, a copy of Certification of Liability Insurance and a copy of your Food Vendor License on or before May 1<sup>st</sup>, 2020 to:

2020 OHDC Vendor  
J Bar J Youth Services  
c/o Jenni Garner – Events Coordinator  
62895 Hamby Road  
Bend, OR 97701

Or Email PDF forms to [events1@jbarj.org](mailto:events1@jbarj.org)

Questions?  
Call Jenni Garner, Events Coordinator @ 541-389-1409

*We Are*

**J BAR J YOUTH SERVICES**

