

# BEAVERTON NIGHT MARKET

## About the Market

The Beaverton Night Market is scheduled for Saturdays, July 20 and August 17, 2019, from 5 to 10 pm at the south plaza of The Round, located at 12725 SW Millikan Way (just off the Beaverton Central MAX stop).

## Mission & Goals

The Beaverton Night Market exists to create a vibrant, intercultural, family-friendly space that is reminiscent of night markets internationally. The Market offers a culturally-relevant evening activity and gathering space with ethnic food and crafts for families of all backgrounds in Beaverton. Goals:

- Foster a space for cross-cultural exchange and interaction by community members
- Create a space for emerging ethnic food and craft vendors to showcase their work and share their traditions
- Promote economic opportunity for culturally-specific businesses in Beaverton
- Offer a fun, safe and family-friendly cultural activity locally

## Vendor Conduct

Our focus is to create a clean, safe, family-friendly experience for attendees. Please keep in mind the following guidelines:

- Provide a quality, efficient service or product
- Be courteous and professional
- Maintain a safe and clean space
- Market vendors are prohibited from serving alcoholic beverages
- We reserve the right to revoke your space if any of the above expectations are violated

## Terms of Space Agreement

- Space: We will reserve space for a 10 x 10 ft. canopy, 1 table and 2 chairs, as well as any agreed upon electrical/water arrangements for each vendor selected to participate. Other materials or supplies must be provided by the vendor. **YOU MUST BRING YOUR OWN CANOPY.**
- Setup: Vendor check-in at the market plaza will open at 1:30 PM. All vendors must be set up by 4 PM and stay until the conclusion of the event. The market is open for business from 5 PM – 10 PM.
- Break down: Vendors may not begin breaking down booths until the conclusion of the event at 10PM to avoid injury or accidents with attendees on the premises.
- Cancellation: If a participating vendor wishes to cancel, a minimum of 1 weeks' notice is required to allow time to fill the spot from the wait list. If the city cancels the event due to weather or other unforeseeable events, the city will notify vendors by using the primary contact number provided.
- There is no fee to participate.

# VENDOR APPLICATION FORM

Please note: Submitting an application does not guarantee participation in 2019 markets. A selection process will follow and vendors will be notified. [See this FAQ for Vendors \(click here\) for more information on the selection process](#)

**Deadline to apply:** Friday, May 17<sup>th</sup> by 5 PM

**Event Date & Time:** Saturdays, July 20 and August 17, 2019, from 5 pm to 10 pm

Location: The Round | 12725 SW Millikan Way

Hosted by the Diversity Advisory Board

Contact Name: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Event Day Phone: \_\_\_\_\_

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

**\*Note:** Information will be sent via email unless otherwise requested. Please be sure to submit a working email address.

**The region, country, nation, ethnic, or cultural group that your business represents is**  
(Please be specific):

\_\_\_\_\_

**Describe how your product represents your/your family's cultural heritage:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please provide a one sentence description of your business:**

(Example: I sell indigenous clothing from Kenya, what my people wear)

\_\_\_\_\_

\_\_\_\_\_

Please list any websites and/or social media accounts for your business:

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How did you hear about this vendor opportunity?

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Does your business have insurance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your business regularly operate in Beaverton?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you currently have a Beaverton business license?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is your business affiliated with a national chain?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Is your business state certified as a Minority, Women, Service-Disabled Veteran, or Emerging Small Business (MW/SDV/ESB)?

*(For more information, go to: <http://www.beavertonoregon.gov/mwesb>)*

YES Certification # \_\_\_\_\_  NO  NOT SURE

What will your business be selling at the Night Market? *(check all that apply)*

- Food Prepared On-Site**
- Art/Merchandise**
- Pre-Packaged Food**

# PRODUCT INFORMATION

Fill in the section(s) below that correspond to the box(es) you checked at the bottom of the previous page. If a section does not apply to you, please write "N/A." **Please be detailed – this information is used for selection. See on the example attached (click here) if needed.**

## A) Food Prepared On-Site:

**Provide a detailed description of the menu items and prices you plan to offer:**

*Note: We want our attendees to sample foods from multiple vendors, so we are looking for small, affordable menu items (suggested price of \$6 or less).*

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**What is your experience selling food in a similar setting and how many people are you capable of serving? (e.g. temporary food stand at a market).**

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## B) Art/Merchandise:

**Provide a detailed description of the art/merchandise and prices you plan to offer:**

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## C) Pre-Packaged Food:

**Provide a detailed description of the pre-packaged food and prices you plan to offer:**

*Note: The expectation of this category is that food items will remain in sealed packages until they are purchased. If pre-packaged food is opened by the vendor and sold to patrons, then a food handler's card and Washington County Single Temporary Restaurant License is required.*

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# PARTICIPANT REQUIREMENTS

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

➤ **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)*  
<https://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 each employee  
[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  
<http://www.oregon.gov/ODA/programs/FoodSafety/FSlicensing/Pages/AboutLicenses.aspx>

➤ **Photographs:** 1-2 photos of what you plan to sell to be used for promotional materials.

\_\_\_\_ (Initial here) I understand that if selected, I must submit proof of these items no later than June 14, 2019.

# PARTICIPANT AGREEMENT

If selected to participate, the undersigned vendor (Vendor) agrees to the following terms and provisions:

Vendor shall exercise the utmost care in the use of facilities and properties of the Round and the Beaverton Building.

Vendor shall obey all State labor laws.

Vendor shall indemnify and hold harmless the City of Beaverton and ScanlanKemperBard, its officers, directors, employees, and agents for all claims, actions, judgments, losses, costs, attorney fees, and damages whatsoever ("Claims"), including Claims arising by reason of accident, injury, or death caused to persons or property of any kind, arising out of, in connection with, or incident to the Beaverton Night Market, except those caused by the sole negligence of the City of Beaverton and/or the ScanlanKemperBard.

Should Vendor at any time occupy the premises in a manner contrary to the rules of the market, or in any manner which is hazardous, disruptive, or offensive to the public or other vendors, upon request of the Market Manager, Vendor shall immediately cease such offending conduct.

When Vendor erects a canopy on the event site during market operations, which includes the setup and break down period, Vendor shall have the canopy sufficiently and safely weighted or anchored to the ground from the time the canopy is put up to the time it is taken down.

By signing below, Vendor certifies that he or she has had a reasonable opportunity to read and understand this document, as well as the Market Vendor Handbook. Vendor agrees to abide by the provisions of this document and the handbook, and Vendor knows that failure to do so may result in the termination of Vendor's status as a vendor. Vendor agrees that this document represents the sole and complete contract between the City of Beaverton and Vendor.

**Please sign to acknowledge that you have read and understand this entire vendor packet, and agree to the terms and provisions in the Participant Agreement.**

(You may type your name in the signature line if submitting electronically)

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

**Applications must be received no later than Friday, May 17 by 5 PM**

**Vendors will be notified of selection by June 3**

**Online applications can be found at [www.BeavertonOregon.gov/NightMarket](http://www.BeavertonOregon.gov/NightMarket)**

**Submit online at:**

[www.BeavertonOregon.gov/NightMarket](http://www.BeavertonOregon.gov/NightMarket)

**Return by mail to:**

City of Beaverton

Attn: Cultural Inclusion Program

P.O. Box 4755

Beaverton, OR 97076

**Hand-Deliver to:**

Mayor's Office Community Programs, 5th Floor, Beaverton Building, 12725 SW Millikan Way

(Attn: Cultural Inclusion Program)

**Contact for questions:**

Jodi Monroy, Market Manager | (503) 453-5153 | [beavertonnightmarket@gmail.com](mailto:beavertonnightmarket@gmail.com)

# EXAMPLE OF ANSWERS FOR PRODUCT INFORMATION

## **Describe how your product represents your/your family's cultural heritage**

Origami originated in Japan and most Japanese children learn to fold origami at a very young age. My grandparents taught from a young age how to fold many detailed and intricate pieces of Origami art with simple paper.

**OR**

The embroidery of India is an integral part of daily life. Most embroidery is made by girls and women for personal use and to adorn their homes. I grew up in Northern India where this was a something we learned.

**OR**

Under the direction of a local Native elder I learned to incorporate traditional Native Oregon wild-crafted herbs and natural medicine into my teas.

## **A) Food Prepared On-Site:**

### **Provide a detailed description of the menu items and prices you plan to offer:**

Chicken with mole plate for \$6

Tinga (Chicken) - three taquitos for \$6

Tacos -Steak, Chicken, Carnitas, Al Pastor - three tacos for \$6

Jicama y Pepino con chile (jicama and cucumber with chili powder) - \$4

Esquites (corn with cheese and chile powder) \$4

### **What is your experience selling food in a similar setting and how many people are you capable of serving? (e.g. temporary food stand at a market).**

I have at Pioneer Courthouse Square. I usually sell several hundred people a day and have catered for groups of 500.

**OR**

This is going to be my first experience.

## **B) Art/Merchandise:**

### **Provide a detailed description of the art/merchandise and prices you plan to offer:**

Guatemalan style handmade leather shoes and other leather items. Items have been created by hand by women newly arrived in the Portland area. Prices will range from \$15 to \$50 depending on the item.

## **C) Pre-Packaged Food:**

### **Provide a detailed description of the pre-packaged food and prices you plan to offer:**

Chicharrones (aka pork rinds, except they are not made out of pork, but wheat flour). More than 100 different types of traditional Mexican candies. Chicharrones: \$1.50-\$2.50. Mexican chips \$3.50. The prices for candy start at \$0.25- \$3.00 each.