



Arts, Culture & Heritage Commission Staff Report

Date: September 18, 2024

From: Erika Valentine, Arts & Culture Program Coordinator

Subject: Harvest Fest vendor Selection

Recommended Action:

Review attachments for Vendors for the Harvest Fest Event and either approve staff pre-made selections or give other recommendations for changes.

In the following attachments:

GREEN – YES

RED – NO

On the powerpoint presentation with images: slides with a ☺ indicate a yes recommendation.

Background/ Information:

The Harvest Fest is a family friendly event that the City of Wilsonville's Parks and Recreation Department puts on. Elements at the event include live music, library story time, crafts, free pumpkins, costume parade, horse and carriage rides, face painters, and more.

Website: <https://www.wilsonvilleparksandrec.com/parksrec/page/fall-harvest-festival-2024>

In 2023 staff added an arts/makers vendor market. Staff invited approximately 20 vendors to participate.

For 2024, over 60 applications were received. Staff can accommodate approximately 35 vendors due to capacity, spacing, etc.

While not every vendor is unique (multiple sell the same type of goods) the ACHC should consider variety, skill, and whether or not they think they will they will make sales.

Information vendors received on City Page at time of applying:

*Thank you for your interest in participating in the 2024 Harvest Festival! Please complete the brief webform below with information on your business. Applications are due on **September 4th by 5pm.** We are seeking artists, makers, bakers, creatives and more! Examples including but not limited to: Artworks, jewelry, baked goods, glass-ware, ceramics, candles, wood, textiles, clothing, paper goods, bath/beauty, etc.*

**Items must be handmade*

Event Details:

- *What: A family friendly seasonal festival with music, pumpkins, crafts, horse and carriage rides, face painting, a costume parade and more!*

- *When: Saturday, October 19th from 10am-1pm*
- *Where: Stein-Boozier Barn, located in Murase Plaza.*

Vendor Details:

- *Cost: Each vendor who is selected to participate will need to pay a \$30 vendor fee. Checks can be made out to the City of Wilsonville and mailed or dropped off to the Parks and Rec Admin Office at 29600 SW Park Place due prior to the event date. Vendors will be notified of acceptance or refusal by September 23rd*
- *Setup: Each vendor is responsible for providing their own:*
 - *POS system, or way to take in payments (square, paypal, venmo, etc...)*
 - *6-8'table and tablecloth*
 - *10'x10' canopy tent (or smaller)*
 - *It is the responsibility of each vendor to provide their own set-up and take-down of materials*

Next Steps:

Staff will contact all vendors to update status.

Attachments:

- **Spreadsheet of Applicants (Green is a YES and Red is NO). Please note this is just a recommendation from staff**
- **Powerpoint to show images (☺ indicates a yes recommendation from staff)**