



## Third Thursday 2023 Vendor Rules-Guidelines June 15, July 20 & August 17

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**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 accordingly. Vendor spaces may not be sub-leased. Registration fees are refundable at the end of the season for qualifying donors and nonprofits at the end of the season as long as attendance requirements are met. 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 for the June event will be emailed on or before June 8 (or one 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 MAX.**
- 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 weigh 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 9:00 pm, 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:** Power will only be provided to main stage performers/bands. All other vendors will be responsible for providing their own power supply.

**Clean Up:** All participants must dispose of trash in bins and receptacles and sweep their area. No liquid of any kind shall be disposed of 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, nonprofits, government agencies, commercial enterprises and food vendors. Political organizations or action committees that are properly licensed or organized per state and local law may request a vendor booth, as well as political candidates who have officially filed for office at the time of the event. Booths will not be granted for content, products, services or material that is divisive, controversial or inconsistent with a family-friendly event. It is expected that the information, messages, products or services and interaction at all vendor booths complements this family-friendly event, and that all vendor representatives will conduct themselves in a professional manner. KFDDA reserves the exclusive right to prohibit participation from vendors prior to an event, or to remove a vendor during a Third Thursday event who does not meet this standard or who is found to have not fully disclosed the purpose or activities of their booth in their vendor application.

**Vendor Registration Fees:** KFDDA 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. All vendors this year will be responsible for registration fees. At the end of the season for qualifying donors, sponsors, or nonprofits that are present for all registered events will have the option to be refunded or used as a credit for KFDDA donorship in the following year. If absent deposit is waived and vendor will lose their space for remaining season and put on wait list for following year.

Vendor Category	Cost Per Event	For all 3 Third Thursdays
<b>Food Vendor Booth (hot or prepared foods):</b>	\$75	\$195
<b>Commercial (Retail or nonprofit)</b>	\$60	\$160
<b>Food Truck</b>	\$200	\$500

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

# 2023 THIRD THURSDAY VENDOR APPLICATION FORM

## EVENT OVERVIEW

The Third Thursday event is open to artists, craft persons, musicians, concessionaires, exhibitors, and organizations. This is a family friendly event and it is expected that all vendor booths will be suitable for all ages, and that vendors will conduct themselves in a professional manner.

## APPLICANT INFORMATION

**Name of Business/Organization \***

**Applicant/Contact Name \***

First Name

Last Name

**Email Address \***

**Mailing Address \***

Address Line 1

Address Line 2

City

State/Province

ZIP/Postal Code

Country

**Phone Number \***

**Identify the type of your organization.**

**Please provide a description of items to be sold, given away, or displayed \***

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**I would like to register for the following Third Thursday events \***

(Check all that apply)

- June 15
- July 20
- August 17

## SETUP REQUIREMENTS

**Size of Display/Concession \***

- One 10'x10' space
- Two side-by-side 10'x10' spaces
- Other

**Other**

(We will do our best to accommodate, but can not guarantee that we will be able to provide non-standard space. Also, depending on customized needs, vendor price will vary from published fees).

**Will you be using a tent/canopy? \***

- Yes
  - No
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# TERMS & CONDITIONS

## Important Vendor Information

**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 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 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 accordingly. Vendor spaces are limited, and will be granted based on the date and time that the registration is received. Vendor spaces may not be subleased or shared. Registration fees are refundable as long as requirements are met. Registration deadline for all events must be received by Thursday, June 9. Registrations received after June 9 will be accommodated only if space and timing allows. Complete payment must accompany the registration - booth assignment will not be made until payment is received. Vendors who register for an event and do not show will lose their booth space for any following events (a new booth space may be reassigned for following events if space allows). Confirmations and space location will be emailed on or before June 9<sup>th</sup> (or 1 week prior to each event for July and August events). **To register online visit [www.downtownklamathfall.org](http://www.downtownklamathfall.org) (<http://www.downtownklamathfall.org>)**

**Set-Up, Parking & Hours** Third Thursday is open to the public from 6:00pm to 9:00pm. Vendors and organizations may begin set-up no earlier than 5:00pm, **after** street closure barricades have been erected. Participants **will not** park their vehicles or any additional support/supply vehicles on Main Street except to unload...arrive at 5pm, find your assigned space, 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 **MAY NOT** be parked on side streets within the event between Pine & Klamath. Vendors must begin breaking down their booth immediately at 9:00pm, and food vendors may not take any orders after 8:45pm. Barricades will begin to be removed by 9:15pm and vendors must have all of their equipment and gear moved off of Main Street. Always be extremely careful (patient) when moving a vehicle inside the event.

**Booth Layout:** The layout, or space locations 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. Specific location requests 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

**Contact:** Charlie Wycko, KFDA Third Thursday Committee Chair, can be reached by email; [charlie@cwyccko.com](mailto:charlie@cwyccko.com) ) or by phone; (541) 205-6283 or Crystal Besaw, Executive Director at [crystal@downtownklamathfalls.org](mailto:crystal@downtownklamathfalls.org) or by phone; (541) 539 - 6212.

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

**Insurance:** All vendors 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 who do not have commercial insurance may not participate as a Third Thursday vendor. Contact your insurance agent for questions.

**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.

**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 social media channels. Participants are welcome and encouraged to share official Third Thursday promotional material.

**Eligibility:** The Third Thursday event is open to artists, crafts persons, musicians, concessionaires, nonprofits, government agencies, commercial enterprises and food vendors. It is expected that the information, messages, products or services and interaction at all vendor booths is consistent with a family-friendly event, and that all vendor representatives will conduct themselves in a professional manner. KFDA reserves the right to prohibit participation from vendors who do not meet this standard either before or during a Third Thursday event.

Vendor Category	Cost Per Event	For all 3 Third Thursdays
Food Vendor Booth (hot or prepared foods):	\$75	\$195
Commercial (Retail or nonprofit)	\$60	\$160
Food Truck	\$200	\$500

**Contact:** Charlie Wycko, KFDA Third Thursday Committee Chair, can be reached by email; [charlie@cwyccko.com](mailto:charlie@cwyccko.com) ) or by phone; (541) 205-6283 or Crystal Besaw, Executive Director at [crystal@downtownklamathfalls.org](mailto:crystal@downtownklamathfalls.org) or by phone; (541) 539 - 6212.

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## Disclaimer

I understand that I am responsible for any loss or damage while handling and exhibiting my property and that the Klamath Falls Downtown Association and their officers, agents, volunteers and employees shall not be liable for any damage to any property submitted or shown during Third Thursday. I agree to legally bind myself, my heirs and my executors and do hereby release the Klamath Falls Downtown Association, its Third Thursday Committee and all sponsors from all liabilities arising from illness, injury and damages I may suffer as a result of my participation in this event. I have read the participation information provided and certify my compliance by submitting this form and providing payment. I further agree to supply evidence of insurance coverage with my application or with my payment, and that a booth assignment will not be made until I have provided it. I understand that I am responsible for providing my own booth and/or tables and chairs, and meeting all State, City, Fire and Health codes. I understand that Third Thursday is held rain or shine and that no refunds will be provided. I understand that I am not guaranteed a particular space at the Third Thursday event.

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## Insurance Requirements

*Vendors are required to provide proof of insurance with \$1,000,000 Each Occurrence Limit and \$2,000,000 Aggregate Limit. The certificate of insurance must list Klamath Falls Downtown Association as Certificate Holder and Additional Insured and the certificate must provide the form number for Additional Insured Endorsement. Contact your insurance agent for any questions.*

**By completing and submitting this application, you acknowledge that a booth assignment will not be made until I submit (either by mail or in person) a certificate of insurance.**

Deliver or mail the certificate to:  
KFDA  
205 Riverside Drive, Suite F  
Klamath Falls, Oregon 97601

## CERTIFICATION

**I have read, understand and agree to abide by the guidelines on this application and understand that my failure to follow these guidelines may impact my eligibility to participate in Third Thursday events.**

- ★
- Yes, I agree to the above "Important Vendor Information" & "Disclaimer"
- No, I do not agree to the above "Important Vendor Information" & "Disclaimer"



# PAYMENT DETAILS

Vendor Category	June 15	July 20	August 17	All 3 Events
Food Vendor Booth				
Commerical (Retail or Nonprofit)				
Food Truck				
Total Cost				
Please check which options best fit your application needs and total cost at the end				

**IMPORTANT PAYMENT INFORMATION**

Your payment must be received by KFDA before a booth assignment will be made. The payment may be delivered in person or emailed to:

KFDA  
205 Riverside Drive, Suite F  
Klamath Falls, Oregon 97601

