



SUMMER NIGHTS ON MAIN 2024 VENDOR INFORMATION/CONTRACT

Event Dates: Tuesday, July 2nd, and Thursdays July 11th - August 29th, 2024

Event Time: 5:00 PM - 9:00 PM

Location: Main Street, Williston, ND

Vendor Set Up Time: 2:00 PM - 4:00 PM (Specific time to be assigned). Vendors will NOT be allowed to set up after 4:00 PM.

Vendor Qualifications: Open to food, face painting, and other Vendors approved by the SNOM Committee. No craft or multi-level-marketing Vendors.

Vendor Fee

Vendor fees are non-refundable and must be paid in full by **Friday, June 7th, 2024** for returning vendors, and by **Friday, June 14th, 2024** for new vendors.

- **Full Season Vendor Fee:** \$525
- **Williston Downtowners Association Member Vendor Full Season Fee:** \$425
- **Single Thursday Night Vendor Fee:** \$100 (no more than 3 single nights per Vendor)

Vendor Information

- **Space, location, and number of Vendors is determined by WDA.**
- Vendor fees are non-refundable and Vendors are not allowed to sublease their spot.
- Please provide us the size of any tent or trailer you are using so we may place you accordingly.
- Each week Vendor locations are subject to change with the exception of Downtown businesses with a storefront facing the event, who have the option to remain outside their storefront.
- **The Williston Downtowners Association will operate the beverage concession. Vendors may NOT sell bottled water or canned/bottled pop/soda.**



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Permits, Licenses, Taxes, and Insurance

- All Vendors must abide by all applicable federal, state, and local health regulations and laws.
- All permits and licenses required by Williams County, the State of North Dakota, or the Federal Government are the sole responsibility of the Vendors.

Sales Tax: Any required sales tax collections and remittances are the sole responsibility of the Vendors. Submit collected taxes to the ND Tax Commissioner. The WDA is required to provide Vendor Tax Permit Numbers to the ND Tax Commissioner; please provide the number on your application.

Register for a Sales Tax Permit Number: [https://apps.nd.gov/tax/tap/ /](https://apps.nd.gov/tax/tap/)

For more information and clarification: <https://www.nd.gov/tax/misc/faq/salesanduse/>

Insurance and Health Department Requirements:

- Certificate of Liability Insurance with \$1,000,000 coverage is recommended but not mandatory.
- The “Williston Downtowners Association” must be listed as “additional insured.”
- The policy must cover the dates of **July 2nd - August 29th, 2024.**
- The Certificate must be on file with the Downtowners by **Friday, June 7th, 2024.**
- The North Dakota Health Department Inspection must be on file with the Downtowners before you begin selling by **Friday, June 7th, 2024.**

PLEASE INCLUDE THE FOLLOWING WITH YOUR COMPLETED APPLICATION:

- A copy of your current health permits, licenses, North Dakota Sales Tax Permit and Insurance.
- A copy of your food menu, including prices.
- Size of trailer and/or space needed.
- Signed and completed Vendor Application and Hold Harmless Agreement.
- Your chosen method of payment - cash or check made payable to “Williston Downtowners Association.” *All checks will be deposited and cash when received.*



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2024 Summer Nights on Main Event Rules

1. Vendors must remain within their allotted space or they will be charged a \$300 fee per night.
2. There are a limited number of Vendor slots available for 2024. Our 2023 Vendors have the first right of refusal. To reserve a slot, contracts, and payment must be returned to the Downtowners by **Friday, June 7th, 2024** for returning vendors, and **Friday, June 14th, 2024** for new vendors. All Vendors must have passed ND health inspections and be up to code for the event. WDA maintains the right not to accept a vendor, whether returning or new.
3. Vendors are expected to set up within the allotted time frame. Vendors will be assigned set-up time slots for 2024. We will give each Vendor a time slot to pull into the event with food trucks, followed by tents. If you cannot move in at your assigned time, you will have to wait until all other Vendors are set.
4. Vendors must supply their own power with an extremely quiet generator. WDA reserves the right to reject older generators. Some Vendors may have access to power on Main Street but this is not to be the main source of power each week.
5. Signed Vendor Application, Vendor fee and Hold Harmless Agreement must be turned into the Williston Downtowners Association by **Friday, June 7th, 2024** for returning vendors, and **Friday, June 14th, 2024** for new vendors. The Williston Downtowners Association holds the right to make exceptions to this rule on a case-by-case basis.
6. Vendor set up starts at 2:00 PM with the event being at 5:00 PM. No set-ups will be allowed after 4:30 PM. Towing vehicles will not be allowed to park inside the event area (space is limited). Sales must end at 8:45 PM and Vendors have 1 hour to move their items and clean up after the event ends at 9:00 PM. Vehicles will be permitted into the event area after 9:20 PM and only when the event area is clear of attendees. Please notify the Williston Downtowners at least 48 hours before the next event if you need to cancel. If you do not show three times in a row, you will not be invited back the following season, no refunds will be issued.
7. Vendors are required to remain open all hours of Summer Nights on Main. Early takedown will disqualify future participation, no exceptions.
8. Spaces are assigned by the Williston Downtowners Association. Vendors that exceed their space are subject to an increase in price.

Initial required indicating agreement to each Rule 1-8 : _____



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2024 Summer Nights on Main Event Rules - Continued

9. The Williston Downtowners Association does not provide set-up supplies. Vendors must supply their own tent, 1 large bag-lined garbage can, tables, and chairs. Tables must be fully skirted to conceal extra stock, boxes, or rubbish. Vendors must take their garbage to the provided dumpsters.
10. Vendors take responsibility that all food items, including those that are homemade, comply with all health regulations and abide by the Williston Downtowners Association Requirements.
11. Grease disposal barrels will not be available. Be prepared to take used grease with you.
12. Vendors must be fully contained to operate on their own accord. Quiet generators will be allowed so as not to disturb attendees and other Vendors. Electricity is limited. Be prepared to provide your own.
13. Canopies and umbrellas shall be securely weighted for safety. Weight shall be sufficient enough to withstand strong winds and rain. City regulations prohibit hanging signs or merchandise on trees and light poles. Altering public property in any way, such as drilling holes in sidewalks, buildings, or planters, is not allowed.
14. Vehicles used for set-up must be removed immediately after unloading. For safety reasons, all vehicles must park off the premises in one of the surrounding parking lots.
15. Vendors shall bring no pets into the event area except for service dogs.
16. Vendors must possess all required permits and licenses if required by the State of North Dakota and/or City of Williston, and/or Williams County and shall follow all State and local statutes, rules and regulations.
17. Vendors grant permission to the Williston Downtowners Association to use photos, videos, and other visual representation of their booths and products without compensation for promotional and advertising purposes.
18. The Williston Downtowners Association is not liable for accidents, damage, theft of property owned or used by Summer Nights on Main Vendors.
19. The Williston Downtowners Association rules will enforce these rules. Vendor disputes beyond the scope of the Vendor will go to the Williston Downtowners Association Board

Initial required indicating agreement to each Rule 9-19 : _____



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Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Contact Cell Number: _____

Contact Email: _____

Size of Grill/Cooktop: _____

Type of Generator: _____

Trailer or Tent: _____

Size of Tent &/or Trailer: _____

Electricity needed? **Yes** **No**

List items sold OR include copy of menu:

Vendors must include a copy of current liability insurance. If the Vendor has this available.

License Number: _____

Expiration Date: _____

Tax ID/EIN Number: _____

Health Permit Number: _____



**SUMMER NIGHTS ON MAIN 2024
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HOLD HARMLESS AGREEMENT

To be signed and initialed by all Vendors and agents of Vendors

I/We hereby agree, as a Vendor at the Williston Downtowners Association Summer Nights on Main, that I/We will indemnify and hold harmless the weekly sponsor of the event, the Williston Downtowners Association, the Williston Downtowners Association Board of Directors, Williams County, City of Williston, Employees, Agents and volunteers from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, arising or growing out of, or in any way connected with, my/our use of occupancy as a Vendor at the Summer Nights on Main, or any of My/Our related activities as a Vendor at the Summer Nights on Main.

Initial required: _____

I am a:

_____ Full Season Vendor - (\$525)

_____ Williston Downtowners Association Member Full Season Vendor - (\$425)

_____ Single Thursday Night Vendor - (\$100)

Enclosed I have included my Vendor fee of \$ _____ to book my Vendor space for Summer Nights on Main 2024.

Vendor Signature

Print Name

Date

Please send completed application (Pages 3-6) along with your payment by **June 7th or June 14th, 2024** to:

Williston Downtowners Association, PO Box 133, Williston, ND 58802

For any questions or inquiries please email: willistondowntowners@gmail.com

**THE WDA HAS THE RIGHT TO REFUSE THE FUNDS/APPLICATION OF ANY VENDOR
AND/OR
ASK A VENDOR TO LEAVE THE EVENT**