



McMinnville Downtown Association Presents:

# CONCERTS ON THE PLAZA



## 2017 Vendor Application

Every Thursday from July 6 - Sept. 7, come down to the US Bank Plaza to enjoy live music, fine food, and craft beverages in a family friendly atmosphere at the McMinnville Downtown Association's Concerts on the Plaza (COTP).

**Applications are due May 31st.**

Please PRINT NEATLY in all fields on this application and submit to the McMinnville Downtown Association at 105 NE 3rd St, McMinnville, OR 97128. Applications will also be accepted via email, at [info@downtownmcminnville.com](mailto:info@downtownmcminnville.com), or by fax at (503) 434-1274. This is not a contract. You will be invoiced appropriately pending committee selection of your submission.

**To participate in this event, vendors must be MDA members and in good standing by July 6th.**

Today's Date: \_\_/\_\_/\_\_

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

Primary Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_      Alt. Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Website: \_\_\_\_\_

Facebook Name: \_\_\_\_\_ Instagram Name: \_\_\_\_\_

**Vendor fees are \$40 per concert.**

Please check the appropriate boxes below for COTP days you are able to attend.

*Note: Dates are not confirmed until ratified by the event committee and payment has been received.*

July				August					September
6	13	20	27	3	10	17	24	31	7

Max amount of concerts you are able to vend at this season (1-10): \_\_\_\_\_

Please check:

- Food Vendor
- Beverage Vendor
  - Beer
  - Wine

Received on:

**If you have questions, please contact the MDA at 503-472-3605 or [info@downtownmcminnville.com](mailto:info@downtownmcminnville.com)**

Vendors that apply for the 2017 Concerts on the Plaza will undergo committee selection. Vendors will be notified on June 9th of all dates they will vend at.

**No food trucks allowed this year.**

**No Spirits are allowed.**

All vendors may sell their own non-alcoholic drinks at event.

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#### Vendor Requirements:

- 2 staff with proper licensing (3 suggested)
  - Zero Waste Compatibility
  - Cash and Charge Abilities
  - ID check and wristbanding at point-of-sale
  - Name MDA as additionally insured
    - Provided for all events prior to the first event
  - OLCC/ Health Department Documentation
    - Provided for all events prior to the first event
    - OLCC special events license
    - [http://www.oregon.gov/olcc/LIC/pages/special\\_event\\_licenses.aspx](http://www.oregon.gov/olcc/LIC/pages/special_event_licenses.aspx)
    - Layout for submittal to be provided by MDA upon selection
  - Fire Marshall Requirements Compatible
  - First time vendors must attend at least one concert before vending at one
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#### MDA Provides:

- One 10'x10' tent per vendor booth space
  - Wrist bands for vendor use
  - Lighting at tents
  - Signage regarding last call
  - Water station for event
  - Beer Garden set-up, monitoring of Beer Garden, and take-down
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#### Terms & Conditions:

The MDA reserves the right to select and place vendors in the festival depending on the needs of the festival as a whole. Placement requests will be carefully considered, but are not guaranteed. Vendor booths may not be sub-leased. Any changes to vendors, products, prices or activities must be communicated to the Event Manager immediately as they occur. Vendors will be invoiced and sent details of participation upon completion of jury selection. **Payment must be made in full 30 days after acceptance or no later than July 3, 2017. Spaces that remain unpaid after 30 days or by the final due date (July 3, 2017) will be forfeited.**

**ZERO WASTE POLICY**

The McMinnville Downtown Association and Zero Waste McMinnville have partnered to make McMinnville events waste-free starting in 22017. We must have your participation to achieve this. All products provided to customers must be packaged in recyclable, reusable, or compostable materials. Please review the MDA Zero Waste Policy on our website: [www.downtownmcminnville.com](http://www.downtownmcminnville.com) and sign below.



I, \_\_\_\_\_ have read and understand the MDA Zero Waste Policy and pledge to be a zero waste vendor.

**HOLD HARMLESS AGREEMENT AND RELEASE**

In consideration of the privilege of participating in the 2017 Concerts on the Plaza, promoted and produced by the McMinnville Downtown Association, the undersigned, as an authorized representative for \_\_\_\_\_ (“Participant”) and his, her or its members, predecessors, assigns, heirs, executors, administrators, and legal representatives, does hereby agree to indemnify, waive, release, defend and hold harmless the McMinnville Downtown Association, its directors, officers, officials, agents, employees and volunteers from and against any and all liability, claims, lawsuits, losses, judgments, fines, penalties, damages and causes of action, including all costs, disbursements, attorneys’ fees and expenses of litigation, arbitration, mediation or settlement, for death, injury to, or debt of any person, or for loss off, damage to, or loss of use of any property arising out of or in connection with participation in the Concerts on the Plaza or any preparation leading up to the Concerts on the Plaza.

Participant acknowledges and agrees that his, her or its obligation to indemnify, release, defend, and hold harmless the McMinnville Downtown Association and its directors, officers, officials, agents, employees and volunteers from liability for any personal injury, property damage or wrongful death shall apply whether or not the claims, lawsuits, losses, or damages arise in whole or in part from the negligence of the McMinnville Downtown Association, and its directors, officers, officials, agents, employees and volunteers. Participant assumes all risk of bodily injury or property damage that his, her or its members may incur in participating the McMinnville Concerts on the Plaza.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS DOCUMENT BY READING IT BEFORE I SIGNED IT, AND AM AUTHORIZED TO SIGN IT ON BEHALF of \_\_\_\_\_ (Business Name).

I understand and agree that the terms herein are contractual and not a mere recital and that I have signed this document as my own free act.

x \_\_\_\_\_ DATE: \_\_\_\_\_

Authorized Signature of Participant



McMinnville Downtown Association Presents:

# CONCERTS ON THE PLAZA



2017 Vendor Fact Sheet

## SET UP

### Thursdays July 6th - September 7th

- Set-up begins at 4:30pm. Vendors to be fully set up and open for business at 5:30pm
- Beer Garden opens at 5:30pm
- All vendors must check in with the on-site Event Coordinator.
- Please unload your vehicle and remove it from the area as soon as possible to allow others to unload

## EVENT TIMELINE

- 4:30 pm- Vendors can begin Set-up
- 5:30 pm- Beer Garden opens, all vendors required to be open and ready to sell
- 6:00 pm- Opening act plays
- 7:00 pm- Main act plays
- 8:30 pm- Last Call given
- 8:45 pm- Cut off serving
- 9:00 pm- Music over, Beer Garden and event take-down

## TAKE DOWN – no early removal allowed

- Vehicles will be allowed in the event area after 9:15pm, or by permission of the Event Coordinator
- All structures, product, trash, etc. must be removed by 10:00pm