



## **Reedsport Pop-Up Vendor Market**

Coastal Douglas Arts & Business Alliance (CDABA) and the Reedsport Main Street Program (RMSP) welcome you to the 2024 Pop-Up Vendor Markets! We are excited to kick off our second season with a Memorial Day Weekend Vendor Market on Saturday, May 25<sup>th</sup>. Then, we will begin the First Friday Vendor Market series with events on June 7, July 5, August 2, and September 6.

We are accepting vendors with food, new crafts, art, non-profits, and direct sale items. These are free events with no application or commission fees. Please read the application in full so you can make an informed decision about participating in our event. Only completed applications will be accepted.

To increase attendance and allow you to engage with each person that enters your booth CDABA/RMSP encourages you to hold a drawing for a free item or gift certificate. The collection of contact information allows you to notify customers of future events you are participating in or of sales you may be running. We would also ask that you like the Reedsport Main Street Program's and CDABA's Facebook pages so that you can like, share, and comment about the postings for our Pop-Up Vendor Markets. Adding these events to your webpage and emailing the info to your friends and family is another way to help spread the word and increase sales.

All vendors are responsible for providing their canopy, table(s), and chairs. Vendors are also responsible for taking their garbage/trash with them after the event. The garbage cans at the event are for use by the public only. Thank you for your help in this matter.

Once you read the application let us know if I can be of any help.

Sincerely,  
Rosa

Rosa Solano, Director  
Reedsport Main Street Program  
541-271-3603 ext. 1008  
[mainstreet@cityoffreedsport.org](mailto:mainstreet@cityoffreedsport.org)



451 Winchester Avenue  
Reedsport, OR 97467

## Reedsport Pop-Up Vendor Markets 2024 EVENT VENDOR APPLICATION

Business Name: \_\_\_\_\_

Contact Name: First: \_\_\_\_\_ Last: \_\_\_\_\_

Street: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Booth Type: Craft (\_\_\_\_) Art (\_\_\_\_) Commercial (\_\_\_\_) Direct Sales (\_\_\_\_) Music (\_\_\_\_)

Describe items for sale or exhibit:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Set up time:  
Saturday, May 25<sup>th</sup> – 8 to 10 am  
First Fridays - 3:30 to 5 pm

Check-in at Main Street Booth  
Located on sidewalk - exact location TBD.  
Booths will be set up along  
Hwy 38 between 4th and 5<sup>th</sup> Streets

Hours of Operation:  
Saturday, May 25<sup>th</sup> – 10 am – 4 pm  
First Friday of June through September  
5:00 pm to 8:00 pm

**No Entry or Commission Fees**  
**\$25 Deposit - returned at end of event**  
**Must comply with guidelines**

**Space size: 10' x 10'**  
**NO ELECTRICITY**

**Deposit Information**  
Enclosed is my check or money order # \_\_\_\_\_  
For \$ \_\_\_\_\_

Payable to: Reedsport Main Street Program  
Returned at end of event.

Plan to attend (check all that apply):  
 May 25  Jun 7  Jul 5  Aug 2  Sep 6

If planning to attend more than one date, you can leave check date blank and we will return it at your final event date.

Spaces will only be reserved after application & full deposit has been received and approved by the committee.

**PLEASE DO NOT SEND CASH!**



Number of spaces needed: \_\_\_\_ 10ft x 10ft booth (maximum two spaces)  
Vendor provides their own canopy, table(s), and chairs. NO ELECTRICITY AVAILABLE.

Spaces will only be reserved after application with full deposit has been received and approved by the Reedsport Main Street Program. For more information regarding this event please contact Rosa Solano at 541-271-3603 ext. 1008 or by e-mail at [mainstreet@cityofreedsport.org](mailto:mainstreet@cityofreedsport.org).

Include photos of your items so that we can share them on our Facebook postings.

A DEPOSIT CHECK for \$25.00 is required in order to guarantee that vendors show up and booths stay open until closing time on Friday. The deposit check will be returned after closing on Friday, should the vendor meet these guidelines. If planning to attend more than one date, you can leave check date blank and we will return it at your final event date.

Please make checks payable to: Reedsport Main Street Program.

**APPLICATION DEADLINE:**

<u>Application Due</u>	<u>Event Date</u>
May 15, 2024	May 25, 2024
May 29, 2024	June 7, 2024
June 26, 2024	July 5, 2024
July 24, 2024	August 2, 2024
August 28, 2024	September 6, 2024

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**DEPOSIT PAYMENT INFORMATION:**

Enclosed is a check or money order # \_\_\_\_\_ for \$25.00 payable to the Reedsport Main Street Program.

**PLEASE DO NOT SEND CASH. SORRY, CREDIT CARDS ARE NOT ACCEPTED.**

Your deposit check for \$25.00 will be returned on Friday after 8pm.

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**FOR OFFICE USE ONLY:**

DATE REC'D: \_\_\_\_\_ DEPOSIT PD: \_\_\_\_\_

#OF BOOTHS: \_\_\_\_\_

BY: \_\_\_\_\_



## Douglas County Worker's Compensation Form (ORS 656)

Any person who provides labor for compensation and does not qualify for an exemption is a subject worker. Non-subject workers are defined in ORS656.027. Participant is required to provide proof of worker's compensation insurance or to certify that subject workers are not employed for any Coastal Douglas Arts and Business Alliance or Reedsport Main Street Program event. Completion of this certificate is REQUIRED as a condition of obtaining a special use permit for any Event that takes place in Douglas County. This requirement is imposed by the Douglas County Counsel.

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### Part 1 Everyone must fill out this section.

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Name:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Business or Organizations Name (if applicable) \_\_\_\_\_

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### Part 2 Sign this section if you do not have employees or none of your employees will be working at the event.

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I, as Participant, and for the Organization, if any, named above, certify that I will not employ workers to perform labor at any Coastal Douglas Arts and Business Alliance event.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

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### Part 3 Sign this section if you have employees that will be working at the event. Include a copy of your worker's compensation insurance.

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Subject workers will be employed to perform labor at a Coastal Douglas Arts and Business Alliance / Reedsport Main Street Program event. I have instructed my insurance agent to furnish proof of the required insurance coverage to Coastal Douglas Arts and Business Alliance, P.O. Box 5, Reedsport, OR 97467. I understand that proof of insurance must be received prior to the Event.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)



## TERMS AND CONDITIONS:

**AUTHORITY OF COASTAL DOUGLAS ARTS AND BUSINESS ALLIANCE / REEDSPORT MAIN STREET PROGRAM:** Coastal Douglas Arts and Business Alliance / Reedsport Main Street Program and its event committees will administer all event vending applications. This application is subject to the following terms and conditions:

- 1) **DEPOSIT** – Deposit will be returned as long as all guidelines are followed.
- 2) **USE OF ASSIGNED SPACE (the “Booth”)**. Participant may sell only items that are new, hand crafted, homemade, or homegrown, approved commercial gift items or direct sales. Participant may not display, sell and/or attempt to sell any items of drug paraphernalia; any item displaying obscenity or profanity; any item that is sexually explicit or displays any nudity; or any item tending to excite racial disharmony.
  - a) Participant may use the booth space assigned by the Committee to sell only the items described in the permit application. Participant accepts the booth space in the condition existing at check in. CDABA/RMSP are not obligated to make any improvements to the booth space for the Event. Vendor must provide their own canopy, tables and chairs and must fit in the designated space.
  - b) Participant shall not make any alterations to the booth space without the written approval of CDABA/RMSP. Participant shall take reasonable precautions to prevent damage to the booth space. Participant shall be responsible for and shall compensate CDABA/RMSP for damage that is caused by the negligence or other wrongful acts or omissions of Participant, or their employees or agents.
  - c) Participant shall keep the booth space reasonably clean during the Event. All trash generated by the Event is the responsibility of the vendor and shall be removed from the site and disposed of elsewhere. This includes trash, garbage, boxes, unwanted inventory, and food.
  - d) Participant shall remove from Vendor’s area all furniture, appliances, supplies, signs, and other personal property used at the Event and surrenders the booth space to CDABA/RMSP in the same condition as received no later than 9:00 p.m. on the Friday immediately following the Event.
- 3) **FOOD AND BEVERAGES.** We are not able to accommodate food or beverage vendors. No vendor will be authorized to sell food or beverage items.
- 4) **COMPLIANCE WITH LAWS.** Participant shall comply with all federal, state, and local statutes, regulations, administrative rules, codes, and ordinances that apply to the Event, including all City of Reedsport ordinances.
- 5) **WORKER’S COMPENSATION. Every participant MUST return the Worker’s Compensation form.** Participants who employ subject workers to perform labor at the Event are subject employers as defined in ORS 656.005 and shall comply with ORS 656.017. Douglas County requires that we provide them with a signed statement from every participant in the Event. **If you will have employees working at the Event, you must fill out Part I and Part III of the enclosed form. If you will NOT have employees working at the Event you must fill out Part I and Part II of the enclosed form.**



## 6) INDEMNIFICATION.

- a) Participant, and Participant's officers, employees, and agents are not officers, employees, or agents of CDABA or RMSP as those terms are used in ORS 30.260 to 30.300. Participant shall defend, indemnify, and hold harmless CDABA, RMSP, and the City of Reedsport and its officers, employees, and agents from claims, actions, damages, judgment, and other expenses and liabilities ("claims") arising out of injury to any person or damage to property caused in part or entirely by the activities of Participant, or Participant's officers, agents, or employees or any hazardous condition at the Booth. Participant will not be responsible for claims resulting solely from the negligence of CDABA or RMSP, or CDABA / RMSP officers, employees, or agents, or latent hazardous conditions.
- b) This section merely allocates risk between CDABA/RMSP and Participant. It cannot be construed to diminish any liability insurer's obligations or to waive contribution or indemnity from other persons or entities.

## 7) REMEDIES.

- a) Time is of the essence for this Application. If Participant fails to comply with any material conditions of this Application and its Terms and Conditions, or if Participant does not take prompt action to rectify a failure to comply with this Agreement or a supplemental agreement, CDABA/RMSP may immediately terminate this Agreement; eject the Participant from the Event; exclude the Participant from future CDABA/RMSP Events; retain Participant's deposit as liquidated damages; or enforce any remedies available to CDABA/RMSP under Oregon law.
- b) The above stated remedies are cumulative. The exercise of one remedy by CDABA/RMSP will not impair any other remedy. Any litigation concerning this Application will be conducted in the appropriate court or a court in Douglas County.

- 8) **RUBBISH CONTROL DURING THE EVENT.** Garbage cans are provided in the Event area for use by Event guests only. All vendors shall provide a suitable trash container at their booth, police the area around the trash container, and remove it to be discarded off site after the Event.

- 9) **CHECK IN.** Assigned space numbers will not be given prior to check in. Committee members will be available at Vendor's area during set-up time. Please see attached Vendor page for set-up times.

- 10) **HOURS OF OPERATION.** Closing your booth before the specified time or leaving the Event early will result in the loss of the \$25 deposit check and will be grounds for exclusion from the Event in upcoming event dates. You must be open during the advertised hours of operation. Please call prior to submitting your Event Application for more information.

## 11) TIPS ABOUT THE APPLICATION.

- a) Your Application is a contract. Please type or print the required information. When an item is not applicable indicate that fact by entering N/A.
- b) If you share the booth space with a participant who is not a member of your immediate family, we require an application from both parties. This procedure serves two purposes, (1) we know who the participants are, and (2) the other person's name is added to the Event mailing list. Additional application(s) will be sent upon request.



c) Participants desiring to be near each other should try to have both parties indicate this fact on each Application. Please use the other vendor's full name.

12) **CONFIRMATION OF ACCEPTANCE.** Please include a postage paid, self-addressed #10 BUSINESS ENVELOPE with the application OR provide us with your e-mail address.

**13) WHAT TO SEND:**

- Completed event vendor application.
- Worker's compensation certificate - EVERY vendor is required to return this form
- A self-addressed stamped #10 envelope (so we may send written confirmation of acceptance) OR e-mail address.
- \$25.00 Deposit Check. (Check will be returned after 8:00pm on Friday if all conditions have been met).
- Photos for us to share in our advertising campaigns – 2 or 3 photos maximum.
- Signed Terms & Conditions.
- Signed Code of Conduct.

14) **REQUESTING SPACES.** Applicants are welcome to request to be placed in a certain area of the Event, if the Application is received in a timely manner, but will NOT be guaranteed that particular space or area. Late requests for specific placing will not be accepted. Space numbers will not be given prior to check-in.

15) **A REMINDER ABOUT INSURANCE.** Instruct your insurance agent to send any required certificates of liability and/or worker's compensation form to the address of Reedsport Main Street Program, 451 Winchester Ave, Reedsport, OR 97467

16) **SUPPLEMENTARY CONDITIONS.** Any supplementary conditions shall be in writing and signed by the Participant and CDABA/RMSP. I, as the participant, and for the Organization, if any, named above, have read and agree to the conditions set forth in the Terms and Conditions of Coastal Douglas Arts and Business Alliance/Reedsport Main Street Program's 2023 Event Vendor Application and the Code of Conduct, which I have retained for reference. The undersigned certifies that he/she has the authority to accept and sign this Application.

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(Signature)

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(Date)



## CODE OF CONDUCT

The Coastal Douglas Arts and Business Alliance hereafter called CDABA and Reedsport Main Street Program hereafter called RMSP are committed to conducting their business affairs in a socially responsible manner. CDABA/RMSP expects a commitment to legal compliance and ethical business practices by all of its vendors. This Code of Conduct shall apply to all participants of CDABA/RMSP events.

### **STANDARDS**

- 1) **LEGAL COMPLIANCE:** Vendors must comply with all applicable legal requirements in conducting business related to sales. Vendors must comply with any lawful and reasonable direction given by a CDABA/RMSP Representative.
- 2) **ENVIRONMENTAL COMPLIANCE:** Vendors will be committed to the protection and preservation of the local environment and conduct business accordingly.
- 3) **COMPLIANCE WITH ETHICAL PRINCIPLES:** Vendors will be committed in the conduct of their business to a set of ethical standards, which include, but are by no means limited to honesty, integrity, trustworthiness, and respect for the unique intrinsic value of each human being. Vendors are expected to act with integrity during the course of the relationship between CDABA/RMSP and your Company. CDABA/RMSP also expects that vendors will not provide false or misleading information to anyone.
- 4) **FAILURE TO COMPLY:** If any vendor or others acting on behalf of the vendor or its business fails to comply with the Code of Conduct, CDABA/RMSP First Friday Pop-Up Vendor Market Committee will decide an immediate course of action including but not limited to; dismissal of the event without reimbursement of previously paid funds, exclude from future participation in events, and legal proceedings that best protect CDABA/RMSP and others in attendance from personal injury, harassment, or damages.
- 5) **AGREEMENT TO COMPLY:** CDABA/RMSP acknowledges your agreement to this Code of Conduct upon your deposit associated with the participation in CDABA/RMSP events.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)





## VENDOR INFORMATION

Please keep this page and a copy of the Vendor Application, Terms and Conditions, and Code of Conduct for your records.

Mail or e-mail the Vendor Application, 2 or 3 pictures of what you will be selling, signed Workers Compensation form & Code of Conduct, and a SASE, along with your deposit check to:

**Mailing or Drop-off Address:**  
**Reedsport Main Street Program**  
**451 Winchester Avenue**  
**Reedsport, OR 97467**

**E-mail: [mainstreet@cityofreedsport.org](mailto:mainstreet@cityofreedsport.org)**

### **Application Deadline:**

Application Due

May 15, 2024  
May 29, 2024  
June 26, 2024  
July 24, 2024  
August 28, 2024

Event Date

May 25, 2024  
June 7, 2024  
July 5, 2024  
August 2, 2024  
September 6, 2024

### **For more information contact:**

**Rosa Solano, Main Street Director**  
**541-271-3606 ext. 1008 or [mainstreet@cityofreedsport.org](mailto:mainstreet@cityofreedsport.org)**

The **First Friday Pop-Up Vendor Market** will be held on the sidewalks along Highway 38 starting at 5<sup>th</sup> Street, just outside the businesses. Registration will be at the Main Street Booth.

Vendor set up is on the first Friday of the month at 3:30 pm.

Please do not leave your booth unattended. We are not responsible for lost items.

Be sure to like our Facebook pages to keep informed about future vendor opportunities. Share our postings to encourage attendance at the events.

CDABA - Coastal Douglas Arts and Business Alliance

RMSP – Reedsport Main Street Program