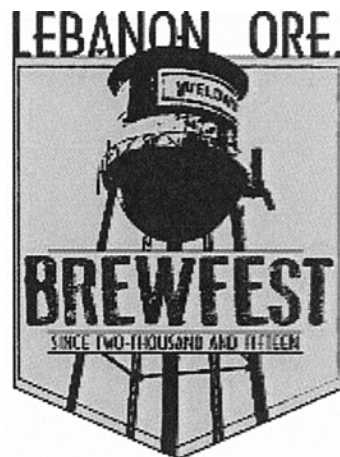


August 13, 2018

Dear Downtown Business Owner/ Merchant:

As you know planning is underway for the 4th Annual Lebanon Brewfest, to be held on September 29, 2018. As in the previous four years the majority of net proceeds from the event go directly to serve local children and families via the Boys & Girls Clubs of the Greater Santiam. It has been our goal with Brewfest from its inception to provide a community festival that attracts out of town tourism, highlights and brings benefit to the downtown corridor, and generates greatly needed resources for children in need, served by the Boys & Girls Club.



Specifics of this year's Brewfest are basically the same as last year:

- Brewfest will be contained within a fenced perimeter that will encompass the streets and Rotary Square {see enclosed event map}. The fenced perimeter will have only two gates which provides staff and volunteers with increased control of the comings and goings of attendees.
- Road closure of Hwy 20 {Main St.} between Sherman and Maple has been approved by ODOT and the City from 10:00 a.m. - 10:00 p.m. on September 29. West Grant to 2nd Street will be closed for event prep and dismantle on September 28, 3:00 p.m. through September 30 at noon.
- **No Parking** signs will be placed along the street from Sherman to Maple on Friday late afternoon – at approximately 3:00 p.m.
- Brewfest will run from 1:00 p.m. - 9:00 p.m. with last call for tasting at 8:00 p.m. Hwy 20 will reopen for traffic no later than 10:00 p.m.
- Live music will be featured on a commercial stage with commercial lighting and sound located in Rotary Square, where seating will also be available.
- Five food trucks, a kid zone, and multiple vendors will also be included in the Brewfest area.
- **Downtown Business Open** signage will be posted - indicating that participating businesses within the street closure area are open. All sidewalks will remain open.
- Hired and volunteer on-site security will be visible on-site as will the Lebanon Police Department.
- Additionally, for your information. Brewfest follows very strict protocols agreed to by the OLCC in order to eliminate the risk of under-age consumption or over serving. All attendees are carded at the gate - no i.d., no entry, no exceptions. Wrist bands are applied by gate personnel to attendees - these wrist bands are indicators of age {minor/non-minor}, drinker, non-drinker, and VIP guests. We anticipate a minimum of 10 alcohol monitors on-site at all times. No alcohol is allowed to enter or exit the area.

You can benefit from Brewfest and we welcome your participation! We are expecting attendance of over 2,000 this year and many are potential customers to your business. While they aren't allowed to come and go with beverages in hand, they will be encouraged to step outside the perimeter to shop sidewalk sales, etc.

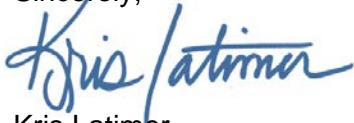
Additionally we plan to add a downtown vendor area inside the Brewfest perimeter. If you would like to participate – i.e. set up a booth with items from your business, you can do so if you register in advance by submitting the attached form prior to September 9. Vendor spaces will be assigned by the Brewfest

Committee and are 10 x 10. You will be responsible for setting up your space including a pop up shade and tables/chairs. Spaces do not have electricity.

We truly want Brewfest to be a benefit to the community in general! If you require additional information or would like to chat about your participation – feel free to call Kris Latimer at 541.258.7105.

We realize that a festival in the streets can be a disruption to your regular way of doing business, but we also know that these events when well managed can be a huge benefit to communities in general. We appreciate your patience and hope that we can make this year's event even better!

Sincerely,



Kris Latimer
Boys & Girls Clubs of the Greater Santiam



Chris Borgmann
Growler Café