



# Health & Wellness Fair Registration & Waiver

**Mountain Park Annual Health & Wellness Fair**  
**January 31<sup>st</sup>, 2018 6pm-8pm**  
**Return completed Registration form by December 29<sup>th</sup>, 2017**  
**to Melissa Browning at: 2 Mt. Jefferson Terrace, Lake Oswego, OR 97035**

<b>Name:</b>	<b>Phone Number:</b>		
<b>Business Name:</b>	<b>Type of Business:</b>		
<b>Email Address:</b>	<b>Website Address:</b>		
<b>Mailing Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Do you need Electricity?</b>	<b>Number of spaces:</b>		
<b>Special Requests:</b>			

**Please review the following:**

It is agreed and understood by all participants that they are responsible for their own spaces at all times before, during and after the fair. It is also understood that Mountain Park Home Owners Association will assume no responsibility of liability for fire, theft, personal injury or property damage. Vendor agrees to be ready for the public by 6:00pm and will remain set up until the close of the show at 8:00pm. All lights shall bear a UL tag or label indicating minimum standards of fire and electrical safety.

**Please initial each bolded paragraph once read and understood:**

\_\_\_\_ **Application and Booth Deadline:** The deadline for application is no later than Friday December 29<sup>th</sup>, 2017. MPHOA may move deadline due to space availability.

\_\_\_\_ **Set-up Rules and Procedures:** Set-up will begin at 3pm on January 31<sup>st</sup>, 2018. Vehicles will be allowed to park in the member parking and loading zone during set-up, but then must be moved no later than 5pm to street parking on either Jefferson Parkway or Independence. As a vendor, your booth must be set up, staffed and ready to operate by 6pm.

\_\_\_\_ **Tear-Down Rules:** Booths and vendors must immediately tear down their booths following the close of the event at 8pm. Vehicles will be allowed to park back in the member parking lot and loading zone following 8pm.

\_\_\_\_\_ **Code of Conduct:** Vendors are expected to be courteous. Please interact respectfully and thoughtfully with all attendees and other exhibitors. Vendors who violate the code of conduct may be asked to leave. In addition, your vending privileges will be null and void and you will be excluded from vending at future events.

*Tampering with Mountain Park Home Owners Association Property and vandalism are prohibited. Damages caused by the vendor or their staff will be repaired at the rate of \$50/hour plus materials, or as-billed to repair.*

\_\_\_\_\_ **Display Guidelines:** Mountain Park Home Owners Association, at its sole discretion, may deem any merchandise, signage, slogans, or images to be inappropriate. Vendors may only hang signs, banners and other displays within their allotted booth space with non-penetrating or marking items. You will be asked to remove banners and signs placed outside your booth. The area immediately in front of and around booths must also be kept clear. Displays MUST fit within your 8'x5' booth space.

**Please be safety-conscious. Cords, ropes, wires and other objects people might trip on should be kept covered or safely out of traffic. Low hanging objects should be clearly visible and carefully placed to avoid injury. Sharp corners and rough edges should be covered and protected. We reserve the right to remove items that we believe are not safe or detract from the event.**

\_\_\_\_\_ **Food Vendors:** You must have a valid food handler's permit or health certificate. Please send a copy in with your application and be prepared to show proof of this permit. Only approved vendors may sell any food or beverage.

**I have read and understand the above and agree to abide by the terms contained therein.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Mountain Park Annual Health & Wellness Fair 2018 Important Info**

*Each space is 8'X5'. Please bring your own table/s, table cloths and decorations. Set up time starts at 3pm the day of the fair.*

*Registration forms may be dropped off at the Mountain Park Home Owners Association office or mailed to:  
Melissa Browning  
2 Mt. Jefferson Terrace  
Lake Oswego, OR 97035*

*Note: If you wish to have people walk around your display area, you need to make this accommodation within your assigned space size. We do not create aisles between the booths when we layout the fair. Each exhibitor will need to take this into consideration when determining booth rental amounts and when setting up your individual booth.*

*Any questions, please contact Melissa: [melissa@mtparkhoa.com](mailto:melissa@mtparkhoa.com) or 971.233.1043*