



DAYTON FRIDAY NIGHTS VENDOR INFORMATION 2017

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

Every Friday Night June 2 through August 25, Downtown Dayton comes alive with 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 a family friendly event series that 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.

GUIDELINES

We invite local artists, craftspeople, food vendors, or 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.**

Pre-registration through the Vendor Application allows us to assure we can fit everyone in the space set aside for vendors, and equitably share the limited number of electrical outlets.

VENDOR CRITERIA – For 2017

- A. Vendor applications will be accepted on a first come-first served basis, We are seeking:
 - 1 – Local food vendors
 - 2 – Handcrafted, artisan-made goods from Dayton or 97114 zip code area, or Yamhill County.
 - 3 - Dayton area family friendly direct sales business
 - 4 - Nonprofits, or public agency providing a public service (e.g. Yamhill County Citizen Emergency Response Team)
 - 5 - Groups or individuals offering children's activities (whether free or for a fee).
 - 6 - If space is available, family friendly vendors from outside Yamhill County area.
- B. Non-interactive vendors may be asked to offer a children's activity at their booth. We'll contact you to discuss.
- C. Vendors agree to abide by the direction of the DCDA Event Hosts.
- D. All activities must be acceptable within the Dayton City Park Use Regulations.
- E. **Application deadline: May 1, 2017.** Contact Program Coordinator Kelly Haverkate 971-241-2076 or email info@daytonoregon.org if you are unable to meet the May 1 deadline.

HOURS OF OPERATION

Event hours are 5:30-8:30 p.m. every Friday night from June 2 through August 25, 2017.

INSURANCE

A certificate of liability insurance **is required for food vendors**. 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 are unable to 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. Yamhill County Public Health may be contacted at (503) 434-7525. The City of Dayton may be contacted 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 layout area. The DCDA Event Hosts will advise vendors where to set up. We ask vendors to cooperate in setting up to allow for easy access to everyone's booths, and keep the sidewalk and 2-3 feet on either side open for easy travel for everyone, including anyone with disabilities.

Display your Friday Nights vendor registration placard in a visible space at the front of your booth during each 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. At 8:30 pm, vendors may park on Ferry to load up.

RESTROOMS

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. First priority for electricity goes to food vendors. Second priority goes to vendors who request electricity necessary for their product on their application, on a first come, first served basis. When stating the amount of amps needed, vendors must include every possible piece of equipment they'll use that needs electricity. 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!

PROCEDURE TO APPLY

Fill out and send in signed application. By mid-May, we will notify you of approval status. 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" or "boost" us on Facebook at www.facebook.com/DaytonOregon and 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.

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, contact: info@daytonoregon.org, or you may call Kelly Haverkate, DCDA Program Coordinator, 971 241-2076.



FRIDAY NIGHTS VENDOR APPLICATION 2017

SCAN AND EMAIL COMPLETED APPLICATION TO: 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

Application deadline: May 1, 2017

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 2 through August 25. 5:30PM - 8:30PM

Circle the dates you wish to participate (you can add or drop dates later, if needed):

ALL or 6/2 6/9 6/16 6/23 6/30 7/7 7/14 7/21 7/28 8/4 8/11 8/18 8/25

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

- 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.
- 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.
- 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 DCDA Event Host or designee during the event are final.
- Approved vendors are provided a registration placard and this must be displayed during event.
- 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

OFFICE USE ONLY: DATE RECEIVED: _____	
REVIEWED BY: _____	APPROVED BY: _____