

This is a vendor agreement between Sunriver Nature Center & Observatory and _____

Event Location

- The event is located on the campus of Sunriver Nature Center & Observatory (57245 River Road). Activities will be dispersed throughout the campus.

Arrival and Booth Set-up

- Event and booth set-up begins at 7:00am. You will be able to unload directly at your booth space. All vehicles must be off the campus pathways and parked by 8:30am.
- You will be directed to your specific booth space when you arrive. All vendor/partner spaces are located outdoors.
- Once you have unloaded your vehicle, you will be instructed where to park. Please do not park in the guest lot.
- Your booth should be ready to go by 8:45am. The event starts at 9am.

Preparation & Day-of

- Standard booth space is 10'x10. Additional space is available up to a 20'x40' footprint. Please let us know ahead of time if you will need a larger space.
- Please bring your own canopy, tie-downs, tables, and seating for your space unless you have made prior arrangements with SNCO.
- Wind gusts can be hazardous to event attendees if booth components are not secured. Please make sure to secure your booth with sandbags, concrete blocks, or other weighted system.
- Power will only be provided to food vendors and the Bee Atlas. Please be prepared to provide your own if needed.
- Wi-Fi is available. Please see event staff for the password on event day.
- The nature center will not have extra cash/change available.
- Vendors/partners are invited to use the non-public restroom inside of the Pozzi building.
- Please plan to be outdoors for the entirety of the event.

Break Down & Post Event

- Vehicles may access the event area for loading after 4pm. Be aware that there may still be visitors on site. Please use caution and drive slowly.

Day-of Contact

- Kelli Neumann, (541-728-1011) will be your main contact on event day. However, feel free to seek out any staff member if you have questions or need assistance.

Fees –

- Non-profit and Education Partners this is a free event
- Vendor fees: \$100.
- Vendor fees are due by 5pm, Friday July 1. If you would like to settle your fee at the end of the event, please see Kelli. Cash, check, or credit card are accepted.

Insurance & Licenses

- If you carry liability insurance please send them to programs@snco.org or mail them to SNCO, PO Box 3533, Sunriver, OR 97707.

Advertising

- Please help us get the word out about this event within your networks. We will be sending media infographics to distribute and post on social media.
- SNCO is on Facebook and Instagram, please feel free to share the event, post info to your pages and stories.

Thank you for your participation!

Please Sign Here

In acknowledgement that you read and understand the contents of this agreement form and e mail them back to kelli@snco.org

_____ Date _____