



## VENDOR REGISTRATION FORM

### 2022 CITY OF DONALD SANTA SING-A-LONG

Saturday, December 10, 2022

Event Set Up Begins: 2pm

Event Start Time: 3pm

Approx. Event End Time: 7pm

Location: Donald Fire Hall - 20909 Feller St., Donald, OR 97020

Registration Fees - \$10 per booth  
(Cash ONLY, due at the time of application)  
Booth includes 6 ft. table and 2 chairs

**BOOTH PREFERENCE IS PROVIDED TO BUSINESSES/INDIVIDUALS RESIDING IN DONALD**

**Qualifying booths are approved upon completed paperwork and paid fees. Apply early!  
Registration closes after the 10 qualifying booths are reserved.**

BUSINESS NAME (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Website or Facebook: \_\_\_\_\_

Phone: \_\_\_\_\_ Do you need Electricity? Yes / No

Any other special needs? \_\_\_\_\_

List ALL products or services that will be on display at your booth. Provide detailed description of your work. Please review the restrictions listed on the insurance waiver form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Host Organizations

The City of Donald, Aurora Rural Fire District #63 and the Donald Beautification Group

*By signing below, you acknowledge that you have read and agree to the terms outlined in the application and the insurance waiver form.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For any questions, please contact Donald City Hall at 503-678-5543

**Application Deadline: November 21, 2022**

**Submit Application and Fee to Donald City Hall: 10710 Main St. NE, Donald, OR 97020**

## INSURANCE

The review process begins when you submit this completed application to the event representative. Please be aware that acceptance of your application should in no way be construed as final approval or confirmation of your request.

The applicant is responsible for compliance with all applicable federal, state and local laws and regulations. Applicants are encouraged to submit their applications as soon as possible to allow time for review as well as provide the applicant time to gather any necessary supporting documentation. The first 10 qualifying applicants will receive a booth.

It is suggested (not required) that vendors without state business registries check with their homeowner's insurance or purchase insurance to safeguard selling merchandise to the public.

**FOOD & BEVERAGE VENDORS:** Vendors who will be serving food or beverages will be required to provide Certificates of Insurance, please contact Eric Underwood for more information and as quickly as possible because there are some extra steps and insurance requirements.

**HOLD HARMLESS:** Applicant agrees to defend, pay, save and hold harmless the City of Donald, the Donald Daze Committee (dba Donald Hazelnut Festival) and the Aurora Rural Fire District and their officers, employees and volunteers from any and all claims or lawsuits for personal injury or property damage from or in any way connected to your vendor booth, except any claims arising solely out of the negligent acts of the City of Donald, the Donald Daze Committee (dba Donald Hazelnut Festival) and the Aurora Rural Fire District, their officers, employees and volunteers.

**AFFIDAVIT OF APPLICANT:** the applicant must complete, sign and date this application before submitting it to Donald City Hall. I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the Vendors for the Santa's Sing-a-Long special event. Applicant agrees to comply with all other requirements of the city, county, state and federal government and any other applicable entity which may pertain to the use of the Donald Fire Hall and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organizations, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the Hosting Organization(s).

### ***For City Use Below:***

Payment Received Date: \_\_\_\_\_ City of Donald Preference: Yes/No Booth Number(s): \_\_\_\_\_ By: \_\_\_\_\_