

2021 MAIN STREET SHOW

Vendor Check List

MSC APPLICATION (SIGNED AND DATED)

DO NOT SEND ANY PAYMENT AT THIS TIME

PERMIT TO OPERATE APPLICATION

PROOF OF INSURANCE

MENU

Thank You

Main Street Cowboys

Shawn Boatwright, Food Director

580-799-5059 Shawn.LauraBoatwright@gmail.com

Main Street Cowboys Present

The 2021 Pendleton Main Street Show/Market

Dear Prospective Main Street Show/Market Vendor:

We invite you to apply for a Food/Concession space at the 2021 Pendleton Main Street Show/Market. Dates for this year's show are **Tuesday, Sept. 14th through Saturday, Sept. 18th**. Please take a moment and read the entire application process and if you have any questions please feel free to contact me. It is best to e-mail me; Shawn.LauraBoatwright@gmail.com

Vendor applications should be submitted by the **1st of June 2021** the **completed application, and Certificate of Insurance are required with application**. Please do not send any form of payment at this time, due to continued Covid-19 uncertainty we will not be accepting funds until applicant is approved and the show is on schedule.

Types of Concession Spaces available and rates are: (Note:20'X20' = 10'X40')

Space Fees: for Reference (do not send any funds at this time.

10' x 10'= (\$300)

10' x 20'= (\$450)

10' x 10' add (\$50)

10' x 20' add (\$100)

Special requests for end or corner booth spaces:
220 Electrical Service (if necessary) -

30Amp 50Amp (\$50.00)

LARGER SPACES MUST BE NEGOTIATED WITH VENDOR DIRECTOR

Food vendors must supply a complete menu with Price list. Items not listed on the menu cannot be sold or displayed.

Note: 15% of Gross sales will be collected NIGHTLY! (WEDNESDAY - SATURDAY)

TAPE CASH REGISTERS MUST BE USED. (NO EXCEPTIONS!)

A representative must stay at booth until you are collected from each night!

All applications go through a selection process – **NOT** first come, first served. Previous vendors do not have guarantee of acceptance or placement. Applications received by the 1st of June will be screened and submitted to the selection committee with selection completed on or before 1st of July 2021 or until spaces are filled. Late applications will be accepted up to the 15th of August but will incur a \$50 late fee (please send no payment at this time) and full payment must be submitted with application to be considered. Refund policy remains in effect for late submissions, however if selected and assigned a location the space fee becomes non-refundable.

Main Street Cowboys reserves the right to assign vendor space locations as needed for the best fit and function. Previous vendor's requests for same locations will be considered, however, it may not be possible due to event restructuring. Vendors are hereby advised that the spaces will be assigned in the Main Street Show at our discretion and are to be considered final. Any vendor not willing to accept our terms for placement need not apply.

All applications will be reviewed and selections made based on the following criteria:

- Product balance on Main Street and booth size
- Uniqueness and appeal of product
- Attractiveness of display/booth

The hours for the Show will be: **Set up will begin at 1:00pm on Tuesday or as arranged by the event director**

- Tuesday, September 14, 4:00 pm –9:00pm+ (limited show schedule due to event set up)
- Wednesday, September 15, 10:00 am –11:00pm+
- Thursday, September 16, 10:00 am – Midnight+
- Friday, September 17, 10:00 am – Midnight +
- Saturday, September 18, 10:00 am – Midnight Teardown and **off Main Street by 2:00am, Sunday 19 September.**

Thank you for considering the 2021 Pendleton Main Street Show/Market. We look forward to your success at this event and working with you in the future.

Sincerely,

Shawn Boatwright, Food Concession Vendor Director

MAIN STREET COWBOYS

Foods/Concessions VENDOR APPLICATION

Pendleton Round-Up Week **September 14 - 18, 2021** (Tuesday thru Saturday)

NOTE: This application does **NOT** guarantee space for the Main Street Show/Market.
Deadline: 1 June 2021, **completed application, and Certificate of Insurance are required with application** Upon acceptance, we will contact vendor with payment details to be determined.

Food vendors must supply a complete menu with Price list. Items not listed on the menu cannot be sold or displayed.

Note: 15% of Gross sales will be collected NIGHTLY! (WEDNESDAY - SATURDAY)

TAPE CASH REGISTERS MUST BE USED. (NO EXCEPTIONS!)

A representative must stay at booth until you are collected from each night!

Please **TYPE** or **PRINT CLEARLY**. All information must be completed or application **Will Not** be accepted.

Applications that are not legible will be rejected and/or returned.

Company: _____

Authorized Representative: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Mobile: _____

E-Mail Address _____

Emergency Contact: _____ 24-Hour Phone: _____

Please indicate type of concession/booth. Tent ___ Trailer ___ Other ___ Drawing/photo that depicts booth layout are required.

<p>On the attached form, please print a complete list of ALL products you wish to display or sell. (If you are requesting more than one booth, each booth must be itemized separately.) Once permits have been issued, no product(s) may be added or removed without approval of Main Street Cowboys Directors. List brand names; include pictures and/or brochures.</p> <p>NO EXCLUSIVITY SHALL BE GRANTED!</p>	<p>References: List the Fairs, Shows, Festivals where you have been approved as a vendor.</p>
<p>Space sizes and fees (120V avail. all spaces)</p> <p><input type="checkbox"/> 10' x 10' @ \$300 Send no payments at this time!</p> <p><input type="checkbox"/> 10' x 20' @ \$450</p> <p><input type="checkbox"/> End/Corner 10' x 10' add \$50</p> <p><input type="checkbox"/> End/Corner 10' x 20' add \$100</p> <p><input type="checkbox"/> 220V 30Amp 50Amp Additional \$50</p> <p><input type="checkbox"/> Other: _____ (price TBA)</p> <p>Reminder: Pendleton CITY LICENSE FEE not required for vendors participating on Main Street, with Permit to operate issued by Main Street Cowboys.</p>	<p><i>I agree to abide by the rules and regulations as specified in the application and permit to operate certificate.</i></p> <p><u>Authorized Representative Signature</u></p>
<p>OFFICE USE ONLY</p> <p>Date application received: _____</p> <p>Space Fee Received: _____</p> <p>Insurance Certificate: _____</p> <p>Menu received: Y / N</p> <p>Drawing/photos, schematics received: Y / N</p> <p>Block/Space# assigned: _____</p>	<p><i>Return by mail:</i></p> <p><i>Main Street Cowboys</i></p> <p><i>Attn: Shawn Boatwright, Concessions Director</i></p> <p><i>P.O. Box 1002</i></p> <p><i>Pendleton, OR 97801</i></p>

Main Street Cowboys ♠ P.O. Box 1002, Pendleton OR 97801 ♠ Phone 541-278-9332 Fax 541-276-3901

E-mail: mainstreetcowboys@wtechlink.us

website: www.mainstreetcowboys.org

WAIVER AND INDEMNITY AGREEMENT

The undersigned, in consideration of the privilege of participation in the Main Street Show/Market, (hereinafter the "Show"), hereby waives any claim for damages for negligence or other act or omission of the Main Street Cowboys, City of Pendleton, Oregon, or any other sponsor of the Show, and any officer, employee, agent or volunteer of said sponsors, in connection with the Show.

The undersigned further agrees to indemnify and hold harmless said organizations and persons from any and all damages or expenses relating to claims made by or on behalf of the undersigned, or any minor child, ward or other family member of the undersigned, or if the undersigned is an organization, from claims made by or on behalf of members, agents, or volunteers of the undersigned, and from any claim arising from the acts or omissions of the undersigned and minor child, ward, or any other family member of the undersigned, or if the undersigned is an organization, from such acts or omissions of any member, agent, or volunteer of such organization, related to said Show.

(Initials) Main Street Cowboys reserve the right to assign vendor space locations as needed for the best fit and function. Previous vendor's requests for same locations will be considered, however, it may not be possible due to event restructuring. Vendors are hereby advised that the spaces will be assigned in the Main Street Show at our discretion and are to be considered final. Any vendor not willing to accept our terms for placement need not apply.

I HAVE READ AND UNDERSTAND THE VENDOR REQUIREMENTS, DIRECTIONS & LIABILITIES FORM. MY BUSINESS/EMPLOYEES WILL COMPLY WITH THE ABOVE RULES. I UNDERSTAND THAT IF ANY OF THE ABOVE RULES ARE NOT FOLLOWED, I WILL BE ASKED TO LEAVE AND THAT ALL COSTS FOR DAMAGE REPAIRS (SUCH AS TO, BUT NOT LIMITED TO, THE STREETS, SIDEWALKS AND/OR LIGHT POSTS, ETC.), WILL BE MY RESPONSIBILITY.

PRINT BUSINESS NAME

AUTHORIZED APPLICANT SIGNATURE

DATE

Please return;

* This WAIVER AND INDEMNITY AGREEMENT, MENU, VENDOR REQUIREMENTS, DIRECTIONS & LIABILITIES FORM.

* Main Street Cowboys Permit to Operate Application with insurance certificate * Photos or sketches of booth layout

Do not send payment at this time:

Payment will be accepted only by: **Cashier's check, Business Check or Money Order.**

On the applications, your Round-Up business location will be just Main Street. Vendors will not be permitted to set up booths without Applicable Fees, Approved Concessions Application, & Health Dept.- food handlers permit, proof of Insurance etc.

Upon acceptance, Space fees become **non-refundable 1st July 2021 (TBD)**. If applicant is **not accepted**, the payment amount will be refunded in full.

Food Concession Vendor Director: Shawn Boatwright– Phone: 580-799-5059. E-mail: Shawn.LauraBoatwright@gmail.com

Main Street Cowboys ♠ P.O. Box 1002, Pendleton OR 97801 ♠ Phone 541-278-9332 Fax 541-276-3901

E-mail: mainstreetcowboys@wtechlink.us

website: www.mainstreetcowboys.org

Additional information and acknowledgements:

VENDOR REQUIREMENTS, DIRECTIONS & LIABILITIES FORM.

All Vendors must secure their tents, awnings, covers, tarps, etc., with sandbags or cement blocks to be provided by the vendor. Nothing can be fastened to the streets, or light posts. We are very proud of downtown and appreciate your understanding, support and compliance with this matter.

Vendors must NOT use ANY utility without approval and MUST BE accompanied by a Main Street Cowboy.

Power provided will be 110 volt / 20 amps at no charge. Special power requirements (220V) must be stated on the application.

NOTE: All vendors must meet the electrical safety requirements for "Carnivals, Circuses, Fairs, and Similar Events" as stated by the Oregon Building Codes Division, Article 525, specifically the Vendors section. (See grounding, GFCI)

Vendor must supply the extension cords/cables (that are up to code) to our outlets.

Tow vehicles will not be permitted on Main Street after setup time. Parking is available off street.

Parking (minimal fee) may be available with a Vehicle ID Parking Pass by contacting your Vendor Director, the Main Street Cowboy in charge of the lot, or at our information booth.

Vendors must not place any equipment on the street/lot without protecting the surface from potential leaking fuels/oil/grease. Grease /pig mats can be obtained thru the MSC. Please see your food director for materials/prices. **NO FRYERS TO BE USED UNDER TENTS OR CANVAS COVERS.**

Vendors must provide for a complete clean up and removal of all debris, including petroleum products.

Nothing will be allowed to be sold that can be used as a weapon.

Nothing that can be construed as lewd, profane or obscene will be allowed to be dispensed or sold.

The use of alcohol or drugs is strictly prohibited.

Absolutely no firearms will be allowed.

PLEASE COORDINATE ALL REQUESTS FOR ASSISTANCE THROUGH THE INFORMATION TENT AT THE CORNER OF MAIN ST. AND COURT ST., OR CONTACT A MAIN STREET COWBOY!

CITY OF PENDLETON FIRE DEPARTMENT REQUIREMENTS – New Rules Effective April 1, 2007 (update pending):

All Fire Hydrants are to remain clear - No obstructions, maintain a 10 foot clearance!

Fire Lanes are to remain open 24 hours a day - No parking, UNLOADING, or stopping in the Fire Lane.

All Vendors are required to have one 2A:10B:C FIRE EXTINGUISHER – NO EXCEPTIONS! Vendors that contain cooking operations that use or generate oils and grease must have a minimum 1.5-gallon (6L) Type K Fire Extinguisher. Other types of cooking require a 40B:C rated Fire Extinguisher. All extinguishers must have had an annual maintenance within the past 12 months. The annual maintenance tag must be attached to the extinguisher.

All Vendors using PROPANE must meet the National Gas Code - NO HOME-MADE UNITS ALLOWED. All PROPANE cylinders must be securely supported.

All "booths", tents, tarps, flies, that are used with open flame cooking or other activities, MUST use approved fire retardant materials.

All Vendors are required by City law to remove trash DAILY! (Main Street Cowboys may request a more frequent removal schedule.)

All structures must have "NO SMOKING" signs posted inside.

All grey water must be collected in appropriate closed containers fitted with RV type quick -connections. (No grey water is to be collected in open containers or dumped into storm/street drains!) Main Street Cowboys will arrange for proper dumping procedures/locations. Acceptable containers will be available for purchase, if you arrive without one.

All liquids must be contained. No leaking hoses, drains, garbage/wastewater holders.

ALL VENDORS MUST BE CLOSED AT MIDNIGHT SATURDAY FOR US TO BREAKDOWN & CLEAN UP. ALL POWER WILL BE CUT OFF AT 1:00 AM!

Food vendors must be in compliance with Oregon Health Division regulations and must have a copy of the required License BEFORE being allowed to serve.

For those vendors who do not possess a "Temporary Restaurant License", we have included an Application. You must submit this application with the proper fee to the address shown on the form. Remember - Each operation must have at least one staff member with a valid Food Handler Card on site at all times during operations.

I HAVE READ AND UNDERSTAND THE VENDOR REQUIREMENTS, DIRECTIONS & LIABILITIES FORM. MY BUSINESS/EMPLOYEES WILL COMPLY WITH THE ABOVE RULES. I UNDERSTAND THAT IF ANY OF THE ABOVE RULES ARE NOT FOLLOWED, I WILL BE ASKED TO LEAVE AND THAT ALL COSTS FOR DAMAGE REPAIRS (SUCH AS TO, BUT NOT LIMITED TO, THE STREETS, SIDEWALKS AND/OR LIGHT POSTS, ETC.) WILL BE MY RESPONSIBILITY.

PRINT BUSINESS NAME

AUTHORIZED APPLICANT SIGNATURE

DATE

Please provide a signed copy of this form with the application:

Food/Concession Vendor Director: Shawn Boatwright – Phone: 580-799-5059 ▪ E-mail: Shawn.LauraBoatwright@gmail.com

Additionally if you have issues or would like to address a concern with another Vendor Director please contact:

Crafts/Commercial Vendor Director: Johnny Blagg– Phone: 541-969-0732 ▪ E-mail:msc.Johnny@wtechlink.us

Main Street Cowboys * PO Box 1002 * Pendleton, OR. 97801 * Phone/Fax 541-278 - 9332

E-mail: mainstreetcowboys@wtechlink.us Website: www.mainstreetcowboys.org



MAIN STREET COWBOYS
"Greatest Free Show in the West"

Main Street Permit to Operate

September 14 - 18th 2021

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 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.

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

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: _____ Driver's License 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: _____