

# **WHITEAKER BLOCK PARTY FOOD VENDOR INFO 2017**

## **Saturday August 5<sup>th</sup> 2017**

**Whiteaker Block Party is committed to having a *awesome FREE to the public community event!* We are expecting a good turnout this year with approximately 12,000+ attendees. In order to keep this a free event, we are asking for vendors to pay a booth fee for selling their wares. In the early years we did not have a vending fee but because of the growth of the event we need the funds to keep it going for years to come. Thank you so much for supporting the Whiteaker Block Party!**

**\*Please read all of the important information below\***

**\*\* Important note, due to the drastically increased costs of the Whiteaker Block Party and a shrinking operating budget we are no longer able to provide generators for food booth electricity. If you need electricity you will have to provide your own.\*\***

### Whiteaker Block Party 2017

Welcome Food Vendors!

The Whiteaker Block Party Steering Committee is happy to invite you to take part in the Whiteaker Block Party (WBP), to take place August 5th 2017.

Located on 2<sup>nd</sup> and 3<sup>rd</sup> Avenue between Blair Blvd. and Jackson St., our event is truly in the heart of the Whiteaker. Based on last year's attendance we anticipate more than 8000 individuals passing through. The Block Party will operate from 12:00PM to 10:00PM.

To ensure that both vendors and members of the WBP Steering Committee have an organized and pleasurable experience, we are asking that all applications be sent back as quickly as possible to promote timely and orderly processing. The application deadline is July 15th 2017; although given the growth of the WBP much sooner is probably preferable to guarantee your acceptance. Applications received after that will only be accepted if space permits. The booth fee is due upon receipt of the application. If the application is not accepted, booth fee will be refunded.

To promote diversity in food options available to patrons, the WBP Steering Committee will place a cap on the number of similar vendors and artisans that will be allowed to participate. This will benefit both you and your customers. We will prioritize the diversity of vendor offerings over the past first-come, first-serve model. As we process applications, we will carefully read product descriptions so please be specific on your application as to what you will be selling. We reserve the right to limit the number of any similar vendors/artisans.

For this year's Block Party we are also committed to increasing the focus on all the wonderful things that the Whiteaker neighborhood has to offer year round. In order to facilitate this agenda we are reaching out to the various restaurants and businesses in the neighborhood in order to focus attention on what they have to offer. In conjunction with this we want to hone our food vending focus on the very highest quality food and vendors that help make this neighborhood so unique. This commitment to quality over quantity, as well as the space limitations due to the new location for food vendors, necessitates that we have a more limited number of food vendors that we are able to accept than was done in previous years.

If you applied last year you may notice that the vending fees have increased. On the booth fee side, this is due to trying to keep pace with the rising costs of putting on Whiteaker Block Party and to bring us more in line with similar events around the west coast, while still maintaining our commitment to being an affordable option to a diverse array of food vendors. If you need to bring a generator, please let us know in the application so we can provide ample room.

**Keep in mind that you should read over and be familiar with the Fire Safety Guidelines below, the Fire Marshall WILL be on hand and WILL enforce these regulations. Any vendor who is not in compliance will not be allowed to set up and will not receive a refund.**

Remember, booth availability is limited so please respect the July 15th Deadline. If you have any questions, feel free to contact us by email at [vending@whiteakerblockparty.com](mailto:vending@whiteakerblockparty.com)

Thank you, we look forward to seeing you at the 11th Annual Whiteaker Block Party!

Cheers,

**Whiteaker Block Party Vendor Coordinator**  
**Kelley Jordan**  
**541.731.6188**  
**[vending@whiteakerblockparty.com](mailto:vending@whiteakerblockparty.com)**

## Whiteaker Block Party 2017

### Application Process

Please read this application carefully

### APPLICATION, AGREEMENT, REGISTRATION

No application will be processed without payment of booth fee and signed Agreement and Registration forms COMPLETELY filled out and received by July 15th 2013. Please get your applications in early. This will ensure a quick process time and save the inconvenience of returned forms and delays in review, acceptance and confirmation. Receipts are available upon request.

### BOOTH ASSIGNMENT

After receiving your application and payment, your application will be reviewed for approval. Booths will be assigned on a first come first served basis. If you do not receive any information from us by July 21st, 2017, email [vending@whiteakerblockparty.com](mailto:vending@whiteakerblockparty.com)

### BOOTH REGULATIONS

All vendors must confine their business operations to ten (10) feet deep (from the front of the booth to the back of the booth, including awnings) by ten (10) feet wide space. Any vendor requiring more than the standard booth measurements must purchase additional space. This policy has not been rigidly enforced historically. Due to the increase in the number of vendors, foot traffic and daytime events we must now hold firm to the booth area allotments. **Please be aware that racks and merchandise set in front of booths will encroach on the emergency access lane down the center of 3rd Avenue and will not be allowed.** Tents, tables, chairs and decorations are the responsibility of the vendor. All such materials must meet Fire Safety Regulations (see Fire Safety section).

Please be aware that the end of the street is the ONLY exit for automobiles. Please unload quickly and move your vehicles. There will be a maximum of 20 minutes for automobiles to unload and park on 3rd Avenue. To allow easy traffic during set up and take down, this will be STRICTLY enforced. NO VEHICLES WILL BE ALLOWED TO PARK ON 3rd AVENUE DURING THE BLOCK PARTY.

### CHECK IN

Vendors have a specified check in time and place the morning of the WBP. Please make the appropriate accommodations to check in on time.

### BOOTH SET-UP AND TAKE-DOWN

Set up is allowed on Saturday, August 5<sup>th</sup> starting no earlier than 9:00AM. You agree to provide your own tents, equipment and supplies. Neither the Whiteaker Block Party LLC nor the Whiteaker neighbors are liable for items lost, stolen, or damaged. All vendors must be ready to sell by no later than 12:00PM on Saturday, August 5<sup>th</sup> 2017.

The event will open at 12:00PM and close by 10:00PM. You will maintain your booth and its operations in strict sanitary condition at all times. Open fires are not allowed (candles, charcoal- or wood-burning appliances included).

### **ENTERING THE BLOCK PARTY**

To set up booths, vendors must enter the Block Party at 3rd & Van Buren gate and exit through the 3rd & Jackson gate. No exceptions will be made in the direction of traffic flow as safety is a number one priority. Please park vehicles on the right side of 3rd so additional vehicles such as ambulances, security and other vendors may pass on the left side. To control the number of vehicles on 3rd Avenue, the Whiteaker Block Party Steering Committee asks that vendors STRICTLY observe their MOVE-IN TIME. The WBP representative(s) on duty will allow automobiles to enter the Block Party ONLY at the designated time with a leeway of ten minutes prior or subsequent. ALL VEHICLES MUST VACATE THE BLOCK PARTY BY 11:45AM. THERE WILL BE NO EXCEPTIONS.

### **EXITING THE BLOCK PARTY**

This year the food carts will be out on the street again, we ask that. Only a limited number of cars will be allowed on 3rd Avenue at any given time. Please comply with WBP Staff directions. THE ONLY DESIGNATED TIMES FOR AUTOMOBILES TO PASS THROUGH 3rd AVENUE ON SATURDAY AUGUST 5th ARE 9:00AM-11:45AM and 10:30PM – 12:00AM. Please enter through the 3rd & Van Buren gate and exit through the 3rd & Jackson gate. The Whiteaker Block Party is not responsible for items left unattended.

All vendors will set up booths according to the schedule. Vendors will not be permitted onto 3rd Avenue prior to their scheduled set up and close down times. If vendors arrive at the Block Party entrance before their scheduled time, the WBP representative will STRICTLY ENFORCE set-up regulations and ask them to return at the specified time. This is to eliminate the hazards posed to pedestrians, bicyclists and vendors.

### **FIRE SAFETY REGULATIONS FOR TENTS/CANOPIES**

The sidewalls, drops, combustible decorative materials and tops of temporary structures, canopies and tents shall be composed of flame-resistant materials or must be treated with flame-retardant in an approved manner. (Oregon Uniform Fire Code, 1998 Edition, Section 3207) During inspections, the following must be available:

- trade name of flame-resistant material or flame-retardant used
- date the structure was manufactured
- Fire Marshall's seal

All flame-retardant treatments will be checked.

### **PROPANE TANKS**

According to the Oregon Fire Code, all propane tanks must be at least 20 feet apart and 10 feet from any structure including the vending booth. To meet this 20-foot tank separation requirement, vendors are required to place their propane tank in the designated corner of the assigned booth. This information will be included in the confirmation packet. Any booth with misplaced propane tanks will be immediately shut

down with NO REFUND. Also, all canopies that cover booths MUST have a visible manufacturer's label stating the material is "fire retardant." THE FIRE MARSHALL STRICTLY ENFORCES THIS REGULATION. Failure to meet this requirement will result in the immediate removal of non-labeled material or booth removal with NO REFUND. For safety, place propane bottle in a plastic crate. Propane bottles should not be placed in direct sunlight or in exit access pathways.

**FIRE EXTINGUISHERS:** Each booth MUST have a functional, minimally-rated 2A 10BC (5 Lb ABC) fire extinguisher within the structure. Every fire extinguisher shall have a pin in place with a seal attachment, a certification tag that indicates a service date of within a year and the gauge that reads in the green. Any booth that cannot produce the above mentioned required safety items (i.e. flame-retardant certification, fire extinguisher) at inspection will be closed down until the booth can comply.

These regulations are STRICTLY enforced. NOTE: There will be NO REFUNDS to vendors who must be closed because they do not adhere to Fire and Life Safety Requirements. Please remember that the Whiteaker Block Party is held on a Fire Department access road; this road must be clear from unreasonable obstructions and accessible **at all times**. Vendors must supply their own booth equipment. The Whiteaker Block Party is not responsible for supplying fire safety materials. Please contact the local fire safety suppliers regarding equipment purchases. Also, all canopies that cover booths MUST have a visible manufacturer's label stating the material is "fire retardant." THE FIRE MARSHALL STRICTLY ENFORCES THIS REGULATION. Failure to meet this requirement will result in the immediate removal of non-labeled material or booth removal with NO REFUND.

**Whiteaker Block Party 2017  
Food Vendor Application Form**

Business Name:

Contact Person:

Email:

Phone:

Business Address:

General Business Description:

Check Appropriate Space:

Food Vendor 10x10 \$300.00 \_\_

10x20 \$500.00 \_\_

Will you be bringing your own silent generator? Yes\_\_\_\_ No\_\_\_\_

By signing this application, you agree that:

**1.** You are granted the privilege to sell food and nonalcoholic beverages at the assigned area and must conduct business from within the designated vending area. It is your responsibility to ensure that your booth is set up with the safety of others in mind. You agree to not sell any goods except the goods described and agreed upon in your application. You acknowledge this is not a joint venture or partnership between you and the Whiteaker Block Party LLC.

**2.** The Whiteaker Block Party will proceed regardless of weather conditions. Refunds will not be issued because of inclement weather.

**3.** You will release the Whiteaker Block Party LLC, Whiteaker neighborhood, and its agents, officers, and directors of any and all liability and claims that may arise from any injuries, damages, or losses suffered or incurred by you or to your property in connection with this event. You shall defend, indemnify and hold harmless the Committee from and against all actions for personal injury, property damage or death arising or resulting from or in connection with the

