



DAYTON FRIDAY NIGHTS VENDOR INFORMATION JULY & AUGUST 2022

We are hosting Dayton Friday Nights in July & August 2022. "Friday Nights" is a family friendly event series that is presented by the Dayton Community Development Association (DCDA), a nonprofit, all-volunteer organization, in collaboration with the City of Dayton and its downtown businesses.

VENDOR 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 food booths / trucks.

VENDOR CRITERIA

- A. Vendor applications will be accepted on a first come-first served basis, We are seeking:
 - 1 – Handcrafted, artisan-made goods from Dayton or 97114 zip code area, or Yamhill County.
 - 2 - Dayton area family friendly direct sales business
 - 3 – Local food vendors
 - 4 - Nonprofits (must be 501c3), or public agency doing public service (e.g. 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 is required.** Email info@daytonoregon.org if you have questions.

HOURS OF OPERATION

Event hours are 5:30-8:30 p.m. every Friday in the months of July & August 2022.

SET-UP and TAKE-DOWN.

- Vendors arrive after 4:30 p.m. to set up. See event host, if you have questions (look for green apron).
- Use heavy weights to secure booth legs in the event of wind (e.g. sand bags). Stakes are not permitted to be driven into the ground..
- **Vehicles are prohibited from driving onto the park grounds at all times.**
- Tear down should be complete by 9:00 p.m.

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, (503) 864-2221.

INSURANCE. A certificate of liability insurance **is required for food vendors or any vendor selling or giving away food.** The Dayton Community Development Association must be listed as the certificate holder. A minimum coverage is \$1,000,000. Other vendors may be asked to provide insurance depending on their type of product or service. **A copy of the certificate must come with your vendor application and we are unable to approve an application without this.**

Vendor booths or displays must be within and abide by the vendor layout area - a map is sent to selected Vendors. The DCDA Event Hosts will advise vendors general area for set up. We ask vendors to cooperate to allow for easy access to everyone's booths, and keep 3 ft off the sidewalk to allow travel for everyone, including anyone with disabilities.

NON-PROFITS. Non-profit organizations must be authorized as 501(c)(3). At DCDA events they are unable to lobby and/or solicit for political or legislative people, laws, causes or actions.

NO CAMPAIGNING. No campaigning by current officials or people seeking office; and no campaigning for city, county, state, or federal rules, laws, legislation or actions. Everyone can come and enjoy DCDA events, but no campaigning, posting signs, having a booth or roaming, giving speeches, handing out info, seeking signatures, et al.

CBD. Cannabidiol (CBD) products of any kind are prohibited from being sold or given away at these events.

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 is saved for vintage cars. At 8:30 pm, vendors may park on Ferry to load up.

ELECTRICITY. A limited amount of electricity is available in the park. First priority for electricity goes to food vendors. After that, on a first come, first served basis for the few outlets. 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.

RESTROOMS. A public restroom is located in the park.

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.

PROCEDURE TO APPLY

- You may apply online through this link for 2022: <https://forms.gle/77SxRYRfgeRsvW818>
- **OR FILL OUT AND SEND IN** – this signed application.
- **We will notify you** of approval status and send a Vendor Agreement. The DCDA reserves the right to reject received applications, or request proof of insurance. (Vendors without approval status are unable to set-up.)

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.

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 - July & August 2022

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

PRE-APPLICATION AND APPROVAL ARE REQUIRED.

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 in July & August 2022. 5:30PM - 8:30PM

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

ALL 7/1 7/8 7/15 7/22 7/29 8/5 8/12 8/19 8/26

SECTION III: VENDOR DETAILS

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

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 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. This includes any vendors giving away food, or selling pre-packaged food items (e.g., jams, cookies).
- 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 confirmation email. Please retain communication thru August.
- 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 Vendor 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: _____