

# BEAVERTON NIGHT MARKET VENDOR APPLICATION

# PARTICIPANT REQUIREMENTS

*\*\*\*If you have questions about which of these requirements apply to your business or need support to navigate obtaining any of these, contact Jodi Monroy, Market Manager at (503) 453-5153, [beavertonnightmarket@gmail.com](mailto:beavertonnightmarket@gmail.com) to discuss options.*

➤ **Certificates of Insurance:**

- Commercial General Liability Insurance with a combined single limit, or the equivalent, of at least \$500,000 per occurrence with a \$2,000,000 annual aggregate limit.
  - Must provide certificate listing the City of Beaverton as “additional insured”
  - Note: You can purchase single event day insurance from your insurance provider at a low cost or contact the City to purchase single event day insurance through CIS (Citycounty Insurance Services).
- Automobile Liability Insurance – \$500,000/\$2,000,000 liability for bodily injury and property damage.
  - Required due to transporting your products to the Market to sell
- Workers’ Compensation Insurance- Required for all workers by Oregon law.
  - Required if your business has any employees

➤ **Beaverton Business License:**

- Required if you sell in Beaverton regularly, outside of just this event)  
[www.beavertonoregon.gov/353/Business-Licenses](http://www.beavertonoregon.gov/353/Business-Licenses)

➤ **Food Permits:** If you are selling food, the following additional requirements may apply:

- Washington County Single Temporary Restaurant License  
[www.co.washington.or.us/HHS/EnvironmentalHealth/FoodSafety/Business/temporary-restaurant.cfm](http://www.co.washington.or.us/HHS/EnvironmentalHealth/FoodSafety/Business/temporary-restaurant.cfm)
- Food Handlers Card for one employee present at all times.  
[www.co.washington.or.us/HHS/EnvironmentalHealth/food-handler.cfm](http://www.co.washington.or.us/HHS/EnvironmentalHealth/food-handler.cfm)
- Oregon Department of Agriculture Food Safety License  
[www.oregon.gov/ODA/programs/FoodSafety/FSlicensing/Pages/AboutLicenses.aspx](http://www.oregon.gov/ODA/programs/FoodSafety/FSlicensing/Pages/AboutLicenses.aspx)