

# FRIDAY NIGHTS *Downtown* CRESCENT CITY

## RULES & REGULATIONS

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

- ALL Businesses, Home-Based Businesses, Farmers, Nonprofits and Service Clubs are welcome at Friday Nights Downtown (FND)!
- **Rule #1: Make Your Setup Stand Out!**
  - ➔ This is not a flea market—our goal is to create an engaging, community-driven experience. A basic table with products or flyers likely won't attract much attention.
  - ➔ We strongly encourage all vendors to design a visually appealing, welcoming, and interactive setup that draws visitors in and adds to the overall atmosphere of the event.
  - ➔ Creativity and effort go a long way in creating memorable experiences—for both you and attendees!
- All Vendors are **required to have a tent** to participate in FND.
- All items for sale must be new—**no used or secondhand items allowed.**
- If you are selling food or produce, you must have **all Health Department permits and event licensing.**

- You may only sell your merchandise in the designated area in which you have been placed.
- Participation in the event is at the discretion of the Crescent City Downtown Divas.
- Booth placement will be assigned based on event layout and vendor category to ensure a diverse and balanced event. Please be respectful of vendors and businesses you might be placed near.
- 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 - you may not dump trash into City Trashcans after the event. Improper disposal of trash in City Trashcans is prohibited. **Vendors who violate this rule may be disqualified from participating in the remainder of the season.**
- There is very limited power available at this time for vendors. If you need power, you must bring your own generator and it must be pre-approved (**NO LOUD generators will be allowed**).
- By participating, vendors agree to follow these guidelines to maintain a high-quality event experience for all attendees.

**LICENSING (all links to City and County forms are available on our website)**

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 that are held 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. Our event falls under the "Farmers Market" category and is \$40.00 for the annual permit.

For information on obtaining a Food permits, please contact:

Del Norte County Community Development Department  
 Environmental Health Division - 981 H Street, Suite 110  
 Crescent City, CA. 95531 Phone: (707) 465-0426 ext.1220

## **FEES/PAYMENT**

To participate as a vendor, all fees will be due **one week** prior to scheduled event:

### **Price Per Event:**

Food/Beverage Vendors: \$35 All Other Vendors \$25

## **SET UP**

Event time 5:00 - 7:30 PM. **Please do not leave early**. Sometimes the wind can be problematic — plan accordingly. If you leave before event concludes, you will not be allowed to participate for the rest of the season.

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 setup and ready to go by 4:45 PM**

## **SMOKING/TRASH**

There is a **City Ordinance** in effect for **NO SMOKING/NO VAPING** in the event area.

All trash must be removed after the event by you. Improper disposal of trash in City trashcans is prohibited. **Vendors who violate this rule will be disqualified from participating in the remainder of the season.**

## **RESTROOMS**

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

## **MARKETING**

The Crescent City Downtown Diva Organization promotes the Event throughout the month on Social Media and/or print and radio. We encourage you to **ALSO** promote your participation and share posts on Social Media, we love to share those posts as well (\*make sure you like and follow our page, so we can tag you as well).

## **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 or music is allowed to be played during the Event. No loud hawking, barking, or shouting to promote products is allowed. No loud generators permitted.
- No Smoking/Vaping
- Improper disposal of trash in City trashcans is prohibited.
- 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 Friday Nights Downtown. The Event cannot endorse the opinions or positions of any group or individual.

*If you have any questions, please contact us.*

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

**Message phone:** (707) 464-7475

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

**Mailing and payment drop (locked mailbox):**

783 3rd Street, SUITE B | Crescent City, CA 95531

**DO NOT DISTURB EITHER BUSINESS AT THIS ADDRESS**

**PayPal link:** <https://www.paypal.com/ncp/payment/7PBC6WXGSSUAN>