



# Third Thursday 2021

## Vendor Rules-Guidelines

July 15 & August 19

---

**Overview:** Thank you for your interest in participating in Klamath Falls Downtown Association's Third Thursday event! To ensure a safe and enjoyable event for everyone, the following set of Rules & Guidelines will need to be understood and respected by all participants. This also promotes an event that has structure & fairness, knowing what to expect and what is expected. By signing the vendor registration form, you are confirming that you understand and agree to adhere to these Rules & Guidelines.

**Registration:** Vendor registration includes one 10x10 space, or the equivalent of 100 square feet. One vendor is allowed per space. Vendors requiring additional space will be charged for an additional space. Vendor spaces may not be sub-leased. Registration fees are non-refundable. All registrations for any or all events must be received one week before the event. Complete payment must accompany the registration. Confirmations and space locations will be emailed on or before July 8 (or 1 week prior to each event). **To register online visit** <https://www.downtownklamathfalls.org/thirdthursday.html>.

**Insurance:** *Vendors in the Commercial and Food Truck/Food Vendor categories must provide proof of insurance with a \$1,000,000 limit per each occurrence and \$2,000,000 aggregate limit. A certificate of insurance MUST be on file with KFDA prior to a booth space being assigned. The certificate must list Klamath Falls Downtown Association as certificate holder and additional insured, and must include a FORM# for Additional Insured Endorsement. Vendors in the artisan/crafter or nonprofit categories may be required to provide a certificate of insurance as well at the sole discretion of Klamath Falls Downtown Association.* Vendors in the Food Truck/Food Vendor or Commercial categories who do not have commercial insurance may not participate as a Third Thursday vendor. Contact your insurance agent for questions. Click here for an [example of a properly completed certificate of insurance](#).

**Set-Up, Parking & Hours:** Third Thursday is open to the public from 6:00pm to 9:00pm. Please note the following for setup:

- Vendors and organizations may begin set-up no earlier than 5:00pm, **after** street closure barricades have been erected.

- Parking for participant vehicles or any additional support/supply vehicles is prohibited on Main Street except to unload – arrive at 5pm, find your assigned space, park near the curb, unload your gear, and then MOVE your vehicle to a parking area. DO NOT start setting up your booth until AFTER you have moved your vehicle.
- Vehicles should not be on Main Street during set up for more than 5 minutes.
- If you have to move a barricade to park your vehicle, please be courteous and make sure it gets put back into position.
- If you are using a popup canopy for your booth, we encourage you to weight it down with at least 15 pounds per leg. Vendors will be asked to take down their canopy if it is unsafe or interfering with other vendors or participants.

Vendors will begin taking down their booth immediately at 9:00pm. Please note the following for event takedown:

- Any vendor serving food should take their last orders no later than 8:45.
- Cars are not allowed on Main St. before 9:00pm, and all equipment/supplies need to be packed up, placed near the curb, and ready to load before you bring your vehicle on to Main St.
- Barricades will begin to be removed by 9:15pm and traffic will begin traveling on Main St. It is critical that all vendors are clear from the street by 9:15. If your booth does not allow for takedown that quickly, consider reconfiguring your booth, or have extra help on hand to assist with takedown.
- **Always be extremely careful (patient) when moving a vehicle inside the event.**

**Booth Layout:** The layout will be an “Artisan Street Fair” type of arrangement, which means booths ONLY down the middle of Main St. with activities, music and food spaces filling the side street areas. Vendors may not set up their booth near the curb. Brick and mortar businesses who wish to have a booth may set up outside their storefront on the sidewalk, but must ensure that they do not obstruct pedestrian traffic. Specific location requests for a booth location may or may not be available. Space location assignments will be made to facilitate foot traffic flow, safety and specific theme management. Please work with us to create an event that meets these goals.

**Food Vendors:** Food Vendors must comply with Klamath County Public Health Department and Klamath County Fire District regulations. Representatives from these agencies may conduct inspections of the vending sites. The vendor is solely responsible for following any and all Federal, State and local regulations pertaining to the preparation and sale of any foods. Call Klamath County Health Dept. at (541) 882-8846. **To ensure an orderly and efficient takedown at the end of the night, food vendors will not accept orders after 8:45pm.**

**Electricity:** may be available on a very limited basis. Arrangements MUST be made beforehand.

**Clean Up:** All participants must dispose of trash in bins and receptacles and sweep their area. No liquid of any kind shall be disposed in street gutters, storm drains or catch basins. Participants will be held responsible for any damage to city or business property.

**Event Support:**

- Local law enforcement will be on hand at the event, in addition to others with First Aid/CPR training. In the event of any medical emergency or other disturbance, call 911.
- Restrooms are provided at Central Square (9<sup>th</sup> & Main), Sugarman’s Corner (6<sup>th</sup> & Main), and at 4<sup>th</sup> & Main. Accessible units are available.
- Klamath Falls Downtown Association’s event info booth will be located at 6<sup>th</sup> & Main in front of Sugarman’s Corner.

**Advertisement & Promotion:** The Klamath Falls Downtown Association takes pride in coordinating this event for participating businesses, performers, and vendors. All events are advertised in the Herald and News, on local radio and television stations as well as Klamath Falls Downtown Association’s Facebook and Instagram.

**Eligibility:** The Third Thursday event is open to artists, crafts persons, musicians, concessionaires, exhibitors, and organizations. This is a family friendly event and it is expected that participants will conduct themselves in a professional manner.

**Vendor Registration Fees:** KFDA strives to keep vendor registration fees as low as possible to encourage a lively, diverse, family-friendly event. Following are registration fees for this year’s event.

Vendor Category	Cost Per Event	EARLYBIRD DISCOUNT!
<b>Artisan/Crafter &amp; Nonprofit</b>	\$35.00	\$59.50
<b>Nonprofit with theme-based activity (must be approved)</b>	FREE	FREE
<b>KFDA Members (excluding food trucks)</b>	FREE	FREE
<b>Food Vendor Booth (hot or prepared foods):</b>	\$55	\$93.50
<b>Commercial (Retail or other for profit sales)</b>	\$55	\$93.50
<b>Food Truck</b>	\$100	\$170.00
<b>Electricity (all vendor types)</b>	+ \$20 per event	No discount

*\* Earlybird discount – sign up for both events before July 8 and receive a 15% discount on your vendor fee!*

Questions or feedback, call: Charlie Wyckoff at (541) 205-6283 or Darin Rutledge at (541) 539-6212