



## FRIDAY NIGHTS PERFORMER/VENDOR PACKET

Friends, Family & Fun in Our Historic Town Square! Every Friday Night between Memorial Day and Labor Day from 5 to 9 pm, Downtown Dayton comes alive as downtown businesses and local vendors host fun events and offer exciting summertime specials.

“Friday Nights” is a collaboration between the Dayton Downtown Business Community, the City of Dayton and the Dayton Community Development Association (DCDA), a nonprofit, all-volunteer organization.

### **BUSINESSES, VENDORS AND GROUPS**

Do you own a business outside of the downtown core? Maybe you run a business out of your home? Do you belong to a local organization or club? You can host a booth or activity during one or more Friday Nights to get some valuable exposure at the event! (Preference given to 97114 Vendors)

### **PERFORMERS**

Are you interested in participating in Friday Nights in Downtown Dayton? We’re looking for family-friendly performers through the summer! There are opportunities for bandstand or for more informal performances downtown. Tip jars and CD sales welcome. Solicitation for money is prohibited.

### **EXHIBITOR SCHEDULE FOR THE PARK**

Vendors should arrive between 4 and 4:30 p.m. to set up for the event, which starts at 5 p.m. The DCDA Event Host will be at the event to assist starting at 4:00 p.m. Vehicles are prohibited from driving onto the park grounds at all times. Tear down should be complete by 9:30 p.m.

Loading and unloading of equipment/supplies from curbed vehicles into the park area is restricted during the hours of 5-9 p.m. to be courteous to other vendors and entertainment.

Your booth can be whatever you create. We ask that you be aware of, and courteous to, other vendors around you. The host will have authority to ask a vendor to move, or leave, if size or nature of the display is inappropriate. The DCDA may have vendor carts available for use by reservation. Request information with your application.

### **PARKING**

Parking is available, for vendors, on side streets not fronting the park. Fourth Street from Ferry to Main Street, and possibly Main Street, will be closed to traffic for Cruise In vehicle parking during the event.

### **THE FACILITIES**

Activities will occur in the downtown area, in Courthouse Square Park and along Fourth Street and Ferry Street.. A public restroom is located in the park. Some power is available at the Ferry Street side of the park (not bandstand power). If you need power, the event HOST will assist.

### **PROCEDURE TO APPLY**

Fill out and send in signed agreement and application. The DCDA reserves the right to reject received applications, or request proof of insurance.

**FOR MORE INFORMATION** contact: [info@daytonoregon.org](mailto:info@daytonoregon.org), or you may call Kelly Haverkate, 971 241-2076.



# DOWNTOWN DAYTON FRIDAY NIGHTS EVENT PARTICIPANT APPLICATION 2014

SCAN AND EMAIL COMPLETED APPLICATION TO: [INFO@DAYTONOREGON.ORG](mailto:INFO@DAYTONOREGON.ORG)  
OR MAIL TO: DCDA, P.O. Box 237, Dayton, Oregon 97114

Program Coordinator Kelly Haverkate 971-241-2076 or email [info@daytonoregon.org](mailto:info@daytonoregon.org)

## SECTION I: WHO

INDIVIDUAL AND BUSINESS NAME: \_\_\_\_\_

TYPE OF VENDOR OR PERFORMER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_

## SECTION II: WHEN

**EVENTS TAKE PLACE EVERY FRIDAY MEMORIAL DAY THROUGH LABOR DAY. 5/23 - 8/29 5PM - 9PM**

Indicate the date (s) you wish to participate: \_\_\_\_\_

## SECTION III: VENDOR DETAILS

- Do you need electricity? **yes no** Spaces with electricity are located along the edge of the grass on Ferry Street. Generators not permitted.
- Would you like to use DCDA Vendor Cart (no fee)? **yes no** A limited number of carts are available and they will be loaned by reservation in advance. Carts **MUST** be returned in good condition. Vendor must check them out by 4:30 pm, (or will be reassigned) and they must be returned by 9:15 pm. They will be stored at 304 Ferry St. Failure to follow the outlined procedures for cart use may result in denial of future cart use privileges.

## SECTION IV: TECHNICAL DETAILS

- THIS IS A NON-PROFIT COMMUNITY EVENT. VENDORS ARE RESPONSIBLE TO CARRY THEIR OWN INSURANCE.
- THE DAYTON COMMUNITY DEVELOPMENT ASSOCIATION, (DCDA), ITS BOARD OR VOLUNTEERS , AND THE CITY OF DAYTON ARE NOT RESPONSIBLE FOR LOSS OR DAMAGE, DURING THE EVENT, OF YOUR DISPLAYS, PRODUCTS OR ACTIVITIES.
- FOOD VENDORS WILL BE REQUIRED TO PROVIDE PROOF OF INSURANCE. THE DCDA RESERVES THE RIGHT TO REQUIRE PROOF OF INSURANCE FOR ANY VENDOR.
- THE DCDA RESERVES THE RIGHT TO SEVER THIS PARTICIPATION AGREEMENT AT ANY TIME.
- BUSINESSES LICENSES OR PERMITS ARE REQUIRED IF REQUIRED BY CITY OR OTHER GOVERNING BODY.
- ALL DECISIONS MADE BY THE EVENT HOST DESIGNEE DURING THE EVENT ARE FINAL.
- I UNDERSTAND THAT I AM REQUIRED TO FOLLOW ALL OF THE RULES AND REGULATIONS SET BY DAYTON MUNICIPAL CODE FOR USE OF A PUBLIC PARK.

**BY SIGNING BELOW, I UNDERSTAND THE STATED GUIDELINES (ABOVE) AND HAVE COMPLETED THE REQUIRED INFORMATION ACCURATELY .**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

<b>OFFICE USE ONLY:</b> DATE RECEIVED: _____ REVIEWED BY: _____ APPROVED BY: _____
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