



## DAYTON FRIDAY NIGHTS VENDOR INFORMATION 2016

Thank you for your interest in being a vendor at Dayton Friday Nights!

Every Friday Night June 3 through August 26, Downtown Dayton comes alive with family friendly music performances and vendors in Courthouse Square Park, Archie's Cruise In on Fourth Street, and exciting summertime specials offered by downtown businesses.

"Friday Nights" is jointly presented by the Dayton Community Development Association (DCDA), a nonprofit, all-volunteer organization, and the City of Dayton, in collaboration with downtown businesses. The event provides a showcase for family friendly local artists, craftspeople and other vendors from this area.

### GUIDELINES

#### BUSINESSES, VENDORS AND GROUPS

We invite family-friendly artists, craftspeople, food vendors, nonprofits, and businesses focused on local products or public services to participate in Dayton Friday Nights! **No fee is charged for participation. Pre-registration is required.**

Space is limited to 25 vendors.

#### VENDOR CRITERIA – NEW FOR 2016

- A. Being family friendly is a core value for Dayton Friday Nights.
- B. Vendor applications will be accepted on a first come-first served basis, if family friendly and meeting one of these criteria:
  - 1 – Local food vendors
  - 2 – Handcrafted, artisan-made goods from Dayton or 97114 zip code area, or Yamhill County.
  - 3 - Dayton family friendly direct sales business
  - 4 - Non-profits, offering family friendly interactive booths, such as food, hand-made products, activities for kids and families
  - 5 - City or county public agency providing a public service (e.g. Yamhill Co. Citizen Emergency Response Team)
  - 6 - Providing space is available, family friendly vendor 1-5 above, from outside Yamhill County area.
- C. Preference will be given to vendors who can commit to 9 or more Friday nights.
- D. Vendors agree to abide by the direction of the DCDA Event Hosts.
- E. All activities must be acceptable within the Dayton City Park Use Regulations.
- F. Application deadline: May 1, 2016

#### HOURS OF OPERATION

Event hours are 5:30-8:30 p.m. every Friday night from June 3 through August 26, 2016.

#### INSURANCE

A certificate of liability insurance is **required for food vendors or those offering body products**. The Dayton Community Development Association must be listed as the certificate holder. A minimum coverage is \$1,000,000. **A copy of the certificate must come with your vendor application and we will not accept any application without this.**

#### PERMITS AND LICENSES

Food and other vendors are responsible for obtaining all required governmental permits, food handlers cards, and business registration. Contact Yamhill County Public Health at (503) 434-7525. City of Dayton, contact at (503) 864-2221.

## **SET-UP and TAKE-DOWN**

Vendors arrive between 4:30 and 5 p.m. to set up for the events. Not permitted: setting up prior to 4:30 pm. A DCDA Event Host will be at the event to assist starting at 4:30 p.m. **Vehicles are prohibited from driving onto the park grounds at all times.** Tear down should be complete by 9:00 p.m. Please use heavy weights to secure booth legs in the event of wind. Stakes are not permitted to be driven into the ground.

**Vendor booths or displays must be within and abide by the vendor map layout area.** The map will be provided to approved vendors, and copies available on site during the event.

## **PARKING**

Parking spaces for vendor unloading and loading will be marked. Vendors must move vehicles to other parking locations on side streets not fronting the park for duration of the event. Fourth Street from Ferry to Main Street will be closed to traffic for Cruise In vehicle parking.

## **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.

## **ELECTRICITY**

A limited amount of electricity is available in the park. DCDA will provide electricity to vendors who request electricity on their application, on a first come, first served basis. When stating the amount of amps needed, vendors need to remember fans and other possible power sources. Vendors must provide their own heavy-duty extension cords. A maximum of two cords are allowed.

## **HOUSEKEEPING AND CONDUCT**

Smoking is not allowed in the park. Drinking alcohol is not allowed in the park.

Clean up your own garbage and recyclables at the end of the event. The volunteers who are cleaning up the event appreciate your efforts to leave your space as clean as you found it at the beginning of the day! Consider ways to reduce the amount of waste, encourage recycling and consider the types of materials and packaging you use.

## **PROCEDURE TO APPLY**

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

## **SPREAD THE WORD ABOUT DAYTON FRIDAY NIGHTS!**

A great turn out is good for everyone. Follow us on Twitter @daytondowntown and "Like Us" on Facebook at [www.facebook.com/DaytonOregon](http://www.facebook.com/DaytonOregon) and [www.facebook.com/DaytonFridayNights](http://www.facebook.com/DaytonFridayNights). Be sure to tag us in your tweets and posts. Send an email to your friends and customers, encouraging them to attend this not-to-be-missed event series!

## **DONATIONS**

It takes a village to host Dayton Friday Nights! Donations in any amount help us to put on this event series and other similar activities. DCDA is a 501(c)3 organization working to develop Downtown Dayton as a vibrant, creative, commercial district serving residents and visitors to our community. Your donation is tax deductible. DCDA will send you a receipt for tax purposes upon request, please send receipt requests to: [info@daytonoregon.org](mailto:info@daytonoregon.org).

## **VOLUNTEER**

Vendors are encouraged to play an active role in the Festival! Volunteers are crucial to putting on the events. If you're interested in volunteering to help host one or more Friday Nights, let us know!

**FOR MORE INFORMATION** See [www.daytonoregon.org](http://www.daytonoregon.org), contact: [info@daytonoregon.org](mailto:info@daytonoregon.org), or you may call Kelly Haverkate, DCDA Program Coordinator, 971 241-2076.



# FRIDAY NIGHTS VENDOR APPLICATION 2016

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)

Application deadline: May 1, 2016

## SECTION I: WHO

INDIVIDUAL AND VENDOR NAME: \_\_\_\_\_

TYPE OF VENDOR (Describe products/services): \_\_\_\_\_

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

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

## SECTION II: WHEN

**EVENTS TAKE PLACE EVERY FRIDAY from JUNE 3 through August 26. 5:30PM - 8:30PM**

Indicate the date (s) you wish to participate (we ask vendors to commit to 9 dates):

ALL 6/3 6/10 6/17 6/24 7/1 7/8 7/15 7/22 7/29 8/5 8/12 8/19 8/26

## SECTION III: VENDOR DETAILS

- Do you need electricity? **yes no** Generators are not permitted. **Amperage required:** \_\_\_\_\_
- Booth size:     10x10'     10x20'     Other (Please specify)

## SECTION IV: TECHNICAL DETAILS

- I understand that I must obtain my own insurance coverage for the event, as no insurance coverage is provided to me by Dayton Community Development Association or the City of Dayton.
- The DCDA, its board or volunteers, and the City of Dayton are not responsible for loss or damage during the event of vendor displays, products or activities.
- All food and body product vendors must supply DCDA with a \$1,000,000 Certificate of Insurance prior to event participation. Certificate must name the Dayton Community Development Association as an additional insured party for the dates of participation.
- 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.
- 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 the City of Dayton for use of a public park.
- I/we have read and agree to the Dayton Friday Nights Guidelines.

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

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

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

\_\_\_\_\_  
DATE

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