



ASUO STREET FAIRE RULES & REGULATIONS

Revised January 2026

Thank you for your interest in the University of Oregon Street Faire, sponsored by the Associated Students of the University of Oregon (“ASUO”). Our Faire is a cornerstone event at the University of Oregon and is produced by university students.

This document contains guidelines, deadlines, and other important Faire-related information. The health and safety of our campus community is vitally important to us, and we ask that you carefully review each section to ensure you understand our procedures, requirements, and policies. In addition to these rules and regulations, we require that vendors adhere to university requirements as well as state and local laws. We appreciate your willingness to adhere to these standards. Please contact us if you have questions about our procedures, requirements, or policies.

Dates & Deadlines

Our Spring 2026 Street Faire will be active from 10:00 a.m. to 6:00 p.m. on Wednesday, and Thursday, from 10:00 a.m. to 5:00 p.m. **Friday, May 6, 7, and 8 2026.** As in the past, vendor participation is required for all three days. We do not offer single-day scheduling or pricing.

- **The application deadline was 11:59 p.m., Sunday, August 17, 2025.**
- Applicants were notified of their status no later Fall 2025. Unless otherwise discussed between vendor and faire committee members applicants approved for fall 2025 should also be approved for spring 2026.
- Spring 2026 faire participation will require additional booth payments and a newly signed facility use agreement for all admitted vendors and exhibitors.
- Payments, forms, and updated insurance documents are due by 11:59p.m. Tuesday, March 10, 2026.

Procedures

Application

Interested vendors, exhibitors, and university affiliates must have applied to participate in the Faire.

- The Faire occurs twice annually, in May and October.
- Applications were open approximately two months in advance of Fall Faire. Vendors may email us to request to be added to our Faire interest/notification list. We can be reached at asuostreetfaire@uoregon.edu.
- A non-refundable application fee was required for consideration of application. This fee may increase after the application deadline, if we are able to accept additional applications. We often are unable to accept late applications.
- Completion of an application and payment of the application fee does not guarantee acceptance into the Faire.

Selection & Registration & Participation

- The vendor selection process is described in our application. Please review it thoroughly and ensure you understand our deadlines, which are firm.
- Applicants were notified of their status for both Fall 2025 and Spring 2026 – as accepted, wait-listed, or denied – via email before the Fall 2025 Faire.
- Vendors selected for participation must remit booth payment before the payment(s) deadline(s). Failure to do so will result in forfeiture of space. Accounts with unpaid balances after the payment deadline will lose their space assignment.

- ALL payments are non-refundable.
- Vendors selected must provide proof of current insurance information/certificate of liability insurance for each faire. Failure to do so will result in forfeiture of space. Accounts with unpaid balances after the payment deadline will lose their space assignment.
- Vendors selected for participation must for each faire sign and complete a legal agreement (Facilities Use Agreement – FUA) before their participation is confirmed.
- For each faire , upon receipt of booth payment and signed legal agreement, vendors will be assigned a unique 30-minute window in which to arrive at the faire to set up/unload for set up.

Arrival

- Participating vendors will be assigned a thirty-minute arrival time. Strict adherence to this timeline is vital to the logistics of the faire. If your schedule includes time commitments that you must work around, please indicate this in the relevant section of the application or email us if this has changed since the fall faire. We will consider all vendor requests for arrival times in advance of the faire, but we cannot adjust your arrival time on the day you are scheduled to arrive.
- Arrival times are firm and must be adhered to. Early arrival will not be accommodated. Changing check-in times after set can cause confusion, complications and create safety hazards.
- Check-in locations vary by type of space assigned. Please review the logistics section below for more information.
- All merchandise and food vendors must show their fire extinguisher at the time of arrival.
- All accepted Street Faire participants – vendors, nonprofits, student organizations, and university affiliates – will be issued a confirmation of participation card during check-in. This document must remain with the participants and must be displayed throughout the Faire. Failure to adhere to this requirement may result in immediate expulsion from the Faire. This document is separate from and in addition to the daily entrance pass that may have been requested.
- **Emergencies related to arrival must be communicated to our event staff by calling (541) 346-0622.**
- More details on arrival and departures are found in the logistics section below.

Parking

- Vendor parking is **NOT** provided. Hourly parking is available approximately three blocks from the Faire. University-issued parking permits are available from UO Parking and Transportation Services.

Logistics – On-Street & Nearby Space Assignments

Initial Arrival and Check-In

Vendors assigned to on-street and other designated nearby spaces which allow vehicles must+++++ arrive during their assigned 30-minute arrival window.

- Our check-in station for on street and some nearby spaces for vendors with an automobile is located at the intersection of 13th Avenue and Kincaid Street.
- Arriving vendor vehicles must enter 13th Avenue from the west side of campus near Kincaid Street and exit through University Street. During the faire, traffic only travels eastbound on 13th Avenue. (A directional map will be provided.)
- Vendors will only be allowed to arrive during their pre-assigned arrival window. Thirty-minute arrival windows will occur throughout the afternoon on Tuesday and early on Wednesday morning.
- Arriving food and merchandise vendors must show their fire extinguisher at the time of check-in.
- During the initial set-up, vendors may keep their vehicle on the street for a **maximum of thirty minutes** to unload and set up. After thirty minutes, vendors may continue to set up, however they **must do so without a vehicle** present.

- Unloading space/temporary parking is not provided for vendors arriving before or after their assigned arrival window. Vendors who arrive before their assigned arrival time will be asked to find a safe place apart from the faire to park and wait until their designated arrival time. Vendors who arrive after their assigned arrival time will be invited to find a safe place to park and wait apart from the faire until they can be accommodated. There is no guarantee that vendors who arrive late will be accommodated.
- **Booth space sizes will be strictly enforced to ALL four sides of the booth, please be sure to choose the correct size for ALL your needs. All equipment and supplies must fit within the booth measurements.**
- Confirmed booths will not be relocated except under extenuating circumstances approved by and/or required by the ASUO Secretary of Events, UO Safety Coordinator, UO Construction and/or City Fire Marshal. ASUO will not refund any fees or payments if a move is required.
- ASUO will not refund any fees or payments due to lack of sales or lack of profit claimed by vendor for any reason.

Daily Opening

Each morning, vendors are encouraged to arrive early to set up their booths for the day. Morning set-up begins at 7:00 a.m. and vendors with advanced permission may enter the street from the west with their vehicle at the specific time assigned. In order that the Faire may begin on time, all vehicles must arrive no later than 9:00 a.m. and vacate 13th Avenue no later than 9:15 a.m. daily.

- Advance permission is required to enter the street with a vehicle for daily opening, due to safety requirements. This should have been disclosed in the application. Vendors receiving permission will receive a confirmation card (daily entry card) which identifies they may be present on the street during daily opening. This document must be displayed upon daily entry and remain on dashboard while on the street unloading. Failure to adhere to this requirement may result in immediate expulsion from the Faire. This document is separate from and in addition to booth confirmation cards issued to all vendors.
- The only designated time for automobiles to pass through 13th Avenue for daily set-up is between 7:00 and 9:00 a.m. daily. Vendors must enter 13th Avenue from the west side of campus (near Kincaid Street) and exit through University Street. Traffic will only travel eastbound.
- Vehicles remaining on 13th Avenue between 9:15 a.m. and 6:05 p.m. will be towed at the owner's expense.

Daily Closing

Vendors have one hour to close their booths each evening and should remove valuables from their booth before leaving. Daily close will begin at 6:00 p.m. Vendors with advanced permission may enter the street from the west with their vehicle at 6:05 p.m. All vehicles must vacate 13th Avenue by 7:30 p.m. Vehicles remaining after this time will be towed.

- Advance permission is required to enter the street with a vehicle for daily closing, due to safety requirements. Vendors receiving permission will receive a confirmation card (daily entry card) which identifies they may be present on the street during daily opening. This document must be displayed upon daily entry and remain on dashboard while on the street unloading. Failure to adhere to this requirement may result in immediate expulsion from the Faire. This document is separate from and in addition to booth confirmation cards issued to all vendors.
- The only designated time for automobiles to pass through 13th Avenue during daily close is between 6:05 and 7:30 p.m. Vendors must enter 13th Avenue from the west side of campus (near Kincaid Street) and exit through University Street. Traffic will only travel eastbound.

Exiting the Faire

The Faire ends at 5:00 p.m. on Friday. Vendors should adhere to traffic laws when exiting the Faire to ensure public safety. Traffic must flow eastbound when exiting the Faire. Our staff will be ready to assist as needed. More information about exiting the Faire will be distributed as the Faire approaches.

Logistics – Off-Street Space Assignments

Initial Arrival, Check-In, and Daily Opening – Vendors with Vehicles

Vendors assigned to EMU and certain other outdoor spaces must arrive during their assigned 30-minute arrival window.

- Our check-in booth for vendors assigned to EMU spaces and certain other outdoor spaces is located at the intersection of 13th Avenue and University Street (Same as the volunteer check-in).
- Vendors assigned to EMU spaces and certain other outdoor spaces who are bringing a vehicle to campus must enter 13th Avenue from the west side of campus near Kincaid Street and exit through University Street. During the faire, traffic only travels eastbound on 13th Avenue. (A directional map will be provided.)
- Vendors with vehicles will only be allowed to arrive between 7:00 and 9:00am each morning. After 9:00am, vendors may arrive on foot.
- During the initial set-up, and daily opening (**only if space allows**), vendors arriving in vehicles will be assigned a space to unload for a maximum of thirty minutes. After thirty minutes, vendors may continue to set up, however they must do so without a vehicle present. Please note that no vehicles will be allowed in the EMU Amphitheater or EMU Fishbowl Terrace. In order that the Faire may begin on time, all vehicles must vacate 13th Avenue by 9:15 a.m. daily.
- Vendors may utilize university-designated “load/unload” parking spaces and are responsible for adherence to the time limitations posted at these spaces.
- Vehicles remaining between 9:15 a.m. and 6:00 p.m. will be ticketed and/or towed at the owner's expense.
- Advance permission is required to enter the street with a vehicle for daily opening, due to safety requirements. This should have been disclosed in the application. Vendors receiving permission will receive a confirmation card (daily entry card) which identifies they may be present on the street during daily opening/closing. This document must be displayed upon daily entry and remain on dashboard while on the street unloading. Failure to adhere to this requirement may result in immediate expulsion from the Faire. This document is separate from and in addition to booth confirmation cards issued to all vendors.

Initial Arrival, Check-In, and Daily Opening – Vendors on Foot

Vendors assigned to spaces which are not located near or on 13th Avenue and who are arriving without a vehicle may arrive after 7:00am on Wednesday, Thursday, and Friday morning.

- Our check-in booth for vendors arriving on foot is located at the intersection of 13th Avenue and University Street. Find the volunteer booth at the faire entrance, on the southwest corner of the intersection.
- Vendors on foot may arrive and depart at their convenience, between the hours of 7:00am and 7:30pm each day. If stepping away temporarily, vendors should remove valuables from their assigned space(s).

Daily Closing – Vendors with Vehicles

Vendors assigned to spaces which are located in EMU and certain other outdoor spaces and who are utilizing a vehicle will have one hour to close their booths each evening and should remove valuables from their booth/tables before leaving.

- Daily close will begin at 6:05pm and vendors with advance permission may enter the street from the west with their vehicle at this time. All vehicles must vacate by 7:30pm. Vehicles remaining after this time will be towed.
- Advance permission is required to enter the street with a vehicle for daily opening, due to safety requirements. This should have been disclosed in the application. Vendors receiving permission will receive a confirmation card (daily entry card) which identifies they may be present on the street during daily opening/closing. This document must be displayed upon daily entry and remain on dashboard while on the street unloading. Failure to adhere to this requirement may result in immediate expulsion from the Faire. This document is separate from and in addition to booth confirmation cards issued to all vendors.
- The only designated time for automobiles to pass through 13th Avenue during daily close is between 6:05 p.m. and 7:30pm. Vendors must enter 13th Avenue from the west side of campus (near Kincaid Street) and exit

through University Street. Traffic will only travel eastbound.

Daily Closing – Vendors on Foot

Vendors on foot may close their booth/tables at their convenience, ensuring that they remove valuables before leaving.

Exiting the Faire

The Faire ends at 5:00pm on Friday. Vendors should adhere to traffic laws when exiting the Faire to ensure public safety. Traffic must flow eastbound when exiting the Faire. Our staff will be ready to assist as needed. More information about exiting the Faire will be distributed as the Faire approaches.

Rules and Regulations

Legal Agreements

All non-university-affiliated food, merchandise and nonprofit vendors are required to sign a facility use agreement which outlines the specific conditions to which they will be held. This agreement is circulated in conjunction with acceptance letters, and invoices. This document will outline use requirements including adherence to the University Standard Terms and Conditions for Use of University Space, available here:

<https://pcs.uoregon.edu/university-terms-conditions>. Failure to return this document will result in forfeiture of space.

Termination of Involvement

ASUO and the University of Oregon reserve the right to terminate the involvement of any vendor or organization at any time. No refunds will be issued for terminations resulting from violation of policy, rules or regulations, or failure to meet behavioral standards.

Security & Risk

Participation in the Faire is at your own risk. Neither the University of Oregon, its Affiliates nor ASUO and its staff are responsible for property damage or loss, sales or lack of sales. During the day, ASUO staff members and student volunteers will help maintain order, answer questions, and resolve problems.

Please do not leave valuables in your booths overnight.

We have enhanced overnight lighting and increased security staffing because of an uptick in theft reports.

The Faire will provide overnight security. Under no circumstances will vendors provide their own security personnel. If vendors are concerned about the safety of their space, contact us to arrange a time each day for booth contents to be removed. Under no circumstances will anyone be allowed to remain overnight in their booth, booth space, or vehicle parked on campus.

Insurance

We require each food and merchandise vendor to maintain general liability insurance as outlined in the University Standard Terms and Conditions for Use of University Space, available here: <https://pcs.uoregon.edu/university-terms-conditions>. Minimum limits are defined in this document. Proof of insurance must be included in your application. For participants whose vehicles will be present on campus at any time (including set-up and take-down), we also require automobile insurance. Proof of insurance will be required at the time of application and drivers should always retain a copy of their automobile insurance with them.

Participation in the Faire is at your own risk. Neither the University of Oregon, the University of Oregon Police Department, nor the ASUO and its staff are responsible for property damage or loss; sales or lack of sales; or profit/loss.

Inspection & Licensure

We require each food vendor who is dispensing food via a mobile food unit or food cart to adhere to Lane County Health and Human Services inspection and licensure requirements. Representatives from Lane County Health and Human Services may communicate with food vendors in advance and/or during the Faire in order to enforce these requirements. For reference, please see the Food Vending Fact Sheet linked to the City of Eugene Food Cart and Truck website.

Accessibility

We welcome individuals of all abilities. With 48 hours advance notice, we will arrange access for mobility devices such as wheelchairs. Additional accessibility accommodation may be available; please contact us to discuss this. Information about ADA parking spaces – available for a fee – are available [here: https://transportation.uoregon.edu/accessibility](https://transportation.uoregon.edu/accessibility).

Electricity

Sources of electricity are not available to vendors. Only small, quiet generators producing a maximum of 80 noise decibels are allowed. Faire and University personnel will measure noise output throughout the Faire and require immediate shut-down of any generators which exceed this threshold. Whisper Generators and Honda Eu2000i have worked well for vendors in previous Faires.

Pets

Pets are not allowed. Service animals with documentation are permitted, provided health and food safety regulations are adhered to.

Booth Supplies

All vendors are responsible for procuring and maintaining the equipment and supplies necessary for them to conduct business at the Faire. This includes but is not limited to canopies/coverings, hardware, tools, fuels, ice, chairs and tables (unless promised in advance), writing utensils, paper, table covers, cord covers, signs, etc.

Fire Safety

University fire safety staff as well as the Eugene Fire Marshal will be conducting periodic checks of all booth spaces to ensure compliance with fire safety requirements.

For reference, please see Oregon Fire Code Technical Advisory No. 15-01 (Revised TA# 11-09).

- Flame Resistance
 - Tents, canopies, sidewalls, tarps, and all other parts of temporary structures must be made of flame-resistant material or have a flame-retardant added, in accordance with the International Fire Code. A copy of the IFC requirements is available upon request. Flame-retardant treatments will be checked upon arrival at the Faire and each subsequent morning.
- Access Zones
 - Tents, canopies, or other items may **NOT** be placed in such a way as to disrupt access to or block a fire lane, fire access, or building entrance/exit pathways. Structures – including awnings – may **NOT** exceed 10 feet from the edge of the street. Racks and merchandise may **NOT** be set in front of booths outside of purchased/assigned space. Space purchased/assigned must **NOT** encroach on the emergency access lane down the center of 13th Avenue.
- Amphitheater
 - Tents and canopies are **NOT** allowed at tables such as the amphitheater ramp and table row of the EMU Fishbowl Terrace due to safety and access regulations. This is strictly enforced.
- Extinguishers
 - Fire extinguishers are required at all booths. The Eugene City Code specifies that EACH booth must have its own fire extinguisher.
 - Extinguishers must have:

- 1) a gauge showing that they are fully charged
 - 2) a pin in the handle
 - 3) a seal holding the pin in place
 - 4) a certification tag indicating the service date.
- 1. Food booths must have a readily accessible 4A-40B:C rated Fire Extinguisher. (See Fire Code Section 4.5:)
- Extinguishers and covers.
 - Food booths must have a functional and readily accessible 4A-40B:C rated Fire Extinguisher. (See Fire Code Section 4.5:)
 - Non-food booths (merchandise and nonprofits) must have a functional 2A:10BC rated fire extinguisher within the structure. (See Fire Code Section 1.7: Fire Extinguishers).
 - Fire extinguishers will need to be shown at check-in to be allowed into the faire.
- Flammable Gases
 - Vendors are responsible for ensuring the location of their flammable gases and generators in adherence with code.
 - Vendors are expected to have read the Oregon Fire Code and Technical Advisory to abide by these regulations.
 - Inspections will be conducted throughout the Faire.
 - Vendors will be required to disclose if they will be bringing a propane tank during the application process, so that we may coordinate further briefing on the safety regulations by the fire marshal. Violations and/or the creation of a potentially harmful situation related to liquefied petroleum gas will result in termination of vendor involvement and immediate eviction from the Faire.
 - Minimally, all propane, butane, natural gas, acetylene, and other compressed flammable gases must be at least 10 feet from combustible vegetation and trash containers and at least 20 feet from potential ignition sources (e.g., generators, tents, canopies, and other propane tanks). See Fire Code Section 6: LPG-Compressed Flammable Gas-Fuels.
- First Aid/Burn Kits
 - Food vendors are required to have a first aid/burn kit in their booth.
- Securing From Wind
 - Non-wind rated tents (canopies) must be weighed appropriately to ensure they remain secure. During operations, 10' x 10' tents without sides must meet a 5lb/sq ft standard and tents with sides must meet a 10lb/sq ft standard. Ballasts must be distributed equally among all tent legs and well secured to each leg. Evacuation will be required if winds exceed 15 mph.
 - Non-wind rated tents larger than 10' x 10' must be weighted based on a minimum wind load factor of 5lb/sq ft for tents without sides. For tents with sides:
 - 10lb/sq ft equal to or greater than the length of the shortest side for wind speeds less than 30mph
 - 15lb/sq ft equal to or greater than the length of the shortest side for wind speeds from 31-40mph
 - For reference, please see Eugene Springfield Fire Marshal's Technical Advisory No. 14-02.

Environmental Health & Safety

Vendors must keep their assigned space clean and dispose of waste in adherence with safety standards. Failure to adhere to regulations may result in a minimum of \$75 fine, expulsion from Faire or both. Faire personnel will monitor disposal areas to ensure compliance. All booths are subject to inspection by the county Environmental Health and Safety personnel.

Prohibited Items and Prohibited Services

- Polystyrene (EPS Foam, also called 'Styrofoam')
- Plastic water bottles are **NOT** allowed to be sold at the Faire.

- Use of and/or sale of firearms and other federal/state/county prohibited items or weapons are **NOT** allowed.
- Use of and/or sale of alcohol, tobacco, marijuana and other federal/state/county prohibited items are **NOT** allowed.
- Use of and/or sale of drugs other federal/state/county prohibited items are **NOT** allowed.
- Permanent tattooing services are **NOT** allowed at the Faire.
- Smoking or vaping is **NOT** allowed on campus.

Clean Water

- Water is available from hose bibs along 13th Avenue. Vendors must supply their own food grade hose or arrange to share with another vendor. These hoses may not be placed across the sidewalks and passageways in such a way as to create a pedestrian hazard or to restrict access for mobility devices. Food-grade hoses will not be provided.
- Ice - Ice is not available on campus. Vendors are responsible for providing their own ice.

Greywater Disposal

- Vendors are responsible for disposal of any wastewater (“greywater”) which they produce. A clearly marked greywater disposal site will be available for vendor use near the food area and identified on the map distributed to all food vendors as they arrive.
- Vendors may not add or mix food, grease, oil, or other hazardous chemicals or fuels to their greywater.
- Vendors must provide their own secure container to transport greywater between their booth and the designated disposal site, or alternately, to carry the greywater off campus. A five-gallon plastic bucket with a secure lid has served vendors well at previous Faires. Transport to disposal site must occur without leaks or spills.
- Improper disposal of greywater is subject to fines and possible expulsion from the faire.

Grease and Oil Disposal

- Vendors are responsible for the disposal of any grease or oil which they produce. A clearly marked grease and oil disposal site will be available for vendor use at the south loading dock of the Erb Memorial Union (EMU) and identified on the map distributed to all food vendors as they arrive.
- Vendors may not add or mix food, water, wastewater, greywater, or hazardous chemicals or fuels to their grease and oil waste.
- Vendors must provide their own secure container to transport grease and oil waste between their booth and the designated disposal site, or alternately, to cart the waste off campus. A five-gallon plastic bucket with a secure lid has served vendors well at previous Faires. Transport to disposal site must occur without leaks or spills.
- Improper disposal of greywater is subject to fines and possible expulsion from the faire.

Compost and Food Scraps

- Vendors are responsible for the disposal of any food scraps which they produce. Several clearly marked food scrap disposal sites will be available for vendor use in several areas throughout the Faire.
- Vendors may not add or mix garbage, grease, oil, greywater, hazardous chemicals, or fuels to the food scrap bins or alternatively, to cart the waste off campus.
- Transport to disposal site must occur without leaks or spills.

Trash Disposal and Recycling

The UO Zero Waste Program will provide recycling bins and trash receptacles throughout the Faire. To ensure an environmentally conscious event, vendors and participants are asked to recycle in accordance with the signage located on such bins as well as complying with the posted guidelines.

How to Contact Us

We welcome questions and feedback. ASUO's Street Faire is led by student event coordinators with compliance and administrative support through full-time student government staff members. Our team is based out of the ASUO Student Government Suite located in the Erb Memorial Union Room 004.

- A map of campus may be found [here](https://www.uoregon.edu/maps): <https://www.uoregon.edu/maps>.
- To reach us by...
 - email: asuostreetfaire@uoregon.edu
 - phone: (541) 346-0622.
 - mail: ASUO Street Faire – Univ. of OR
1395 University ST – EMU #004
Eugene OR 97403-2572