



CARNAVAL DE CINCO DE MAYO EVENT VENDOR GUIDELINES & APPLICATION

We invite local artists, craftspeople, food vendors, or nonprofits and businesses focused on local products or public services to participate in Cinco De Mayo! **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 – Local Food Vendors
 - 2 - Groups or individuals offering children’s activities (whether free or for a fee).
 - 3 - Nonprofits (must be 501c3), or public agency doing public service (e.g. Citizen Emergency Response Team)
- B. Vendors agree to abide by the direction of the Event Host.
- C. All activities must be acceptable within the Dayton City Park Use Regulations.
- D. **Application is required.** Email rhaworth@daytonoregon.gov if you have questions.

FOOD VENDORS

Please choose three items below that you would like to serve. Please put a “1” in front of your first choice, “2” in front of your second choice and “3” in front of your third choice.

TACOS	TACOS DORADOS	ENCHILADAS
CHURRO Y CHOCO	TAMALES	ELOTES
FRUTAS	POSOLE ROJO	POSOLE VERDE
QUESA BIRRIA	DRINKS	AQUA FRESCAS

HOURS OF OPERATION

Event hours are 5:30-8:30 p.m. at Courthouse Square Park

SET-UP and TAKE-DOWN.

- Vendors arrive after 3:30 p.m. to set up. (See event host if you have questions.)
- Food Vendor Booths are 10’ x 10’ and will be set up by the City in advance of your arrival.
- Activity booths need to be 10’x10’. To weight down, please bring sandbags and no staking is allowed in the park
- **Vehicles are prohibited from driving onto the park grounds at all times.**
- Tear down should be complete by 9:30 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 City of Dayton must be listed as the certificate holder. The 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’s 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 Event Host will advise vendors on the general area for set up. We ask vendors to cooperate to allow 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 City 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.

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

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. 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 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

- **FILL OUT AND SEND IN** – this signed application.
- **We will notify you** of the approval status and send a Vendor Agreement. The City reserves the right to reject received applications, or request proof of insurance. (Vendors without approval status are unable to set-up.)

FOR MORE INFORMATION See www.daytonoregon.gov, contact: rhaworth@daytonoregon.gov 503-864-2221

SECTION I: WHO

INDIVIDUAL AND VENDOR NAME: _____

TYPE OF VENDOR (Describe food and/or activity): _____

ADDRESS: _____

EMAIL ADDRESS: _____ PHONE _____

SECTION II: WHEN

EVENT TAKES PLACE: May 5, 2023

SECTION III: VENDOR DETAILS

- Booth size is **10x10'** (**Food vendor tents will be set up by the City prior to 3:30 pm**)
- Do you need electricity? **Yes No** Generators are not permitted. **Amperage required:** _____

SECTION IV: TECHNICAL DETAILS

- 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 the City of Dayton.
- All food vendors must supply the City of Dayton with a \$1,000,000 Certificate of Insurance prior to event participation. Certificate must name the City of Dayton 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 City of Dayton reserves the right to require proof of insurance for any vendor.
- The City of Dayton reserves the right to sever this participation agreement at any time.
- All decisions made by the City of Dayton Event Host or designee during the event are final.
- Approved vendors are provided with a confirmation email.
- I understand that I am required to follow all 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: _____