

# July 4 2026 Vendor General Rules & Guidelines



We're excited to welcome vendors who help create a vibrant and enjoyable experience for our community. To ensure the event remains organized, safe, and enjoyable for guests and vendors alike, all participants are asked to review and follow the guidelines below. These expectations help us maintain a high-quality event and ensure that every vendor has a positive and successful experience.

## Spaces and Payment

- **If selected**, payment must be received **by the invoice due date to guarantee vendor placement**. Vendor spaces will be located at Tom McCall Upper Elementary School in Forest Grove. Space assignments will be determined in advance and provided via email prior to the event.
- **Additional event logistics and instructions** will be shared with confirmed vendors in the weeks leading up to the event.
- **Cancellations and Refunds:** Vendor space is limited and event planning requires commitments well in advance. The following cancellation policy allows us to fairly manage vendor spaces and event logistics.
  - Cancellations 90 days or more prior to the event will receive a full refund.
  - Cancellations 60–89 days prior to the event will receive a 50% refund.
  - Cancellations 59 days or less prior to the event will not receive a refund.

After this deadline, vendor spaces are typically unable to be reassigned, and event expenses have already been committed. **No exceptions can be made to the refund policy.**

- **Vendor Check-in:**
  - Vendors must check in and begin setup during the designated setup window. Vendor spaces that have not checked in by the specified time may be reassigned without refund.
- **Vendor Space Transfers**
  - If a vendor cannot attend after the refund deadline, their booth space may be transferred to another approved vendor with prior approval from event organizers.
- **Vendor Selection**
  - Vendor space is limited and applications may be reviewed to ensure a balanced mix of food, retail, and activity vendors that contribute to a great attendee experience.

## Insurance and other Regulatory Documents

- Vendors must provide a current certificate of insurance naming
- The Downtown Association of Forest Grove as an additional insured with limits of at least \$1,000,000 per occurrence.
- Food vendors must also provide any required licensing and permits to prepare and sell food products.

## Vendor Sales Reporting Requirement

To help ensure a successful event for vendors and organizers alike, all vendors participating in the Forest Grove July 4th Celebration are required to submit a brief sales report following the event. This information helps the event organizers evaluate vendor performance, improve vendor mix and placement, and plan future events to maximize vendor success.

### 1. Sales Report Requirements

- a. All vendors must provide a simple report including:
  - i. Vendor name and booth name
  - ii. Total gross sales from the event
  - iii. Confirmation that sales figures are accurate to the best of the vendor's knowledge
  - iv. No detailed financial documentation is required—only the total gross sales amount.

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## 2. Submission Timeline

- a. Sales reports must be submitted within three (3) days after the event.
- b. A simple online form will be provided to make reporting quick and easy.

## 3. Percentage-of-Sales Agreements

For vendors operating under a percentage-of-sales agreement, the reported total will be used to calculate the final amount owed to the event organizers. Payment instructions will be provided with the reporting form.

## 4. Purpose of Sales Reporting

- a. Sales reporting helps us:
  - i. Ensure fair calculation of any percentage-of-sales agreements
  - ii. Understand which vendor types perform best at the event Improve vendor placement and event layout
  - iii. Maintain a strong, successful vendor program for future celebrations

## 5. Compliance

Vendors who fail to submit their sales report may not be eligible for participation in future Forest Grove events.

Vendor Parking: Coming soon.

## Event Logistics & Operations

### 1. Load-in / Load-out Traffic Flow: Coming Soon

- **Load-in Process:** Vendors are required to unload their vehicles and immediately move vehicles from the Market area then return to set-up. **More info is coming soon.**
- **Load-out Timing:** **More info is coming soon.**

### 2. Tents, Tables, and Weights:

- Tents, tables, and weights shall be provided by the vendor and must not hazard the public or other vendors.
- Vendors must provide their own tents (straight leg style), weights, tables, decorations etc.
- Weights are required. Tents must be weighed down at a minimum of 25 pounds PER leg.

### 3. Space Appearance & Garbage:

- Vendors are responsible for maintaining an attractive booth space during event hours and must display signage identifying their business.
- Vendors must remove all trash and packaging generated by their booth. **Event trash receptacles are reserved for attendees and may not be used for vendor waste.** Vendors must leave their space clean at the end of the event.

### 4. Food Vendor Safety Requirements

- Food vendors must comply with all applicable county and state health regulations and obtain any required permits. Vendors must also have appropriate fire safety equipment when cooking. ALL VENDORS who use cooking equipment are required to have the properly associated fire extinguishers.
- Vendors using cooking equipment must have appropriate fire safety equipment on site. **All vendors operating grills, fryers, propane, or other cooking appliances are required to have an appropriate fire**

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extinguisher readily accessible at their booth. Vendors using grease-producing cooking equipment (such as fryers) must have a Class K fire extinguisher.

## 5. Grease & Liquid Waste

- **Grease, oils, and wastewater may not be disposed of in event trash containers, storm drains, or on the ground.** Vendors are responsible for removing and properly disposing of all cooking byproducts.
- **Vendor Responsibility**  
Vendors are responsible for their own equipment, merchandise, and booth area during the event.

Note: Event details and logistics may be updated as planning progresses. Please visit the event website for the most current information.

If you have questions that are not addressed in this document, please email [hello@downtownforestgrove.com](mailto:hello@downtownforestgrove.com).

**ESTIMATED PRE-EVENT SCHEDULE** (Dates are subject to minor adjustment as event planning progresses.)

- April 30 – Vendor applications close
- May 1–8 – Event committee vendor review period
- May 11 – Vendors notified of acceptance or decline
- May 29 – Vendor payment due
- June 14 – Final confirmations sent, including booth location, agreements, directions, and event guidelines
- July 4 – Event Day