



**MAIN STREET COWBOYS**  
"Greatest Free Show in the West"

## Main Street Permit to Operate

*September 11 - 15th 2018*

### REGULATIONS

By signature on the application form, the Agent/Owner agrees to the following:

- 1) The form is only an application. **Please see the cover letter for application deadlines.** We will issue licenses/permits during the check in process for the event.
- 2) The agent understands that; the application must be reviewed and approved by the Police Department prior to issuance of a permit; the permit is not transferrable; that conduct of the business shall conform with the statements made in the applications; and with any special conditions of operation imposed on the permit. **That the permit shall be displayed during all hours of business operations;** and that all applicable city, state, and federal laws, rules and regulations shall be abided by during the operation of the business.
- 3) The owner/agent consents to act as an agent for accepting service of process, notice of demand as required or permitted by law to be served upon the

applicant completing the application. The Vendor Director reserves the right to accept or deny the appointed agent.

### GUIDELINES FOR CONCESSION STANDS AND BOOTHS

#### Fire Prevention Ordinance No. 3441

##### Section 28.6

Contact the Pendleton Fire Marshall at 541-276-1442 for more information.

Accumulation of waste materials in areas adjoining booths is prohibited. All areas shall be kept free and clear of deposits or accumulations of wastepaper, litter, or combustible waste or rubbish of any kind. No person in charge of a booth shall fail or neglect at the close of each day to have rubbish, litter, or combustible waste removed.

##### Section 28.16

A. The marking of fire lanes on private property devoted to public use shall be approved by the Fire Marshall. The telephone number is (541) 276-1442.

B. Parking of motor vehicles or otherwise obstructing fire lanes shall be prohibited at all times. Violators will be subject to fines and/or towing.

All concessions are required to have a minimum of one 2A:10BC fire extinguisher readily accessible to all employees. This is strictly enforced.

Inspections of booths will take place during Round-Up at unspecified times.

Uniform Fire Code Article 32 does not allow "blue tarps" or plastic to be used as a canopy tent or as part of a temporary structure. All temporary membranes shall have a permanently affixed label which shows it is flame resistant and/or has been treated with a flame retardant.

Any cooking operation involving oils shall be protected by a fire suppression system meeting UL300 standards and/or have a type "K" extinguisher in addition to other required fire extinguishers.

### Police

The City Police Department reminds all vendors not to park or conduct business on public rights of way. No items promoting illegal drugs, the use of illegal drugs, paraphernalia or underage drinking will be allowed on site to sell or give away, if found on site, the permit may be revoked.

### Signs

The City reminds all vendors not to place signs on sidewalk or street areas unless those areas are closed to pedestrian or vehicular traffic.

### Clean-Up

Remove all litter from the concession area before departing.

### Food Concessions

Food handlers need to contact the Umatilla County Environmental Health Department (UCPH):

200 SE Third

Pendleton, OR 97801. Phone (541) 278-6394 for guidelines on certified food handlers. There is a \$55 fee payable to the UCPH. **Please contact the County directly; the Main Street Cowboys do not have oversight in this area.**



Permit to Operate Application

# Main Street Cowboys

P.O. Box 1002 Pendleton, Oregon 97801 Phone (541) 278-9332 Fax (541)276-3901  
[www.mainstreetcowboys.org](http://www.mainstreetcowboys.org) [mainstreetcowboys@wtechlink.us](mailto:mainstreetcowboys@wtechlink.us)

(Please type or print)

**BUSINESS NAME/DBA:** \_\_\_\_\_

**Business Phone #:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TYPE OF MERCHANDISE or CONCESSION:** Please list items you intend to vend during the Main Street Show. Only those items listed will be allowed for sale during the event.

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**Agent/Owner and or Principal Contact for Business:**  
(Name) (Address)

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**By signature below, the Agent/Owner agrees to the following:**

- 1) The business named herein and its subcontractors, officers, agents and employees agree to hold the City of Pendleton, the Main Street Cowboys, their officers, agents and employees, harmless from any and all liability for damage to persons or property as a result of the Main Street Cowboys permitting the business. This hold harmless agreement is intended to be as liberally applied as allowed under Oregon law.
- 2) I understand that this application must be reviewed and approved by the Main Street Cowboys and the Police Department prior to issuance of a Permit. I also understand that the permit is not transferable; that conduct of the business shall conform with the statements made in the application, and with any special conditions of operation imposed on the permit, that the permit shall be displayed during all hours of business operations; and that all applicable city, state and federal laws, rules and regulations shall be abided by during the operations of the business.
- 3) I, the undersigned, acknowledge my consent to act as an agent for accepting service of process, notice of demand as required or permitted by law to be served upon the applicant completing the application. The Vendor Director reserves the right to accept or deny the appointed agent.
- 4) I understand that this form is only an application. If approved, a permit will be mailed to my business address approximately one month prior to Round-Up. If the application is not approved, a letter will be sent to notify me.

**Signature of Agent/Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

(Page 2 is mandatory for all applicants)

# Permit to Operate Application

## \*\*\* REQUIRED APPLICANT INFORMATION \*\*\*

Applicant Name: \_\_\_\_\_  
(Owner/Agent's name, not name of business)

Phone Number: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

Driver's License State: \_\_\_\_\_ Number: \_\_\_\_\_

Vehicle License Plate (State/Number(s)): ex. (OR/123ABC) \_\_\_\_\_

Description of Business:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State all past criminal convictions, including unlawful trade practices, fraud, or crimes which involve moral turpitude:  
\_\_\_\_\_  
\_\_\_\_\_

State all known consumer complaints made to local or state agencies:  
\_\_\_\_\_  
\_\_\_\_\_

Do you plan on staying in your space/vehicle after midnight?    Y    N    (Sleeping in booth space)

**Incomplete applications will not be processed and a Permit to Operate will not be granted for the  
Main Street Event!!!!**

### For office use only

Date application Received: \_\_\_\_\_  
Approvals by Main Street Cowboys; Food Director: \_\_\_\_\_ Craft Vendor Director: \_\_\_\_\_  
Pendleton Police Department: \_\_\_\_\_  
Date Application Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_  
Date Permit mailed: \_\_\_\_\_ Date Denial Letter Mailed: \_\_\_\_\_  
Permit#: \_\_\_\_\_  
Assigned location: \_\_\_\_\_