



LA GRANDE MAIN STREET DOWNTOWN 2018 CRAZY DAYS VENDOR APPLICATION

NON-PAYMENT OR INCOMPLETE FORMS WILL NOT BE APPROVED
NO REFUNDS UNLESS EVENT HAS BEEN CANCELLED

OFFICE USE ONLY
Date Rec'd: _____
Copy of Insurance: _____
Copy of OR Food Handler's Card: _____
Approved: _____

Applying for: _____ Friday July 20 _____ Saturday, July 21 _____ July 20 AND 21

DEADLINE FOR VENDOR APPLICATION IS MONDAY, JULY 13 BY 5:00 P.M.

Business/Organization Name: _____

Name of Applicant/Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Business Phone No. _____ Cell No. _____

Will food be sold or served? _____ YES _____ NO If yes, please list: _____

IF SELLING FOOD, PLEASE BE AWARE OF RULES/REGULATIONS FOR SETTING UP A TEMPORARY RESTAURANT. CONTACT HEALTH INSPECTOR 541-962-8801 FOR INFORMATION.

Non-food items? Describe: _____

VENDORS MUST SUPPLY THEIR OWN POWER

Check vendor type and circle event days and fees applying for:			
SPECIAL EVENTS WITH VENDORS:		FEES/EVENT/VENDORS (Fee is for 20x10 space) Add \$25 per additional 10x10 space	
Type of Vendor	Per Vendor	LGMSD Member	Non-LGMSD Member
Promotion/Information Only (i.e. Philanthropic groups)	Friday and Saturday	Free	Free
Vendors – Sales and/or Artist/Artisans	Friday and Saturday	\$25	\$40
Vendors – Food (limited availability)	Friday and Saturday	\$100	\$150
Vendors – Philanthropic Youth Food	Friday and Saturday	Free	Free

Return completed form with fee and copy of insurance (food vendors) to:

La Grande Main Street Downtown
Attn: Vendor Application
102 Depot Street
La Grande OR 97850

Phone: (541) 963-1223

Email: director@lagrandemainstreet.org

Website: www.lagrandemainstreet.org

Office Use Only	
Vendor Fee:	\$
Additional Space Fee:	\$
Total Fees Due:	\$
Amount Paid:	\$
Copy of Insurance Yes No N/A	Vendor Permit #:

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Vendor, Sponsor/Organizer agrees to abide by all Event Rules and Regulations and all City Codes and Guidelines that pertain to any use of city property as follows:

VENDORS AT LA GRANDE MAIN STREET SPONSORED EVENT:

- Before the issuance of a permit, vendors are required to complete and sign the vendor application, submit the required insurance documents naming the City of La Grande as an additional insured (for high risk vendors and caterers), and pay the required vendor fees.

VENDOR TYPES:

- **Promotion/Information Vendors** – Any person, business, or organization that only promotes and markets (no sales) goods, wares and merchandise or goods crafted primarily of manufactured materials and processes and/or made by someone other than the vendor, in the County, for no sales.
- **Sales Vendors** – Any person, business, or organization that offer to sell stocks or samples of goods, wares and merchandise, or goods crafted primarily of manufactured materials and processes and/or made by someone other than the vendor.
- **Food Vendors** – Any person, business, or organization that offers for sale, occasionally or temporarily, food products or samples in the County. Requires an Oregon Food Service Permit from Oregon’s Center for Human Development (541-962-8818). **All food vendors must submit proof of insurance naming the City of La Grande as an additional insured with this application.**
- **Artist/Artisan** – Any individual who displays or offers for sale his or her own handcrafted products.

ADDITIONAL RULES & REGULATIONS FOR ALL VENDORS:

- Vendor space is available for no more than two (2) consecutive days.
- Vendors are accepted on a first come, first served basis, when all permits and insurance forms have been submitted and fees have been paid.
- The organizing committee will attempt to place food booths in the best possible locations for the least amount of competition.
- Participants will be grouped according to their electrical needs and type of activity (food, games or arts and crafts).
- Spaces are approximately 10’x20’; additional 10’x10’ space is \$25.
- Vendors must be set up no later than one hour prior to the event, and have all vehicles off of the street by the beginning of the event. Both vendors and booths are expected to be open and operational for the entire duration of the event.
 - **Event Times:**
 - Friday: 3:00 P.M. – 7:00 P.M. (Set up anytime after 10:00 A.M.)
 - Saturday: 10:00 A.M. – 4:00 P.M.

Vehicles may not park on Adams Avenue once the street has been closed, with the sole exception of approved food service vehicles/trailers.

Vendors must provide their own tents and any other set-up items.

EACH VENDOR IS RESPONSIBLE FOR THE PICKING UP AND DISPOSING OF THEIR TRASH.

AGREEMENT TO PARTICIPATE AND RELEASE OF LIABILITY/HOLD HARMLESS

In consideration of the issuance by La Grande Main Street of this Event Permit, I hereby accept all risks of illness, injury or death that may result from my participation or the participation of my employees, agents or representatives, and I hereby RELEASE La Grande Main Street, its governing body, officers, employees and representatives from any and all liability for any and all claims and causes of actions for loss of or damage to property and for any and all illness or injury including death, that may result from or occur during the Event whether caused by negligence of La Grande Main Street, its governing body, officers, employees, or representatives, or otherwise, and hereby agree to INDEMNIFY and HOLD HARMLESS La Grande Main Street from and against any and all claims, liabilities, damages and/or costs and expenses that may arise as a result of my participation or the participation of my employees, agents or representatives in the Event for which this Permit is issued.

THIS AGREEMENT TO PARTICIPATE AND RELESE OF LIABILITY IS VOLUNTARY.

Vendor’s Signature: _____

Date _____

La Grande Main Street
Witness:

Date

