

2024 MAIN STREET SHOW

Craft / Commercial

Vendor Check List

MSC APPLICATION (SIGNED AND DATED)

PERMIT TO OPERATE APPLICATION

PROOF OF INSURANCE

PRODUCT LIST

Thank You

Main Street Cowboys

P.O. Box 1002

Pendleton, OR 97801

mainstreetcowboys@gmail.com

(541) 278-9332

Main Street Cowboys Present

The Pendleton Main Street Show/Market

Dear Prospective Main Street Show/Market Vendor:

We invite you to apply for a Craft/Commercial space at the Pendleton Main Street Show/Market. Dates for this year's show are Tuesday, Sept. 10th through Saturday, Sept. 14th. Please take a moment and read the entire application process and if you have any questions please feel free to contact us. It is best to e-mail us at mainstreetcowboys@gmail.com

Vendor applications should be submitted by the **July 1st, 2024, \$150.00 non-refundable deposit** with a **Certificate of Insurance is due with application**. Balance is due within 30 days of acceptance in the show. Payment will be accepted only by: **cashier's check, bank draft or money order**.

Types of Craft/Commercial Spaces available and rates are:

10' x 10' @ \$450

10' x 20' @ \$650 (Note: 20'X20'=10'X40')

10' x 30' @ \$850

10' x 40' @ \$1050

220 Electrical Service (if necessary) : 30Amp 50Amp (\$50.00)

All applications go through a selection process – NOT first come, first served. Previous vendors do not have guarantee of acceptance or placement.

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 10, 4:00pm – 9:00pm (limited show schedule due to event set up)
- Wednesday, September 11, 10:00am – 11:00pm
- Thursday, September 12, 10:00am – Midnight
- Friday, September 13, 10:00am – Midnight
- Saturday, September 14, 10:00am – Midnight **Teardown & off Main Street by 2:00am, Sunday, September 15**

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

Sincerely,
Main Street Cowboys

MAIN STREET COWBOYS

CRAFTS/COMMERCIAL VENDOR APPLICATION

Pendleton Round-Up Week September 10 - 14, 2024 (Tuesday thru Saturday)

NOTE: This application does **NOT** guarantee space for the Main Street Show/Market.

Vendor applications should be submitted by the July 1st, 2024, \$150.00 non-refundable deposit with a Certificate of Insurance is due with application. Balance is due within 30 days of acceptance in the show. Payment will be accepted only by: cashier's check, bank draft or money order.

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: _____ Fax: _____

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>List the Fairs, Shows, Festivals where you have previously exhibited: _____ _____ _____ _____</p>
<p>What spaces are you interested in? 120V supplied to all 10' x 10' @ \$450 10' x 20' @ \$650 10' x 30' @ \$850 10' x 40' @ \$1050</p> <p>220V 30Amp 50Amp Additional \$50</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 agree to abide by the rules and regulations as specified in the application and permit to operate certificate.</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>Drawing/photos, schematics received. Y / N</p> <p>Permit to Operate: Approved / Denied</p> <p>Block/Space# assigned: _____</p>	<p><i>Return by mail:</i> <i>Main Street Cowboys</i> CRAFTS/COMMERCIAL VENDOR <i>P.O. Box 1002</i> <i>Pendleton, OR 97801</i></p>

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

E-mail: mainstreetcowboys@gmail.com

Website: www.mainstreetcowboys.org

Revised 03/06/2024

Please list all PRODUCTS you wish to display and or sell during the Main Street Show/Market

If more space is required use continuation sheet

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. ***Vendor is to provide their own power cords and necessary adapters!**

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/may not** be available with a Vehicle ID Parking Pass; contact your Vendor Director for more information.

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 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.

Important - 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/CONCESSION 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:

Additionally if you have issues or would like to address a concern please contact:

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

**E-mail: mainstreetcowboys@gmail.com Website:
www.mainstreetcowboys.org**



MAIN STREET COWBOYS
"Greatest Free Show in the West"

Main Street Permit to Operate

September 10 - 14th 2024

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 and Concessions

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

200 SE Third Street

Pendleton, OR 97801

Please call UCPH at (541) 278-6394 with any questions or guidelines on certified food handlers. There is a \$85 fee payable to the UCPH. Please note that the fee will increase to \$145 within a week of the event. **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

www.mainstreetcowboys.org mainstreetcowboys@gmail.com

(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: _____