



2026 CORN FESTIVAL VENDOR HANDBOOK & APPLICATION

A City of Aumsville Event

503-749-2030 | 595 Main Street, Aumsville, OR 97325

Thank you for your interest in joining our vendor lineup at our 2026 event! This handbook has been updated for the 2026 Aumsville Corn Festival. All vendors who wish to participate in the 2026 Corn Festival must read this handbook in its entirety and understand all rules and regulations herein. Each year, Corn Festival staff review the event rules and make updates as needed to ensure that the event runs smoothly. **All vendors and staff participating in the event must be familiar with this handbook and all participation rules.** If you have any questions or concerns, please let us know. Contact information can be found on the last page of this handbook.

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Event Schedule

Date: Saturday, August 15, 2026 **Location:** Porter-Boone Park
Public Event Hours: 12:00 pm – 6:00 pm 1105 Main Street
Aumsville, OR 97325

Vendor Setup Hours: Depending on vendor type, 8:00 am – 6:00 pm Friday, August 14th and/or 5:00 am – 10:00 am Saturday, August 15th unless given special written permission by Aumsville Corn Festival staff.

Vendor Teardown Hours: Vendors MAY NOT begin disassembling their booths until 6:01 pm on Saturday, after the end of the Corn Festival. See Vendor Setup and Teardown Times for additional details.

Application Process

To apply to be a vendor at the Aumsville Corn Festival, please complete the steps below. Every vendor must complete a new application for each year they wish to participate. If you have questions while completing your application, please email us at CornFestival@aumsville.us or call 503-749-2030.

1. Read this vendor handbook to ensure you understand all rules and expectations.
2. Fill out and sign the vendor application.

ALL vendors must complete the following sections:

- Applicant Information
- Vendor Description
- Applicant Signature

In addition to the above sections:

- **Vendors operating out of a trailer or truck** must complete the Trucks/Trailers section, including measurements of the trailer/truck.
 - **Vendors requiring power or requesting to use their own generator** must complete the Power and/or Generator Requests section.
3. Submit the completed application to City Hall using one of the following methods (see contact information on the final page of this handbook):
 - Email to CornFestival@aumsville.us
 - Please ensure that the scan/image is clear and readable before sending.
 - PDF is preferred.
 - Drop off in the City Hall lobby
 - Leave in the drop-box near the entrance of City Hall
 - Mail to City Hall
 - Please include “Attn to: Corn Festival” in the address
 4. Staff will review your application and notify you by email (using the contact information provided on your application) of acceptance or denial of your application. Please allow 7-10 business days for staff to review and process applications.
 5. If accepted, you will have seven (7) business days to pay your vendor fees in order to reserve a vendor space.

Please note: Spaces fill up quickly, and applications are processed in the order they are received. Vendors who submit their applications earlier are more likely to secure a space.

 - Vendors who pay within the 7-day approval window will be prioritized based on the date their application was received.
 - Vendors who pay AFTER the 7-day window will be prioritized based on the payment date.

If you choose to apply to be a vendor at the Aumsville Corn Festival, please remember:

- Submitting an application does NOT guarantee approval. Your space will not be held until application has been approved, and all fees have been paid.
- Space assignments will not be provided to vendors until they arrive for setup. The Aumsville Corn Festival reserves the right to designate the vendor’s booth location for the best benefit of the Corn Festival and its patrons. See the Vendor Space Assignments section below for further information.
- Vendor fees are non-refundable unless the event is cancelled by authorized Corn Festival staff.
- ALL vendors must comply with all rules laid out in this vendor handbook. Non-compliant vendors may be removed from the event.

Vendor Code of Conduct & Non-Compliance Procedures

Vendors and their staff must conduct themselves with civility during the event. If you have any issues, please notify the Corn Festival staff and they will do their best to address it on the spot that day. Keep in mind that we have limited staff, and dominating their time is not an option. Being aggressive or argumentative with staff or other vendors will not be tolerated. **Refusal to comply with fees, conditions and rules outlined in this handbook, or directions from Corn Festival staff, could result in removal of the vendor from the event, and/or denial of applications for future Corn Festivals.**

Vendor Products

Products are required to be safe and friendly for all ages. The sale of alcohol, cannabis/marijuana, and/or weapons is strictly prohibited. If you have questions about whether your product would be appropriate for the Corn Festival, please contact Corn Festival staff to discuss.

Duplicate Products

Vendors at the Aumsville Corn Festival do not have assurance of exclusivity with their products or services. However, the Aumsville Corn Festival reserves the right to limit the number of duplicate products or services on a case-by-case basis. Whenever possible, vendors selling the same or similar products will be placed away from one another. The Aumsville Corn Festival is not accountable for regional or territorial rights provided by certain companies for vending their products. It is each applicant's responsibility to know if they are restricted from being a vendor due to such regulations by their supplying company.

Booth Specifications & Fees

Booth Size

Each booth space is 12 feet by 12 feet. The base fee for each vendor space is \$100. Vendors may purchase multiple spaces to fit their needs. Vendors must contain ALL booth items within their assigned booth space, including all products and other furnishing.

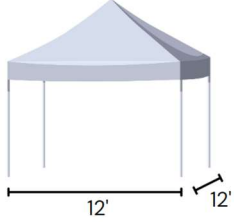
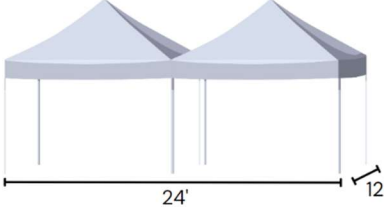
Electrical Hookups & Generators

Vendors may also request electrical hookups at an additional cost. Each standard electrical outlet (120v) is \$50. All other power connections, such as a 30-amp or 50-amp, are \$100 for each connection. Power accommodations are approved based on availability of the requested connection type. The Aumsville Corn Festival staff will make every effort to accommodate the electrical needs of booths; however, staff make no guarantee of the availability of a specific power connection. Booths requiring electricity must bring their own UL-approved power cords, adapters, and extension cables to reach the electrical junction box.

ALL electrical needs MUST be declared on your Corn Festival Vendor Application.

Use of portable generators must be pre-approved by Corn Festival Staff. Vendors who wish to use a portable generator must indicate such on their application. Portable generators may not provide excessive noise or smoke when in normal operation.

Booth Space & Electrical Fees

 <p>Standard Single Booth: \$100</p>	 <p>Standard Double Booth: \$200</p>	<p style="text-align: center;"><u>Power</u></p> <p>120V (standard outlet): + \$50 each</p> <p>Other Connections (e.g. 30 or 50 amp): + \$100 each</p>
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**Pop-up tents pictured are just for size reference and applies to all vendor types (trailer/food trailer & pop-up tents). Vendors are responsible for bringing their own furnishings.*

Vendor Space Assignments

Aumsville Corn Festival staff assign vendor placements and make layout changes in order to create efficient traffic patterns. Spaces are assigned with priority based on the date the application was received, and availability of electricity. If you have a request for your booth to be located next to another booth, please indicate that on your application. While we cannot guarantee your request will be approved, staff will do their best to accommodate where possible with the following considerations:

- Accommodation requests due to a disability or similar need
- The date/order in which your application and payment were received
- Availability and access to electricity
- The compatibility of your booth with others in the same general area

Booth Furnishings

NO furnishings are provided by Corn Festival staff for any vendor booths. All booth furnishings, including signs and display racks, must always remain inside the boundaries of the designated booth space(s) assigned, as outlined above. Vendors are responsible for their own tents, tables, chairs, and all other materials needed to conduct their business.

Vendor Responsibilities

All Vendors:

- Must provide own insurance
- Are responsible for their own coins and bills for change
- Must provide their own shade cover, tables, and chairs, and all other booth furnishings
- Must comply with all rules and regulations listed within this handbook

Food Vendors:

- Must comply with the items listed above in “All Vendors”
- Must have appropriate permits from Marion County Health Dept. Contact the Health Dept at (503) 588-5346 for license information
- Must provide one garbage can. Vendors must empty their own garbage cans into the city-provided dumpster

Vendor Setup and Teardown

As a reminder, the Aumsville Corn Festival is currently a one-day event, on Saturday only. As such, vendors must remain open during all hours of the event, Saturday, August 15, 2026, 12:00 pm – 6:00 pm.

See Setup and Teardown below for details on when vendors may prepare and take down their booths. See Vendor Setup Process below for arrival instructions.

Setup/Teardown Requirements

- Unless previous special, written permission has been granted by Aumsville Corn Festival staff, all vendors must set up within their specified windows below.
- The cutoff time for setup arrival is 10:00 am on Saturday, August 15th. ALL vehicles must be out of the festival area by that time to ensure a safe atmosphere for vendors and early event attendees.
 - **Vendors that arrive to begin setting up after 10:00 am on Saturday, August 15th may be turned away due to traffic and staff workload.**
- During the Saturday setup procedure, vehicles must be promptly unloaded and parked in the designated parking area to allow other vehicles space to unload. You may then return to set up your booth.
- Please be patient during setup. Due to extreme congestion on the grounds on setup day, we ask you to allow yourself enough time to wait in line to be taken to your vendor space to set up.

Arrival & Setup Times

Vendor Type	Setup Day	Setup Time
Food Booths & Vendors with Trailers	Friday, August 14th	8:00 am – 6:00 pm
	Unless given special permission by Aumsville Corn Festival staff, ALL vendors with trailers, and all food vendors must complete the majority of their setup on Friday. Depending on traffic and maneuverability, those who arrive after this window without obtaining prior permission from Corn Festival staff may forfeit their vendor space.	
All Other Vendors	Friday, August 14th and/or Saturday, August 15th	8:00 am – 6:00 pm 6:00 am – 10:00 am
	All vendors must have their booth materials completely unloaded from their vehicles by 10:00 am and may NOT have their vehicles in the vendor area after that time. Vendors should have their booths prepared and ready by 11:00 am. Although the event does not officially begin until noon, many visitors will begin wandering in sooner.	

Due to pedestrian traffic, maneuverability, and staff workload, any vendor that arrives after 10:00 am on Saturday, August 15th without obtaining prior permission from Corn Festival staff may forfeit their vendor space, or may be required to carry all booth items in on foot to set up.

Note: there will be no “security” on site. There will be regular police patrols, however, and a staff member will also be staying in the park overnight. If you plan to set up Friday and wish to stay at the park that night in order to monitor your booth, please reach out to staff to discuss.

Vendor Setup Process

Friday, August 14th

1. Arrive at Porter-Boone Park between 8:00 am and 6:00 pm. Please notify staff ahead of time if you wish to set up your booth outside the 8:00 am – 6:00 pm window.
2. Look for Corn Festival staff near the stage. If you do not immediately see staff, please wait near the stage for further instructions, as they may be assisting another vendor or preparing the park in some other way.
3. Staff will provide your space assignment and provide directions to your assigned space or lead you to the space if time allows.
4. Unload your booth contents and/or park your booth truck/trailer. If there are other vendors waiting to proceed to their assigned space, please move any additional vehicles out of the way as soon as possible.
5. You may leave once you have finished setting up for the day.
6. Return early enough on Saturday morning to finish preparing your booth to receive visitors. While the event does not officially begin until noon, many people will begin walking to the park immediately after the parade ends. We suggest being ready by 11:00 am.

Saturday, August 15th

1. Arrive at Porter-Boone Park between 6:00 am and 10:00 am. Note: Earlier is better, as the vendor area quickly becomes crowded during setup, and you may need to wait in line for some time before you are able to begin setting up your booth.
2. Proceed through the parking lot toward the stage, keeping an eye out for staff. Parking attendants may briefly stop you at the entrance to confirm you are a vendor before you may be allowed to enter the park.
3. Corn Festival staff will ask you for your business name (or your name) and will provide you with your space assignment as quickly as possible. Please be patient. Depending on how busy the vendor area is, you may need to wait in line, or park in the parking lot for some time before staff is able to find a safe path to your assigned space.
4. Once you arrive at your assigned space, please promptly unload your booth items into the provided space, but do not begin setting up your booth until after your vehicle is moved to vendor parking.
5. Park your vehicle, then return to your assigned space to set up your booth.
6. Prepare to receive visitors. While the event does not officially begin until noon, many people will begin walking to the park immediately after the parade ends. We suggest being ready by 11:00 am.

PLEASE be patient during setup. Due to extreme congestion on the grounds on setup day, we ask you to allow yourself enough time to wait in line before you are shown your space. Staff will do their best to move things along as quickly as possible.

Teardown Time

Vendor Type	Teardown Day	Teardown Time
All Vendors	Saturday, August 15 th	6:01 pm

ALL BOOTHS must remain open until 6:00 pm Saturday, August 15th

At 6:01 pm, all vendors may begin tearing down for the day.

Vendors that begin teardown before 6:00 pm will be subject to denial of future vendor applications to the Aumsville Corn Festival and other Aumsville events.

Vendor Parking

- Corn Festival staff will designate vendor parking to provide convenience for vendors, and to maximize available parking for event attendees.
- Due to limited space and pedestrian traffic, access for vehicles to enter or leave the vendor parking may be limited during the event.
- Parking is also available in Mill Creek Park, and nearby neighborhoods.
- When parking in residential areas, be mindful of area residents, always obey traffic laws, and DO NOT block driveways or park illegally.

Festival Attendance

The Aumsville Corn Festival is not responsible for any decrease in normal festival attendance, including those due to acts of nature, labor strikes or other events outside the control of the City of Aumsville. The festival attendance over the last several years has been roughly 5,000-10,000 people each year, depending on weather.

Smoking/Alcohol Sales and Consumption

Smoking a lighted pipe, cigar, cigarette, vaping device, or other smoking paraphernalia or material is prohibited in the park during festival operations. The sale and consumption of alcohol is prohibited as indicated in Aumsville Ordinance 691, Section 10.

Learn More



Corn Festival Information

www.aumsville.us/events/page/corn-festival-information



Corn Festival Vendors

www.aumsville.us/events/page/corn-festival-vendors



Corn Festival Parade Application & Information

www.aumsville.us/events/page/corn-fest-parade-application



Corn Festival Facebook

www.facebook.com/AumsvilleCornFest



Volunteer Interest Form

www.aumsville.us/community/page/general-volunteer-interest-form

Corn Festival Contact Information

Physical & Mailing Address

Aumsville City Hall
Attn: Corn Festival Staff
595 Main Street
Aumsville, OR 97325

Phone

(503) 749-2030

Email

CornFestival@aumsville.us

Please note: You may receive correspondence by email from individual City of Aumsville staff. Their email address will end in @aumsville.us. If you receive emails from someone whose email *does not* end in @aumsville.us and they are claiming to be Corn Festival staff, **DO NOT reply**. Instead, please call City Hall to alert them of a possible issue.

Facebook

Follow us @AumsvilleCornFest or visit www.Facebook.com/AumsvilleCornFest

Please note: The purpose of the Corn Festival Facebook page is to market the event. If you need to reach staff, please use one of the above contact methods. Corn Festival staff will never contact you using their personal Facebook accounts. All messages or comments received from any account outside of @AumsvilleCornFest is likely an attempted scam. Do not reply to these messages and report them if you feel comfortable doing so.