

# NORTH BEND DOWNTOWN BLOCK PARTY

July 20, 2019

## Vendor Application

**APPLICATION DEADLINE: JUNE 10, 2019**

Thank you for your interest in participating in North Bend's biggest party: the annual Downtown Block Party! This popular festival encourages community pride and engagement, while providing an economic boost to our downtown businesses. The City of North Bend and the North Bend Downtown Foundation (NBDF) strive to make this a profitable, convenient, and enjoyable event that will merit your participation every year. Come be a part of our action-packed line up of entertainment, activities, food, beer, wine, and of course, vendors!

Date: July 20, 2019  
Festival Time: Noon-11:00 p.m.  
Street Closure: 6:00 a.m., July 20  
- 5:00 p.m., July 21  
Vendor Set-Up: 8:30 - 11:00 a.m.  
Vendor Tear-Down: 7:30 p.m. - Midnight  
Where: North Bend Way, between  
Bendigo Blvd & Ballarat Ave



**HOW TO APPLY:** Fill out this Vendor Application Form, complete with required signature, documentation and insurance/licensing that pertains to your booth, and payment in full. Your application will be reviewed, and you will be notified via email if you have received booth approval. If you do not receive booth approval, you will also be notified via email, and payment will be returned. Applications must be received by June 10, 2019. Be sure to include a description of your booth, as well as photos and /or a web link to your services / products you wish to exhibit. Cancellations received before July 1 will receive a full refund. Cancellations received after July 1 will receive no refund.

### SET-UP

- It is important for vendor booths to be operational from 11:45 a.m. to 7:30 p.m. on Saturday, July 20.
- Vendors will have drive-in access from 8:30 a.m. to 11:00am for set up. Vehicles must be removed by 10:30 a.m. from event space. You will receive a load-in, load-out plan closer to the event.

Please drive in, unload, park your vehicle off-site and return to set up your booth. Failure to do so will result in back-up and will prevent other vendors from being able to drive down North Bend Way to unload their own supplies. Please share festival space!

### TEAR-DOWN

- Vendors may begin tearing down at 7:30 p.m. but will not have drive-in access to booths until after the festival (11:00 p.m.).
- It is important for many reasons, including participant safety, that you do not tear down early. Tearing down early (before 7:30 p.m.) may result in your organization being immediately suspended from participating in future festivals. Your booth / food truck area must be fully removed of debris and supplies by 1:00 a.m. You may not, under any circumstances, leave any items / vehicles overnight.

**PARKING:** We ask that vendors park in one of two nearby lots:

- Park-and-Ride lot: 301 W North Bend Way
- Park-and-Ride lot: Next door to 247 E N Bend Way (Rio Bravo)

**SECURITY:** Downtown Block Party will provide reasonable security during the hours of Noon-11:00 p.m. but is not responsible for any loss of property.

## PROPERTY

- It can be very windy in North Bend. Vendors are responsible for securing any tents or items that may fly away. Refunds will not be given because of wind.
- No littering
- Food vendors must pack out all gray water and other remaining garbage.
- Vendors who illegally dump gray water, food scraps, garbage, etc. down storm drains or anywhere else may be fined up to \$500, and will not be invited to participate in future festivals.

## BOOTH LOGISTICS

- Vendors are required to provide a copy of liability insurance. You have the option to participate in NBDF insurance for a total cost of \$20. To participate in NBDF insurance, note below.
- The City of North Bend and the NBDF reserve the right to disqualify a vendor whose merchandise is inappropriate for the event or if the content, form and / or quality of the merchandise or message is not consistent with the information provided in the application. Prohibited items include but are not limited to: silly string, crazy foam, items of a sexual or violent nature, items that make a mess or damage property, and any illegal items.
- No vendor is guaranteed exclusive rights to sell certain products. However, all efforts are made by the City of North Bend and the NBDF to jury / monitor the products sold to maintain a good balance between supply and demand. It is vital that vendors accurately represent themselves and their items in the application to maintain this balance.
- Please note below if you plan to stay after 7:30 p.m. Vendors who commit to keeping booths open until festival close (11:00 p.m.) will be placed strategically closer to the center of the action, to avoid gaps in space, and to encourage further patronage as the event progresses into later hours.
- Efforts will be made to place returning vendors in the location you have requested (requests must be made in this application, by June 10, 2019), depending upon your planned take-down time, and in coordination with all other activities.
- Approved vendors receive booth space only and must provide your own tent and any furniture / displays. Vendors may not market wares outside of the boundaries of your booth.
- Vendors will receive a numbered booth location map prior to the event, to prepare for a smooth move-in.

## NEW: LOCAL ARTISAN/CRAFTER

You create with your own hands the products you offer for sale at Block Party. To qualify as an Artisan/Crafter, a majority of the tools and equipment used to produce your products must require skill, personal handling and/or manipulation. Artisans/Crafters should incorporate materials grown or produced in Washington State as much as possible and create your art in Washington State only.

## ELECTRICAL NEEDS

- **Electricity is available for limited use only.** We will provide some 110-volt outlets (e.g. nominal standard outlets found in most homes), but the number is limited, and cannot be guaranteed to every vendor. In general, a small laptop, phone charger, or LED lighting can be plugged into these outlets. Vendors must provide their own commercial-grade extension cord to access electricity, and a safe means of coverage to remove tripping hazards. If you are a food vendor in need of a generator, we ask that you provide a whisper quiet generator, to allow yourself and your neighbors to enjoy Block Party music! If you plan on using a generator, please specify that in your application. Noisy generators giving off an extensive amount of exhaust may be placed further away, as it may negatively affect neighboring vendors' experience.
- Is hosting a booth not for you? Ask us about becoming a Block Party Sponsor!

FOR MORE INFORMATION: [WWW.DISCOVERNORTHBEND.COM](http://WWW.DISCOVERNORTHBEND.COM)





Or drop off at the North Bend Visitor Information Center, at 250 Bendigo Blvd.

*Full payment is due at the time of application. Registration is not complete until we receive your payment and signed agreement.*

## **VENDOR RELEASE OF LIABILITY & INDEMNITY AGREEMENT**

Participation in this event is at your own risk. By signing this document, you and your organization agree to comply with any applicable fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety.

### **Agreement to Indemnify**

You shall indemnify the City, its employees, agents, officers, officials, and contractors and the Block Party Committee from and against any and all claims, demands, causes of action, suits, or judgments including but not limited to, any claims of insurance carriers, for deaths or injuries to persons or for loss of or damage to property arising out of or in connection with participation the North Bend Downtown Block Party by you, your agents, servants, employees, or invitees. In the event of any claims made or suits filed AGAINST THE City and Block Party Committee, the City and Block Party Committee may, at their option, require you to resist or defend such action or proceeding at your own cost and expense by counsel reasonably satisfactory to the City and the Block Party Committee.

### **Minimum Scope of Insurance**

You shall maintain insurance of the types described below at no cost to the City and the NBDF:

Commercial General Liability insurance covering liability arising from premises, operations, independent contractors, and personal injury and advertising injury. Coverage shall be written on ISO occurrence form CG 00 01, or a substitute form providing equivalent liability coverage. The City shall be named by endorsement, or blanket language, as an additional insured under you Commercial General Liability insurance policy.

- Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 per annual aggregate.

### **Minimum Amounts of Insurance**

You shall maintain at least the following insurance limits:

Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 per project aggregate and a \$1,000,000 products-completed operations aggregate limit.

### **Other Insurance Provisions**

If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City and the NBDF.

There are no guarantees that an application will be accepted. Vendor selection is at the sole discretion of the City of North Bend and the NBDF. Refunds will not be given for any reason. The City of North Bend and the NBDF reserve the right to remove any vendor from the event, without refund, for misrepresentation of products, inappropriate conduct, or failure to comply with the vendor guidelines and regulations set forth by the City of North Bend and the NBDF.

Booth location assignments are at the sole discretion of the City of North Bend and the NBDF. Vendor spaces will be marked and vendors are required to stay within their designated assigned space. All vendors are responsible for cleaning their booth area after the event. Consumption and/or possession of alcoholic beverages by vendors and/or workers are prohibited. This is a rain or shine event and no refunds will be given for poor weather conditions.

Rules will be strictly enforced. Violation of any of these rules or failure to adhere to instruction from the City of North Bend and the NBDF may result in expulsion from the festival.

**By signing this:**

I grant full permission to the event organizers, promoters and sponsors or any agent authorized by them to use any photographs, videos, recordings or any other record of this event for any promotional or legitimate purpose.

I acknowledge that I have read, understand and agree to all vendor rules, regulations, and specifics that are included in this document.

Representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

**APPLICATION CHECK LIST:**

- Signed vendor release of liability & indemnity agreement (this page)
- Vendor application
- Payment check or money order to the North Bend Downtown Foundation (Check # \_\_\_\_\_)
- Proof of insurance, or
- Purchasing insurance via the North Bend Downtown Foundation

**Food Vendors Only:**

- Copy of food handlers permit(s)
- Copy of Health Department permit
- Food Vendor Questionnaire filled out