



VENDOR APPLICATION KRAZY DAYZ

Be a part of our community by joining us at our Dallas Krazy Dayz event! This 3-day event attracts local families and many out-of-towners connected to Dallas all looking for great food, tasty drinks, fun games, live music and entertainment as well as unique shopping. Consider vending with us in 2019 as we celebrate our community. Vendors will be located on the Historic Polk County Courthouse lawn with the perfect access to the 10,000+ people that come down to enjoy the event. Our event theme for this year is "She Flies with Her Own Wings" Oregon's motto.

The 3rd day of the event will relocate to our beautiful City Park where the Dallas Rotary hosts "Breakfast in the Park" and the "Tom Newton Car Show", along with the Dallas Arts Association's "Art in the Park". This event is very well attended by people who love to eat, shop and enjoy the entertainment. Please Note: there are separate applications and guidelines for each organization, please contact them directly for more information and vendor applications for Sunday's events.

Vendor Application Deadline: June 17th

we will accept vendors until full, and make a waiting list for last minute cancellations

- Food – include descriptions and prices of items
- Retail – include descriptions and prices of items
- Information/Commercial – type of activity

Business/Vendor Name

Contact

Mailing Address

City State Zip Code

Phone Cell

email

ALSO INCLUDE:

- Photo of Products and/or the Vendor booth when fully set up *(you may email this)*
- Price list or Menu
- Electrical Needs
- Full Payment *(your payment will be processed upon receipt to complete the application, this does not guarantee that you are accepted)*

Please complete all pages of the application, send application & fees to: Dallas Krazy Dayz ~ 187 SE Court Street, Dallas, OR 97338. Make check payable to City of Dallas.

- A selection committee will review applications to ensure appropriate material and minimal duplication.

Entry Fees:

- \$100 – 10' x 10' Courthouse Lawn
- \$75 – Each Additional 10' x 10'
- \$175 – 10' x 10' Food Vendor
- \$100 – Each Additional 10' x 10' Food Space
- \$250 – 10' x 20' Food Truck/Trailer *(no power access to trailers)*

Polk County Non-Profit Orgs receive a \$25 discount

Electrical Fees: Please see guidelines on page 2. Only single phase power is available.

Cost is;
\$40 per 110V Plug ~OR~ \$60 per 220V Plug

~OR~ Dedicated Plug for \$120
You must list what you will be plugging in;

Amps needed: Include your plug configuration

- 20 30 50 Other _____

Once your needs are reviewed by the selection committee and our electrician, additional charges may apply. You will be notified as soon as possible.



Dallas Krazy Dayz ~ Event Vendor (Exhibitor) Agreement

Dates & Schedule: Open to the Public from July 26th – 27th, 2019.

- Friday from 11am – 8pm
- Saturday from 9am – 8pm

Vendors MUST be open and operating during the listed hours. If you are late to open or close up early, you will be fined \$25 per offense, and that fee must be paid in cash before you are allowed to open back up again. Failure to comply may result in you being removed immediately and not invited to return in future years.

Set-Up Hours: Due to the amount of vendors arriving, we have set specific arrival times – NO SOONER;

- 1) Food Vendors will be admitted at 2:00pm on Thursday, July 25th
- 2) Trailer Vendors will be scheduled for arrival at specific times by the Event Coordinator, to be determined.
- 3) Retail Vendors will be admitted at 3:00pm on Thursday, July 25th
- 4) Information & Commercial Vendors will be admitted at 4:00pm on Thursday, July 25th

ALL VENDORS: You will be allowed to park for 30 minutes along the square to unload and are responsible for hauling your items to your designated space and bringing materials to this; i.e., dollies, additional staff, etc. All exhibits must be in place, fully installed, decorated and ready for the public, no later than 11:00am on Friday.

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.

Exhibitor's Space: will measure 10 feet wide by 10 feet deep. Multiple spots may be purchased for a larger space, as space allows, and as applied for.

Vendor Trailer Space will measure 20 feet wide by 10 feet deep and be positioned for you to sell from the street facing the sidewalk & lawn.

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

Electricity is limited and charged by the outlet and ampage needed. Please specify your needs to assure proper set up and placement of your booth. No additional electricity will be available upon arrival. Please bring extension cords as wiring may not be extended directly to your booth. All electrical appliances & cords must meet applicable codes. Trailer Vendors must supply their own power. Generators are allowed upon approval.

Water spigot is available on the Courthouse for your use. There is no water hookup to your booth.

Space Assignments of specifically selected booths cannot be guaranteed, however every effort will be made to honor your selection. Returning vendors will receive first selection of space assignments.

Exhibit Decorations: No displays, signs, decorations, banners, advertising matter or exhibits may extend outside the defined limits of the assigned booth space(s). Aisles, walkways, and overhead spaces must remain open. Exhibitors may not post signs outside their designated booth space. We encourage you to decorate with our event theme, 2019 is "She Flies with Her Own Wings".

Accommodations: No overnight stay is available at the Polk County Courthouse Square. A list of hotels, RV Parks, www.dallas.gov/833/Dallas-Events

Cancellation & Refund Policy: Cancellations or changes must be requested in writing and received by June 24th to 187 SE Court St., Dallas OR 97338.

Dismantle Hours & Procedures: Break-down begins at 8:00pm on Saturday July 27th. EXHIBITS MAY NOT BE DISMANTLED BEFORE THE 8PM CLOSING or risk not being invited to participate in the 2020 Dallas Krazy Dayz. Each exhibitor must remove his/her exhibit including, but not limited to, all boxes, crates, debris and other material related to his/her exhibit or use of the display space at the conclusion of the show. The City of Dallas reserves the right to charge the exhibitor for any expense incurred for removal and disposal of any property item left after 9:00pm on July 27th.

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 Dallas Krazy Dayz agreement with the City of Dallas and Polk County. 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 503-623-2338. Food Vendors may not encroach on the space beyond the 10 feet deep allotment, as vendors are placed back to back.

Restrictions: The 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 or is found to be unsuitable or illegal. This restriction applies, but is not limited to: noise, display size, sound systems (i.e. radios, televisions, stereos, VCRs, DVDs), persons, conduct, printed matter, or anything of character that might be unsuitable or illegal for the show or the event. No one under the age 18 will occupy the booth unless accompanied by an adult. There is no smoking allowed in or around the booths.

Liability & Insurance:

- Exhibitor releases the City of Dallas and Polk County 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 Dallas Krazy Dayz, including costs and attorney fees incurred in defense thereof.
- Exhibitor acknowledges that overnight security is not provided for the event. Exhibitor shall be responsible for providing such security, and to obtain any permits or authorizations that may be required to provide such security.
- 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.
- Exhibitor shall obtain and maintain general property damage and liability insurance naming the City of Dallas as the additional insured and event host. Food vendors MUST have 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. (check with your insurance agent for what coverage options are available to you)



Sheila Peirce
Recreation & Event Coordinator
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Guarantees: The City of Dallas makes no representations or guarantees concerning any matters connected with Dallas Krazy Dayz, 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 Dallas Krazy Dayz Event.

Signature of Applicant

Date

