

# FIRST FRIDAY Application

# DOWNTOWN Divas

NAME: \_\_\_\_\_

OPERATING BUSINESS/ORGANIZATION NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

EMAIL: \_\_\_\_\_

TYPE OF PRODUCT(S) FOR SALE OR INFORMATION YOU ARE PROVIDING IF SERVICE CLUB OR NONPROFIT: \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO THE CRESCENT CITY DOWNTOWN DIVAS

FOOD VENDORS \$20.00

ALL OTHER VENDORS \$10.00

TO RESERVE YOUR SPOT AT FIRST FRIDAY, PAYMENT MUST BE MADE ONE WEEK IN ADVANCE OF EACH FIRST FRIDAY, NO EXCEPTIONS. BY MY SIGNATURE BELOW, I AGREE TO COMPLY WITH THE EVENT GUIDELINES PROVIDED TO ME. I ALSO CERTIFY THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

=====

FOR MANAGEMENT USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE

APPLICATION APPROVED \_\_\_\_\_ CITY BUSINESS LICENSE \_\_\_\_\_

RESALE # \_\_\_\_\_ COUNTY/FOOD PERMITS \_\_\_\_\_

INFORMATION VALIDATED: \_\_\_\_\_ DATE \_\_\_\_\_

# FIRST FRIDAY

# DOWNTOWN *Divas*

## **RULES & REGULATIONS**

First Friday is a colorful, energetic event focused on bringing families Downtown. We believe not only will First Friday be an avenue by which to re-energize our Downtown, but also provide an evening of fun family time and a sense of community.

### **PARTICIPATION, PRODUCTS AND PLACEMENT**

**NEW to First Friday: ALL Small Businesses, Home-Based Businesses, Farmers, Nonprofits and Service Clubs are welcome!**

This is not a Flea Market. All items must be new to sell. If selling anything other than a tax-exempt food/produce, you must include your California re-sale number and provide a copy of your re-sale form to participate as a vendor. Admission to and placement within the Event is at the reasonable discretion of the Crescent City Downtown Divas.

Food Vendors must be able to show that all processing was accomplished under safe and sanitary conditions and, if applicable, obtain, furnish, and display **any and all necessary health permits**.

You may only sell your merchandise in the designated area in which you have been placed.

### **LICENSING**

1. The City requires a business license to sell at our events. A class "O" license - \$15.00/year, plus \$4.00 that the state collects is a special license for businesses who are not brick and mortar. This license will also be good at the Downtown Crescent City Farmers & Artisans Market, and other Special Events in the city limits.
2. If you are wishing to be a Food or Beverage Vendor of any kind, you will need a Temporary Food Facility Permit Application from Del Norte County Environmental Health Division. Both our Farmers Market & First Friday fall under the "Farmers Market" category and is \$40.00 for the permit.

For information on obtaining a Cottage Food permit, please contact the Del Norte County Community Development Dept. Environmental Health Division 981 H Street, Suite 110 I Crescent City, Ca. 95531 Phone: (707) 465-0426 ext.1220

## **FEES**

To participate as a vendor in First Friday, all fees will be payable **in advance one week prior to event**: Food/Beverage Vendors: \$20.00 All Other Vendors \$10.00. See address/drop-off info below.

## **SET UP**

Event time 5:00 - 7:30 PM. Please do not leave early. Sometimes the wind can be problematic — plan accordingly.

The streets are closed at 4:00 PM. You may park your vehicle near your assigned spot prior to street closure. You must move your car outside of the closed area by 4:30 PM.

**You will be assigned a space a few days prior to the event via EMAIL.**

**Be set and ready to go by 4:45 PM.**

In keeping with our vision, please create an attractive set up for your booth. Over the years we have found that those who do not plan and just show up with a table, more often than not, get lost in the crowd on the street. Please consider using a canopy or large colorful umbrella, banner, flag, table, chair, etc. If you are a food vendor, it will be your responsibility to bring a trash can and dispose of your own trash after the event.

How your table looks can have quite an impact on how well you sell. A creative, eye-catching display with well arranged items will do wonders. NOTE: There is no power available at this time for vendors. If you need power, you must bring your own generator **and it must be pre-approved.**

## **SMOKING/TRASH**

There is a City Ordinance in effect for NO SMOKING. Be respectful of attendees and businesses you might be placed near. All trash must be removed after the event by you. You may not dump trash into city trashcans after the event.

## **RESTROOMS**

There are restrooms in the Front Street Park, the Library, and the Republican Headquarters at 3rd & I street.

## **MARKETING**

The Downtown Diva Organization promotes the Event throughout the month on Social Media and/or print and radio. We encourage you to promote your participation and share posts on Social media.

## **VIOLATIONS**

Vendors who violate any of the rules and regulations contained herein are subject to action. The following violations will not be tolerated:

- Parking abuse
- Non compliant paperwork (BUSINESS LICENSE, APPLICATION & OTHER REQUIRED DOCUMENTATION).
- Noise Disturbance: No radios are allowed to be played during the Event. No loud hawking, barking, or shouting to promote products is allowed.
- No Smoking
- Conduct: Any statement or action by a vendor within the Event that is deemed to be offensive, abusive, or otherwise inappropriate will be considered a violation of these Rules & Regulations.

Any violation could mean expulsion from the Event and be cause for termination of participating at First Friday and/or the Crescent City Downtown Farmers & Artisans Market. The Event cannot endorse the opinions or positions of any group or individual.

If you have any questions, please contact us.

Mailing application and payments (locked mailbox)

783 3rd Street, SUITE B

Crescent City, CA 95531

Email: [downtowndivascc@gmail.com](mailto:downtowndivascc@gmail.com)

Message phone: (707) 464-7475 MESSAGE PHONE

Website: [www.downtowndivas.org](http://www.downtowndivas.org)

*Mission: The Crescent City Downtown Divas are a grassroots, 501(c)(3) nonprofit organization, sharing a vision about our Downtown. We are committed to building a positive force by promoting our Downtown as a vibrant destination for residents and visitors to gather, shop, work and enjoy. The Downtown Divas have taken on the task of re-energizing and revitalizing Downtown Crescent City through beautification projects, long-term improvements and Community Family events, such as First Friday and the Downtown Crescent City Farmers & Artisans Market.*