



Vendor Application



Join us Tuesdays June 11th, and July 9th, and August 13th for Tuesdays on the Square held on SE Court Street (between Main St. and Jefferson St.)

Business/Vendor Name
Contact
Mailing Address
City State Zip Code
Phone Cell
eMail

Vendor Fees:

- \$25 – Food Truck/Vendor
- NO POWER IS AVAILABLE!!
- Parking for food truck/vendors will be along the north side of SE Court St.
- Vendor setup will be along either the north or south side of SE Court St.
- Full Payment (*Your payment will be processed upon receipt to complete the application, this does not guarantee that you are accepted.*)

Please complete the application and send/bring the original to:

City of Dallas ~ Tuesday on the Square ~ 187 SE Court St, Dallas, OR 97338

• Note that your application is complete when payment and Certificate of Insurance is received.

VENDOR RULES & INFORMATION:

ALL VENDORS: You will be allowed to park for 30 minutes to unload and are responsible for hauling your items to your designated space and bringing materials to this; i.e., dollies, additional staff, etc.

Space Size and Furnishings: All work and displays must stay within designated space. No boxes, extra merchandise or debris should be visible. Spot area must be kept clean throughout the event and be left spotless afterwards. No soliciting, approaching patrons, or distribution of advertising material outside of booth area. This is a Non Smoking Event and therefore, there is no smoking allowed on the grounds, in or around the booths, or sidewalks surrounding the event. (ask event staff where the designated smoking areas are)

Exhibitor’s Space will measure 10 feet wide by 10 feet deep. Larger space may be available, as space allows, and as applied for.

Food Vendors must have a back wall. Side walls are also recommended.

Water There are no water hookups.



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Cancellation & Refund Policy: Cancellations or changes must be requested at City Hall at 187 SE Court St, Dallas OR 97338. Upon review and approval by the City of Dallas City Manager, a refund may be granted.

Dismantle Hours & Procedures: Vendors may begin to set up at 2:30 pm Tuesdays. The event officially opens at 4:00 pm. If a vendor purchases a site & fails to appear by 3:30 pm, the site may be given to another vendor to maintain a central vending area. Late vendors will be accommodated on a space available basis. Hours of operation are Tuesdays 4:00 pm to 7:00 pm. Please note for safety reasons all booth break downs will be after 7:00 pm on Tuesdays and no EARLY tear downs.

Licenses: Any and all licenses including city, county, state, or federal inspections or permits required by law of any exhibitor in the installation or operation of said vendor is the sole responsibility and expense of the signing exhibitor prior to vendor setup. Commercial, Information and Retail Vendors are covered under the City of Dallas. Food Vendors must contact the Polk County Health Department at 503-623-8175 to file for the appropriate food handling and serving permits and licenses.

Fire Hazard Restrictions: All exhibits must comply with appropriate fire regulations. For information and/or details, contact the Dallas Fire Department at 503-831-3533.

Liability & Insurance:

- Exhibitor releases the City of Dallas, and their respective directors, officers, employees and agents (the "Indemnitees") from liability for damage to or loss of Exhibitor's equipment, stock and other personal property, and agrees to defend, indemnify and hold the Indemnitees harmless from all claims, liabilities, demands, damages or actions, of whatever form or nature, arising from or relating to Exhibitor's participation in Tuesday on the Square, including costs and attorney fees incurred in defense thereof.
- Exhibitor shall not damage or deface the event grounds or facilities, and shall be responsible to repair or restore any such damage or loss caused by Exhibitor and Exhibitor's employees, agents and volunteers.
- Exhibitors providing food must obtain and maintain general property damage and liability insurance naming City of Dallas as additional insured, having limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, with a maximum deductible of \$1,000, and shall provide a Certificate of Insurance of such insurance.

Restrictions / Guarantees: City of Dallas shall process all requests and has the right to deny a product/service for any reason. City of Dallas reserves the right to restrict or remove an exhibit, without refund, if it is not in compliance with the terms and conditions of this agreement. City of Dallas makes no representations or guarantees concerning any matters connected with the Tuesdays on the Square, except as expressly set forth in this agreement.

The undersigned applicant or authorized agent has read and understood the above Vendor Agreement and agrees to comply with said criteria of the Tuesdays on the Square Event.

Signature of Applicant or Authorized Agent

Date