



## 18<sup>th</sup> Annual Festival

# 2026

# Cinco de Mayo Vendor Application



## Chemeketa Woodburn Center May 1<sup>st</sup> – 3<sup>rd</sup>

Chemeketa Woodburn Center, 120 E. Lincoln St. Woodburn, OR 97071, 503.399.5213

**Like us on Facebook: Woodburn Cinco de Mayo**

Dear Friends and Colleagues,

It is that time of the year again when we begin the planning of our **18th annual Cinco de Mayo Festival** here at our Chemeketa Woodburn Center on **May 1st through May 3rd**. As the organizers of the Cinco de Mayo, we are extending an invitation to you and your organization/business to join us in bringing a rich multicultural three-day event to our community by having a booth during the event.

The purpose of this event is to celebrate our community's rich cultural diversity, promote education, and honor the relationships amongst all community's businesses, organizations, and members. This year, the event will offer many cultural experiences including history, live music, dance, folklore, food, arts and booths from various organizations/businesses 10:00 am to 9:00 pm on Friday and Saturday, and 10:00 am to 8:00 pm on Sunday. In addition, in partnership with our health programs at Chemeketa and local health services organizations we will host our fourth annual **health fair on Saturday May 2nd** during the festival. In fact, in past years our event served over **15,000** attendees making Cinco de Mayo one of the largest multicultural FREE events to the public in the Mid-Willamette Valley.

Booth space is limited, and as such, vendors are encouraged to send applications early. The payment will be needed to secure a booth which includes the 10'x10' space. **Deadline to apply for a booth is April 1st. The vendors are responsible for providing their own, tables, chairs, extension cords, and canopies.** Set up will be permitted on Thursday, April 30th. Please talk to the coordinator about set up times. We appreciate your consideration in taking part of our 18<sup>th</sup> annual Cinco de Mayo Celebration in Woodburn. Please feel free to contact me with any questions you may have.

#### Fees at a Glance

Booth Type	Size	Total Cost (By April 1)	Early Sign Up Discount (By March 1)
Food Vendor Restaurant (Dual Booth)	10' x 20'	\$1,200	\$1,000
Food Vendor Medium Food (Single Booth)	10' x 10'	\$900	\$750
Food Vendor Small Food (Snacks)	10' x 10'	\$600	\$500
Non-Food Vendor	10' x 10'	\$540	\$450
Non-Profit Vendor (501C3), Information Booth or Artist	10' x 10'	\$360	\$300
No-Booth Information Listing only	N/A	\$250 - \$500	\$200 - \$500 (Donation)

Respectfully,

Enrique Ortega  
(503) 981-8820  
(503) 951-7184  
[ortega@chemeketa.edu](mailto:ortega@chemeketa.edu)



## 2026 Cinco de Mayo Sponsor and Vendor Application/Facility Use Agreement

**Please complete this application and return with payment to:**

Chemeketa Woodburn Center 120 E. Lincoln St., Woodburn, OR Oregon, 97071-5024  
 Office: 503.981.8820 or 503.951.7184, Email: [ortega@chemeketa.edu](mailto:ortega@chemeketa.edu)

This Agreement, effective upon the date of last signature by all parties, is between Chemeketa Community College, hereafter called “College”, and \_\_\_\_\_, hereafter called “User”. College grants permission for the limited use of the college property for the purpose(s), time period(s) and locations noted herein.

**Purpose(s) of Use/Event Name:** Booth at the Cinco De Mayo Festival at the Chemeketa Woodburn Center

**College Contacts:** Enrique Ortega, [ortega@chemeketa.edu](mailto:ortega@chemeketa.edu), Phone: 503.981.8820, Cell 503.951.7184

Elias Villegas, [elias.villegas@chemeketa.edu](mailto:elias.villegas@chemeketa.edu); Phone: 503.316.3259

Business Name: \_\_\_\_\_

User Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Street Address/City/State/Zip: \_\_\_\_\_

Type of Business: \_\_\_\_\_

The following prices and dates represent the Cinco de Mayo Festival hosted by the Chemeketa Woodburn Center. Prices are subject to change upon prior Agreement with the college; the new price will be represented within the written contract. **All Single Booth spaces are 10’X10’.** **All Dual Booth Spaces are 10’ x 20’.**

Please make your selection of Booth Type and Days Attending.

<b>Booth Type</b>	<b>Total Cost (Pay by April 1<sup>st</sup>)</b>	<b>Early Signup Discount Total Cost (Pay by March 1<sup>st</sup>)</b>
<input type="checkbox"/> Sponsor	<input type="checkbox"/> See sponsorship confirmation page	
<input type="checkbox"/> Food Vendor Restaurant (Dual Booth)	<input type="checkbox"/> \$1,200	<input type="checkbox"/> \$1,000
<input type="checkbox"/> Food Vendor Medium Food (Single Booth)	<input type="checkbox"/> \$900	<input type="checkbox"/> \$750
<input type="checkbox"/> Food Vendor Small Food (Snacks)	<input type="checkbox"/> \$600	<input type="checkbox"/> \$500
<input type="checkbox"/> Non-Food Vendor	<input type="checkbox"/> \$540	<input type="checkbox"/> \$450
<input type="checkbox"/> Non-Profit Vendor (501C3), Information Booth or Artist	<input type="checkbox"/> \$360	<input type="checkbox"/> \$300
<input type="checkbox"/> No-Booth Information Listing only	<input type="checkbox"/> \$250-\$500	<input type="checkbox"/> \$200-\$500

<b>Days/Dates Attending</b>	<b>Arrival Time (am/pm)</b>	<b>Departure Time (am/pm)</b>
<input type="checkbox"/> Friday, May 1 <sup>st</sup>	_____ <input type="checkbox"/> am <input type="checkbox"/> pm	_____ <input type="checkbox"/> am <input type="checkbox"/> pm
<input type="checkbox"/> Saturday, May 2 <sup>nd</sup>	_____ <input type="checkbox"/> am <input type="checkbox"/> pm	_____ <input type="checkbox"/> am <input type="checkbox"/> pm
<input type="checkbox"/> Sunday, May 3 <sup>rd</sup>	_____ <input type="checkbox"/> am <input type="checkbox"/> pm	_____ <input type="checkbox"/> am <input type="checkbox"/> pm

**Total Sponsor Ship or Fee Due: \$\_\_\_\_\_**

**Other charges:** If there is any fine levied against Chemeketa for any activity not consistent with current zoning, user agrees to pay the fine.

Payment must be made prior to the event. User shall pre-pay for Booth Space at the Chemeketa Woodburn Center, 120 E. Lincoln St., Woodburn, OR Oregon, 97071, by check, credit/debit, or cash no later than **April 10th, 2026**. Booth Space is not confirmed until payment is received. Your Booth Space will be confirmed when payment has been received. A signed copy of this form will be returned to you with a confirmation date.

**Note:**

- *No refunds will be issued due to inclement weather*
- *No refunds will be issued for cancellation with less than two weeks' notice*

**Rules and Regulations:** "Attachment A Facility Use Rules and Regulations" (Attachment A) is attached hereto and incorporated herein by this reference.

**Insurance:** "Attachment B Insurance Requirements" (Attachment B) is attached hereto and incorporated herein by this reference.

**Signature/Return Instructions:** **Return 1 copy of signed contract with a current W 9 by e-mail to:** [chanita.parker@chemeketa.edu](mailto:chanita.parker@chemeketa.edu), or mail to or drop of at the Chemeketa Woodburn Center, 120 E. Lincoln St. Woodburn, OR 97071, Attention: Enrique Ortega. College will return an executed Agreement to you.

**Menu and/or List of Goods to be Sold:** **User shall provide a menu and/or a list of the goods User plans to sell.** The menus/lists need to be thorough enough for College to understand what will be made available for purchase by the public.

By their signatures below, the authorized representatives of College and User agree to the terms and conditions herein including those found in Attachment A and Attachment B.

**College Representative**

**User Representative**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Name (Typed or Printed)

**COLLEGE USE ONLY - Booth Confirmation Date:** \_\_\_\_\_

*Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399.5192. For a disability related accommodation, please contact Disability Services at least two weeks prior to this event at 503.399.5192 (TTY/voice) or [disability@chemeketa.edu](mailto:disability@chemeketa.edu)*



## **Attachment A**

### **Facility Use Agreement – Rules and Regulations**

- 1. All users of College property and College controlled property must comply with all College federal, state, and local laws and regulations and regulations prohibiting discrimination.**
- 2. The maximum number of persons permitted on any College property shall be restricted to its capacity as established by the local Fire Marshall. The College reserves the right to limit occupancy to less than the posted maximum occupancy when it is in the best interest of the College or is deemed necessary for public safety.**
- 3. If there is any fine levied against the College for any activity not consistent with current zoning, User agrees to pay the fine.**
- 4. User shall not be granted use of College facilities or areas without a User supervisor. The name and phone number of the User supervisor is to be provided to the College prior to the use of property. The User supervisor shall assume responsibility for seeing that the rules stated in this Agreement are enforced.**
- 5. The User may be asked to have available at all times a roster showing names and phone numbers for event attendees. Upon request, a copy of this roster must be provided to the Event Coordinator prior to use of property.**
- 6. It is the responsibility of the User to anticipate the requirements of their User Group and give notice regarding access for individuals with disabilities. The College accepts no responsibility for the users Title II ADA requirements under both state and federal law regardless of the event.**
- 7. Set-up Guidelines: The Event Coordinator must be provided complete information on the physical set-up of the event a minimum of five (5) business days prior to the event date(s). Tools or equipment required for set-up and take-down shall be provided by the User, e.g., hand trucks, extension cords, ladders and hand tools. Each item used shall meet or exceed the applicable safety standard(s) for that item. Room set-up must comply with applicable fire safety regulations.**
- 8. Displays, signs, banners or decorations proposed for use by the User are subject to prior approval from the Event Coordinator. No tacks, nails, hooks, or staples may be used on the walls of any facilities. Only multi-surface painters' tape may be used to affix signs or decorations to walls. Candles must be enclosed in non-tip containers. Glitter, sequins, etc. are strictly prohibited. The use of fog/smoke machines or explosive special effects are strictly prohibited. Only extension cord of heavy duty, three-prong variety may be used in College facilities or on college property.**
- 9. College equipment and furniture may be used or rearranged by a User Group only with the prior written permission or verbal permission from the on-site Event Coordinator. Failure to receive prior approval may result in the User being charged for the cleaning and rearrangement of equipment and furniture by the College.**
- 10. Contracted Services/Deliveries: The Event Coordinator must be notified a minimum of five (5) business days prior to the event date(s) of all service personnel contracted by the User who need access to the property for delivery and pick-up of items. The College will not provide storage of items unless specifically agreed to prior to delivery.**

11. Any temporary membrane structure, tent pop-up canopy or enclosure in or adjacent to a building, fire lane or hydrant is strictly prohibited without the approval of the local fire marshal.
12. **Parking:** The College strongly recommends carpooling when possible. Limited on-site event parking is available on a first come, first serve basis. The College shall not be responsible for providing event parking in excess of the on-site capacity. The College shall not be responsible for providing on-site transportation or a shuttle service. Vehicles must be in designated parking areas only. Vehicles parked in no-parking zones or blocking fire lanes are subject to tow at the vehicle owner's expense. Overnight parking is not allowed without the College's permission. The grounds shall be secured 30 minutes after the event ends. Vehicles left parked on facility grounds will not be accessible until the next business day.
13. The College, including but not limited to staff of the Campus/Center, retains the right to stop any activity and/or to require dismissal from the job site of any worker whose behavior does not comply, or gives the College reasonable suspicion to believe the worker's behavior does not comply, with pertinent Chemeketa Community College policy(ies), including but not limited to providing a respectful workplace, a harassment free workplace, and a drug and alcohol free workplace, or the activity is deemed hazardous to members of a user group, the public, or College property.

Chemeketa Community College is a College campus; however, there are a large number of minors on College property. Users are responsible and shall be held liable for any misconduct of their employees or subcontractors on College property. Users are encouraged to be mindful of any prior misconduct of their employees and/or subcontractors.

14. The College reserves the right to require security supervision at any event where the College deems it necessary. User shall reimburse the College for all costs associated with providing security supervision.
15. The use of illegal drugs in any form shall be prohibited in any College facility or area.
16. No smoking on College property (includes burning any type of tobacco product and vaporizing devices like e-cigarettes).
17. The use of alcoholic beverages is prohibited unless application has been made to and approved by the College. If applicable, request the application procedures from your College Contact.

Alcoholic beverages are limited to beer and wine and must remain within the authorized rental area(s). Alcohol can only be consumed during designated pouring times. The College and OLCC strictly prohibit guests from serving their own alcohol and from bringing any alcoholic beverages onto the owner property unless approved by the Event Coordinator and within OLCC regulations. No visibly intoxicated person will be served alcohol. Any person who is clearly intoxicated or impaired or whose conduct is objectionable, disorderly or disruptive to the property use or in violation of any OLCC regulations shall be refused entrance or could be immediately ejected from the premises. If disorderly or disruptive actions by guests continue the College has the right to terminate alcoholic service and if necessary contact the appropriate law enforcement agency.

18. The possession of any firearm, taser, knife with a blade exceeding four (4) inches or illegal weapon, is prohibited on College property or College controlled property, in accordance with both State and Federal Law. Law enforcement officers are exempt from this policy. The College president/chief executive officer, or designee, may grant other exemptions for example educational, training or safety purposes.
19. User agrees to reimburse the College for repairing any damage to College property caused by their activities or for any clean-up of College property required beyond "Normal" janitorial service (sweeping, etc.).
20. The College reserves the right to refuse future rental/use of College property to individuals or groups that violate the terms and conditions.



## Attachment B Insurance Requirements

The User, at their sole expense, shall obtain and maintain insurance for the term of this Agreement, as well as throughout all applicable statutes of limitation and statutes of repose. User's insurance shall be primary over any insurance or retention the College may carry with the College's insurance and/or retention(s) being excess and non-contributory.

There shall be no cancellation, material change, reduction of limits, reduction in any aggregate limits, or intent not to renew the insurance coverage(s) without 30 days prior written notice from the User or its insurer(s) to the College. Evidence of the required coverage shall be issued by a company satisfactory to the College, shall be approved by the College by way of Certificate of Insurance, and shall be filed and approved by the College ***prior to property use***. A minimum 30-day written notice of cancellation or material change of coverage clause shall be included. Failure to maintain the proper insurance shall be grounds for immediate termination of this Agreement.

The College shall have the right to approve all insurers under this Agreement. The College reserves the right to reject any or all insurance companies with an unacceptable financial rating.

### **General Liability – Required -**

User shall provide and maintain a commercial general liability policy written on an occurrence form with limits not less than:

- \$2,000,000 General Aggregate
- \$1,000,000 Products and Completed Operations Aggregate
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Each Occurrence

The General Liability policy shall include a waiver of subrogation in favor of the College. Contractors are required to provide a certificate naming Chemeketa Community College, its board members, directors, employees, officers, volunteers, and agents as primary *additional insured* for the work or services performed under this agreement as well as for completed operations. A copy of the endorsement shall be attached to the certificate of insurance. The Certificate of Insurance must state **Cinco de Mayo Festival**.

### **Hold Harmless and Indemnification Clause**

The User shall indemnify, defend, and hold harmless Chemeketa Community College, its board members, directors, employees, officers, volunteers, and agents from any claims, actions, liability or cost, including attorneys' fees and/or cost of defense arising out of or in any way relating to the work performed under this agreement, and arising from the sole or joint negligence of the User, except to the extent otherwise void under ORS 30.140.

### **Waivers or Exceptions**

Any exceptions or waivers to these requirements shall be subject to review and approval by the College.

### **Where to Send Certificates of Insurance**

Certificates of Insurance shall be sent to Chemeketa Community College by email to [chanita.parker@chemeketa.edu](mailto:chanita.parker@chemeketa.edu).