



## DAYTON FRIDAY NIGHTS VENDOR INFORMATION June 28th, JULY & AUGUST 2024

We are hosting Dayton Friday Nights June 28<sup>th</sup>, and every Friday in July & August 2024. "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](mailto:info@daytonoregon.org) if you have questions.

### HOURS OF OPERATION

Event hours are 5:30-8:30 p.m. every Friday , June 28<sup>th</sup>, and all Fridays in July & August 2024.

### 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). Nothing is permitted to be driven into the ground for tent set up (no stakes, tent pegs, etc).
- **Vehicles are prohibited from driving onto the park grounds at all times.**
- Tear down must be complete by 9:00 p.m.

**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 on general area for set up. We ask vendors to cooperate in setting up to allow for easy access to everyone's booths, and keep 3 ft off the sidewalk to allow pedestrian travel accessibility by all.

**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 use that needs electricity. Vendors must provide their own heavy-duty extension cords. A maximum of two cords are allowed.

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

**NO CAMPAIGNING.** No campaigning by anyone; including no current officials nor people seeking office; 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.

**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**, prior to Vendor Approval. The Dayton Community Development Association (PO BOX 237, Dayton OR 97114) 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. We are unable to approve an application without this.**

**FOOD VARIETY.** We avoid duplicating food types for vendors offering meals, or meal ala carte items.

**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.

**RESTROOMS.** A public restroom is located in the park.

**UNDER AGE 18.** If under age 18, the child's parent or guardian needs to sign off on the vendor application. Depending on the age and product or service, the child's parent or guardian may be asked to be present in the booth.

#### **PROCEDURE TO APPLY**

- You may apply online through this link for 2024: <https://forms.gle/SyQCMxnCf55MbB8k6>
- **OR FILL OUT, SIGN, SCAN and RETURN or SEND IN** – page 3 of this application form.
- **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 X @daytondowntown and "Like Us" or "boost" 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 area serving residents and visitors to our community. Your donation is tax deductible.

**FOR MORE INFORMATION** See [www.daytonoregon.org](http://www.daytonoregon.org), or contact: [info@daytonoregon.org](mailto:info@daytonoregon.org) or you may call Dawnette Bowlin, DCDA Board President, 503-435-7719.



# FRIDAY NIGHTS VENDOR APPLICATION – June 28, July & August 2024

COMPLETE, SCAN AND EMAIL THIS PAGE TO: [INFO@DAYTONOREGON.ORG](mailto:INFO@DAYTONOREGON.ORG)

OR MAIL TO: DCDA, P.O. Box 237, Dayton, Oregon 97114

OR Drop off at Alacrity Salon, corner of 3<sup>rd</sup> & Ferry St, Dayton

PRE-APPLICATION AND APPROVAL ARE REQUIRED.

## SECTION I: WHO

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

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

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

EMAIL ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_ Under 18 yrs? Yes No

For promotion and customer contact – Add your Business Facebook Page Link and/or your Business Instagram Handle:

\_\_\_\_\_

## SECTION II: WHEN - EVERY FRIDAY from June 28<sup>th</sup> through July & August 2024. 5:30PM - 8:30PM

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

ALL      6/28   7/5   7/12   7/19   7/26   8/2   8/9   8/16   8/23   8/30

## 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 and edible product vendors must supply DCDA with a \$1,000,000 Certificate of Liability Insurance prior to being approved as a vendor. Certificate must name the Dayton Community Development Association (PO BOX 237/ Dayton OR 97114) as the Certificate Holder for the dates of participation. This includes any vendors giving away food, or selling pre-packaged food items (e.g., candy, jams, cookies); or doing bake sale. 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.
- If I am under age 18, my parent or legal guardian is signing off on this Vendor Application on my behalf.
- I/we have read and agree to the Vendor Guidelines.

**BY SIGNING BELOW, I UNDERSTAND THE GUIDELINES AND DETAILS; AND HAVE PROVIDED ACCURATE INFORMATION.**

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

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

\_\_\_\_\_  
DATE

**OFFICE USE ONLY.** DATE RECEIVED: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_