

# 2020 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 maner.

## 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. If your organization is a KFDA Partner, please select that option regardless of status (unless you are a food truck)**

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**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 18
- July 16
- August 20

## 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

**Will you need power? \***

(Note that power is an extra charge of \$20/event - please make sure to select when you check out!)

- 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 non-refundable. Registration deadline for all events must be received by Thursday, June 11. Registrations received after June 11 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 15<sup>th</sup> (or 1 week prior to each event for July and August events). **To register online visit [www.downtownklamathfalls.org](http://www.downtownklamathfalls.org) (<http://www.downtownklamathfalls.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 Wyckoff, KFDA Third Thursday Committee Chair, can be reached by email; [charlie@cwycckoff.com](mailto:charlie@cwycckoff.com) (mailto:charlie@cwycckoff.com) or by phone; (541) 205-6283.

**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 PRICING**

Vendor Category	Per Event	EARLYBIRD DISCOUNT
Artisan/Cra er & Nonprofit:	\$35	\$89.25
Nonprofit with theme-based Activity:	FREE	FREE
KFDA Partners (except food trucks)	\$15	\$30
Commercial (non-artisan retail/resale)	\$55	\$140.25
Food Vendor Booth (hot or prepared foods):	\$55	\$140.25
Food Truck:	\$100	\$255
Electricity (All vendor types):	\$20 per event	\$20 per event

EARLYBIRD DISCOUNT: Sign up for all three events before June 11 and get a 15% discount!

**Contact:** Charlie Wyckoff, KFDA Third Thursday Committee Chair, can be reached by email; [charlie@cwycckoff.com](mailto:charlie@cwycckoff.com) (mailto:charlie@cwycckoff.com) or by phone; (541) 205-6283.

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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 (new in 2020)

*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"

**KFDA Partners are provided with free booth/table space at Third Thursday - that's a value of \$130 for a commercial booth at all three events! Would you like to become a KFDA partner and take advantage of free Third Thursday exposure?**

- ★
- Not at this time, thank you
- Sign me up (see partner options in payment details below)

**Please select below to become a KFDA Partner (3rd Thursday booth space included FREE at all levels):**

- \*
- |   | Quantity |
|---|----------|
| <input type="checkbox"/> \$100 - KFDA Partner - ADVOCATE Level  | 1        |
| <input type="checkbox"/> \$350 - KFDA Partner - VISIONARY Level | 1        |
| <input type="checkbox"/> \$750 - KFDA Partner - PROMOTER Level  | 1        |
| <input type="checkbox"/> \$1000 - KFDA Partner - CHAMPION Level | 1        |

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## PAYMENT DETAILS - ARTISANS/CRAFTERS & NONPROFITS

Check the appropriate box below and choose the number of events at right. KFDA may also waive the fee for a nonprofit booth/table if your organization 1) can provide volunteers on the day of the event(s); or 2) will host an activity at your table/booth that is suitable to a family event.

- Select the number of events, or request a \$0 table/booth**
- |  | Quantity |
|--|----------|
| <input type="checkbox"/> \$35 - Artisan/Crafter & Nonprofit table/booth  | 1        |
| <input type="checkbox"/> \$0 - Nonprofit table/booth (Our nonprofit will provide volunteers/activity at the event) | 1        |
| <input type="checkbox"/> \$89.25 - EARLYBIRD DISCOUNT - Artisan/Crafter/Nonprofit booth for all three events       | 1        |

### Nonprofit No Charge Table/Booth Information

If you are a nonprofit and are requesting a no-charge table/booth space, please indicate how many volunteers you would like to provide for each event, or describe the family-related activity that you will host at your table/booth. (Waiver of the table/booth fee is subject to approval by the 3rd Thursday Committee)

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## PAYMENT DETAILS - COMMERCIAL

Check the box and select the number of events you would like to sign up for below, or select the EARLYBIRD DISCOUNT to sign up for all three events.

- Select number of events, or prepay for all 3 events**
- |  | Quantity |
|--|----------|
| <input type="checkbox"/> \$55.00 - Commercial table/booth  | 1        |
| <input type="checkbox"/> \$140.25 - EARLYBIRD DISCOUNT - Commercial table/booth for all three events | 1        |

## PAYMENT DETAILS - FOOD VENDORS/FOOD TRUCKS

Select the appropriate vendor fee depending on the type of food service you will provide.

- Select the appropriate food vendor/food truck option**
- |  | Quantity |
|--|----------|
|--|----------|

- \$55 - Food Vendor (selling food at booth/table) at 1 or 2 events 1 ▾
  - \$140.25 - EARLYBIRD DISCOUNT - Food Vendor for all three events 1 ▾
  - \$100 - Food truck (selling food from a mobile cart/truck) at 1 or 2 events 1 ▾
  - \$255 - EARLYBIRD DISCOUNT - Food Truck for all three events 1 ▾
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## PAYMENT DETAILS - POWER

If your table/booth/food truck will need power, check the box below and select the number of events during which you require power.

**Check the box below and select number of events if you require power**

**Quantity**

- \$20 - Power ▾
- 

## 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**

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