



City of  
**NORTH BONNEVILLE**

P.O. Box 7

North Bonneville, WA 98639

(509)427-8182

## Gorge Days Vendor Packet

The City of North Bonneville is proud to announce the 14<sup>th</sup> annual Gorge Days Festival running Friday, July 6<sup>th</sup> and Saturday, July 7<sup>th</sup>, 2018 at North Bonneville City Park in the beautiful Columbia Gorge!

We invite your participation in this fun for the whole family weekend full of activities (a full list is on the Gorge Days website). The weekend includes citywide garage sales, NB Fire Department BBQ and Bingo, sing along movie in the park, community parade, used book sale, geocache treasure hunting event, bicycle poker run, pirate show, skits, multiple vendors and food trucks, kid's zone with activities and crafts, full concert lineup, and SO much more!

The fee for one 10x10 vendor space at 2018 Gorge Days is just \$10 for the day! If you need electricity, the cost is \$25 additional if you need access to electricity. Vendors may be open anytime they wish from 9am through 5pm on Saturday, July 7<sup>th</sup>. **Vendors must complete setup between 8-8:45am.**

We will provide park vendors:

- A beautiful park setting for your display
- Electricity to a limited number of spaces for an additional cost of \$25.00
- Picnic tables and other seating areas for customers
- Event marketing and promotion via web, posters, flyers, and print ads

The vendor should bring:

- Their own tables, chairs, tents, canopies, etc. (no stakes, sandbags or weights only)
- Garbage service – be prepared to dispose of your garbage offsite
- Signs, banners, and/or promotional materials if desired
- Items for sale and servers, if necessary

To reserve your space today, please return your agreement and your check made out to City of North Bonneville by June 1<sup>st</sup>, 2018, either via mail or bring directly to North Bonneville City Hall. Please call (509) 427-8182 with questions. We hope to see you in July, whether a vendor or a spectator, here in the lovely Columbia River Gorge!

Please remember to view the attached NB City Codes for any additional requirements regarding liability insurance, business licensing, vendor licensing, and other requirements.

Cheers!

Deanna Adams  
City Clerk



**GORGE DAYS**  
**Mobile or Stationary Vendor License Application/Space**  
**Request**

Type of Application: Mobile Vendor \_\_\_\_\_ Itinerant Vendor \_\_\_\_\_

Application Date: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Licensing Fee (\$10) \_\_\_\_\_ Electricity Needed? (\$25) \_\_\_\_\_ #of 10x10 space(s)@(\$10/each.) \_\_\_\_\_  
Office use only yes or no? how many spaces are you requesting?

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Other Contact Number: \_\_\_\_\_

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

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**Mobile Vendors**

License Numbers of vehicle(s) conducting business: \_\_\_\_\_

Location(s) where you propose to do business: CBD MALL AND NB CITY PARK - GORGE DAYS

Description of the type(s) of goods to be sold: \_\_\_\_\_

Must show proof of auto liability (\$1,000,000) and general liability insurance (\$1,000,000), including product/completed operations coverage, and an endorsement naming the City as an additional insured.

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**Stationary Vendors**

Physical address where business will be conducted: CBD MALL -NB CITY PARK-GORGE DAYS

Are you the owner of this address? \_\_\_\_\_ If no, check if you have a notarized copy of the business or property owner's expressed consent to conduct business in the location specified below. \_\_\_\_\_

Location(s) where you propose to do business: \_\_\_\_\_

Description of the type(s) of goods to be sold: \_\_\_\_\_

Must show proof of general liability insurance (\$1,000,000), including products/completed operations coverage, and an endorsement naming the City as an additional insured.

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\*Applicant shall defend, indemnify and hold harmless the City of North Bonneville, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of North Bonneville.

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

**\*Please see attached for additional information and requirements\***





## **Requirements and NB Municipal Code**

Chapter 5.06 MOBILE AND ITINERANT VENDORS Sections: 5.06.010 Purpose. 5.06.020 Definitions. 5.06.030 License – Required. 5.06.040 Exemptions. 5.06.050 Limitation on activities permitted by stationary vendor license. 5.06.060 Limitation on activities permitted by mobile vendor license. 5.06.070 Application. 5.06.080 Investigation and determination. 5.06.090 Fees. 5.06.100 Expiration of license. 5.06.110 Exhibition of license – Transfer. 5.06.120 Health regulations. 5.06.130 Stationary vendor standards. 5.06.140 Mobile vendor standards. 5.06.150 Mobile vendor insurance requirement. 5.06.160 Revocation of license. 5.06.170 Appeal.

5.06.010 Purpose. The purpose of this chapter is to: A. Maintain the aesthetic attractiveness of city rights-of-way and city property, including without limitation the parks, ball fields, boat launch, open spaces and other city owned properties. B. Promote public safety and orderly movement of pedestrians and, where designated, drivers who use city rights-of-way and/or city property; C. Protect the city’s business community by eliminating the inequity faced by stationary businesses that compete with itinerant and mobile businesses who may be operating without city business licenses and outside the regulatory authority of the city, which unfair competition threatens to erode city tax revenues and undermine the strength of its commercial life; D. Reduce the potential for urban blight by encouraging development of permanent structures from which businesses can operate in the city; E. Establish better recordkeeping and data collection practices which can assist police in improving safety and reducing crime throughout the city; and F. Promote compliance with relevant building, fire, health and safety codes by those who wish to conduct business within the City of North Bonneville. (Ord. 1011, 2012)

5.06.020 Definitions. Use of Words and Phrases. As used in this chapter, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings. “Concessionaire” means a person, firm or corporation engaged in the sale of food or other goods or services in a city park, on designated city rights-of-way, or on other city property, including without limitation those who operate or maintain a concession stand, in accordance with a written agreement or franchise therefor as lawfully approved in writing by the city. “Food” has its usual and ordinary meaning, and includes all items designed for human consumption, including, but not limited to, ice cream, candy, gum, popcorn, hotdogs, sandwiches, peanuts, soft drinks, coffee and dairy products. “Itinerant vendor” means a person, firm or corporation, whether as owner, agent, consignee, or employee, whether a resident of the city or not, who engages in a business of selling goods, wares, food, fishing bait or gear, merchandise of any kind or description and who commonly conducts such business either (a) in or about a structure that is not permanently affixed to real property, or (b) by traveling from place to place, customer to customer, or client to client (as such terms are commonly known) for the purpose of conducting business with customers or clients located within the City of North Bonneville. A person, firm or corporation so engaged shall not be

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relieved from complying with the provisions of this chapter merely by reason of associating temporarily with a local dealer, trader, merchant or auctioneer, or by conducting such temporary business in connection with, as part of, or in the name of a local dealer, trader, merchant or auctioneer. “Mobile vendor” means an itinerant business operator or vendor who conducts business from a vehicle or other conveyance upon public streets, sidewalks, alleys, or other public ways of the city. “Public celebration” means the Gorge Days, Car Show or any other kind of public celebration designated by the city council, including the associated activities and concessionaires that might be authorized during such period. “Stationary vendor” means an itinerant vendor who conducts business (a) from a vehicle or other conveyance, or (b) in or about a structure that is not permanently affixed to real property. Such vendors shall be located upon privately or publicly owned property that is zoned for commercial use, but not on a public street, sidewalk, alley or public way of the city. (Ord. 1011, 2012) 5.06.030 License – Required. It is unlawful for an itinerant business operator or vendor to engage in business within the City of North Bonneville except when licensed as a stationary or mobile vendor in compliance with the provisions of this chapter. A separate license shall be required for each location of a stationary vendor and for each vehicle or other conveyance engaged by a mobile vendor. (Ord. 1011, 2012) 5.06.040 Exemptions. The following activities, businesses, and/or persons, as such are commonly known, shall be exempt from coverage of this chapter, but this exemption shall not be construed to limit or restrict the application of other laws and regulations pertaining to such activities, businesses and/or persons: A. Newspaper couriers; B. Lemonade stands; C. Delivery or distribution of food, goods or products ordered or purchased by customers from a source or point of sale other than a mobile vehicle operated for the purpose of soliciting customers while travelling or while located on city streets or property; D. Delivery or distribution of food or goods by or for any not-for-profit organization, governmental agency, or other charitable organization, including without limitation Meals on Wheels and the Food Bank; and E. Concessionaires as defined in this chapter, except that concession agreements with the city shall include health, sanitation and insurance requirements generally conforming to those established for similar businesses and vendors covered by this chapter. (Ord. 1011, 2012) 5.06.050 Limitation on activities permitted by stationary vendor license. Stationary vendors shall be limited to the business of selling Christmas trees, fireworks, flowers, produce or food. (Ord. 1011, 2012) 5.06.060 Limitation on activities permitted by mobile vendor license. Mobile vendors shall be limited to the business of selling prepared food, flowers, produce or other goods. (Ord. 1065, 2016; Ord. 1011, 2012) 5.06.070 Application. A person, firm, or corporation desiring to secure a license as a stationary or mobile vendor shall make application to the city on forms approved by the city. In addition to any items required by written order of the city, which shall be kept on file by the city, such application shall provide: A. The name or names and address of the applicant, vehicle license numbers of all vehicles from which the applicant proposes to conduct business; description of the general type of goods, wares, merchandise or food proposed to be sold by the applicant; the place or places where the applicant proposes to engage in business. B. Each application shall be accompanied with the applicable application and/or license fee as established in this chapter, or as lawfully adjusted by the city, which fee schedule shall be on file with the city. C. Each license application for a stationary vendor shall be accompanied with the following information to establish compliance with NBMC 5.06.130

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(Stationary vendor standards) and other applicable codes: 1. A notarized written authorization from the business owner (or property owner, if different than the license applicant) to conduct the applicant's business at the place so noted on the application. 2. A statement explaining the method of trash and litter disposal being proposed by the vendor. 3. A drawing of a scale not greater than 50 feet per inch and not less than 10 feet per inch, which drawing shall depict the following information: a. The portion of the property to be occupied by the business; b. The portion of the property to be used for automobile parking and the number of automobiles accommodated in said area; c. The location of driveways providing ingress and egress to the property; d. The location of existing buildings and structures located on the property noting the use of each building or structure so identified; and e. The proposed placement of any lighting or signage on or about the vehicle, conveyance or other nonpermanent structure from which business is to be conducted. 4. A description of any equipment or devices that will generate noise of any sort in or about the vehicle, conveyance or other nonpermanent structure from which business is to be conducted. (Ord. 1011, 2012) 5.06.080 Investigation and determination. Upon receipt of such application, the city shall cause such investigation of such person's or persons' business responsibility to be made as is deemed necessary to the protection of the public good and shall refer the application to the planning department for its determination as to compliance with standards and requirements of this chapter. An application shall be denied by the city upon written findings that the applicant's business responsibility is unsatisfactory or that the proposed business activity will violate any applicable law, rule or regulation. A license issued under this chapter shall contain the number on the license, the date same was issued, the nature of the business authorized to be carried on, the amount of license fee paid, the expiration date of said license, the place where said business may be carried on under such license and the name or names of the person or persons authorized to carry on the same. The city shall keep a record of all licenses issued under this chapter. (Ord. 1011, 2012) 5.06.090 Fees. Pursuant to NBMC 5.06.070, applications shall be submitted to the city on such forms together with a registration fee as set by resolution of the city council. A separate application and license shall be required for each location of a stationary or mobile itinerant vendor. (Ord. 1011, 2012) 5.06.100 Expiration of license. A license issued under the provisions of this chapter shall expire at the end of the calendar year for which it was purchased. (Ord. 1011, 2012) 5.06.110 Exhibition of license – Transfer. A license issued under this chapter shall be posted conspicuously at the place of business authorized therein and shall not be transferred to any other person, firm, corporation or location. (Ord. 1011, 2012) 5.06.120 Health regulations. All food vendors shall comply with all laws, rules and regulations regarding food handling and all vehicles, equipment, devices or structures used for the preparation, handling, storage, transportation and/or sale of food shall comply with WAC 246-215-050, as presently worded and as may be amended by law, in addition to any other rules and regulations respecting such vehicles, equipment, devices or structures as may be established by the county health department. (Ord. 1011, 2012) 5.06.130 Stationary vendor standards. In addition to any other requirements set forth in this chapter or otherwise provided by law, all stationary vendors licensed under this chapter shall conform to the following standards: A. Geographical Restrictions. No stationary vendor shall sell or vend within 300 feet of the entrance to a business establishment which is open for business and is offering for sale the same or similar product as an item offered for sale by the stationary vendor. B.

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Stationary vendors shall only be licensed for locations in the CBD, C-1, MU, I/BP and CR zones. C. Stationary vendors shall locate their vehicle, other conveyance, temporary stand or merchandise in accordance with any setback requirements as determined by the city. D. No signs or signage shall be permitted other than that which can be contained on the vehicle or conveyance utilized to sell and other signage as allowed in the location's zone. E. No vehicle, other conveyance or temporary stand shall locate closer than 50 feet from flammable combustible liquid or gas storage and dispensing structures. F. All stationary vendors shall place at least one 30-gallon garbage receptacle upon the site of business for customer use. G. Licensed stationary vendor sites shall be cleaned of all debris, trash and litter at the conclusion of daily business activities. H. All merchandise, goods, wares or food shall only be displayed or offered for sale from the vendor's licensed conveyance or stand. I. All vehicles, other conveyances, or temporary stands shall be equipped with at least one 2A-40-BC fire extinguisher. (Ord. 1011, 2012) 5.06.140 Mobile vendor standards. All mobile vendors licensed under this chapter shall conform to the following standards: A. Geographical Restrictions. No mobile vendor shall sell or vend from his or her vehicle or conveyance: 1. Within 400 feet of a public or private school grounds during the hours of regular school session, classes, or school-related events in said public or private school, except when authorized by said school; or 2. Within 300 feet of the entrance to a business establishment which is open for business and is offering for sale the same or similar product as an item offered for sale by the mobile vendor; or 3. Within 300 feet of a restaurant, cafe, or eating establishment which is open for business; or 4. Within 300 feet of a public park of the city where a city authorized concession stand is located during times other than during the course of a public celebration except as approved by the city; or 5. Within 300 feet of other city property where a city authorized concession stand is located during the course of a public celebration when nonprofit organizations are permitted to engage in the sale of merchandise and food; or 6. Within any one block for more than one hour in any four-hour period; except this shall not apply in those situations where the mobile vendor is serving organized and sanctioned community-sponsored ball games at public parks and schools provided there is no city-approved concession in the park or at the school. B. No mobile vendor shall conduct business so as to violate any ordinances of the city, including those regulating traffic and rights-of-way, as now in effect or hereafter amended. C. No mobile vendor shall obstruct or cause to be obstructed the passage of a sidewalk, street, avenue, alley or any other public place by causing people to congregate at or near the place where food is being sold or offered for sale. D. No customer shall be served on the street side of the mobile unit. All service must be on the curb side when the mobile unit is on or abutting a public street. E. All mobile vendors shall provide garbage receptacles for customer use. F. No mobile vendor shall locate his or her vehicle or other conveyance in such a manner as to cause a traffic hazard. G. At the conclusion of business activities at a given location the mobile vendor shall clean all the public way surrounding his or her vehicle of all debris, trash and litter generated by the vendor's business activities. H. All mobile vendors preparing food by cooking, frying or other means shall be equipped with at least one 2A-40-BC fire extinguisher. I. All mobile vendors shall conclude daily business activities at sunset. (Ord. 1011, 2012) 5.06.150 Mobile vendor insurance requirement. No license shall be issued to a mobile vendor selling from a truck or other motor vehicle unless a certificate is furnished to the city showing that the vendor is carrying personal

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injury and liability insurance in an amount not less than five hundred thousand, (\$500,000.00). (Ord. 1011, 2012) 5.06.160 Revocation of license. A license issued pursuant to this chapter may be revoked, in writing, by the city for any of the following reasons: A. Any fraud, misrepresentation or false statement contained in the application for license; B. Any fraud, misrepresentation or false statement made in connection with the selling of products; C. Any violation of this chapter; D. Conviction of the licensee of a felony or of a misdemeanor involving moral turpitude; or E. Conducting the business licensed under this chapter in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public. F. Termination of licensee's license agreement with the city by default or otherwise under its terms. (Ord. 1011, 2012) 5.06.170 Appeal. A person aggrieved by the denial of an application for a license, a license renewal, or by the revocation of a license as provided for in this chapter shall have the right to appeal such administrative decision to the city council. (Ord. 1011, 2012)

Chapter 5.04 BUSINESS LICENSES AND REGULATIONS Sections: 5.04.010 License required. 5.04.020 Definitions. 5.04.030 License issued. 5.04.040 Fees. 5.04.050 Exemptions. 5.04.060 Revocation of license. 5.04.070 Appeal. 5.04.080 Violation--Penalty. 5.04.010 License required. On or after January 1, 1989 no person shall engage in any business or business activity as defined in Sec. 5.10.020 in the City without having first obtained and being the holder of a valid license to do so, to be known as a "business license," issued under the provisions of this chapter. Each person engaging in any business or business activity shall register with the City immediately upon commencing business in North Bonneville on forms provided by the City, and renew within twenty (20) days after January 1st of each year. (Ord. 628 § 3 (¶ 1, 4), 1988) 5.04.020 Definitions. The following terms used in this chapter are defined as follows: The word "person" or word "company," herein used interchangeably, means any individual, receiver, assignee, trust, estate, firm, corporation, joint venture, club, company, joint-stock company, business trust, corporation, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, non-profit or otherwise. The word "business" includes all activities engaged in with the object of monetary gain, benefit or advantage to the person or to another person or class, directly or indirectly, including all rental property of more than two (2) units. "Engaging in business" means commencing, conducting or continuing in business and also the exercise of corporate or franchise powers as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business. "Rental property" means all apartments and two (2) or more rental houses, duplexes or other units owned by the same individual. "Transient merchant and door to door solicitor" shall mean one who is a solicitor of goods or services of any kind or nature, who goes from place to place either carrying goods or merchandise or offering services for sale or hire or makes contracts of any nature for future delivery of services or goods, as distinguished from one who transacts a like kind of business in a permanent established place of business, regardless of whether such transient merchant or solicitor occupies a store room or building in the conduct of such business. (Ord. 863 (part), 2004; Ord. 628 § 2(a--d), 1988) 5.04.030 License issued. (a) No license shall be issued without proof of registration if such registration is required by the State of Washington. Upon receipt of completed application and payment of fee set forth in Section 5.04.040 a

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business license shall be issued. (b) Said license shall be personal and non-transferable. In case business is transacted at two or more separate places by one taxpayer, a separate license for each place at which business is transacted with the public shall be required. Each license shall be numbered, shall show the name, place and character of business of the license holder and shall at all times be conspicuously posted in the place of business for which it is issued. (c) No person to whom a license has been issued pursuant to this ordinance shall suffer or allow any person for whom a separate license is required to operate under or display his license; nor shall such other person operate under or display such license. (Ord. 628 § 3 (¶ 2, 3), 1988) 5.04.040 Fees. A. The license fee shall be for those businesses operating or conducting business from a permanent location within the City shall be set by resolution of the City Council. "Permanent location" shall refer to any business operating or conducting its business from a fixed location with a mailing address for a continuous period of at least thirty (30) days. B. The license fee for a "transient merchant and door to door solicitor" shall be set by resolution of the City Council. (Ord. 1091, 2018; Ord. 863 (part), 2004; Ord. 628 § 4 (¶ 1, 2), 1988) 5.04.050 Exemptions. The license requirement in this chapter shall not apply to the following: A. Newspaper carriers B. Wholesale suppliers of goods, wares and merchandise who have a principal place of business outside the City of North Bonneville. C. Retail sales by transient merchants and door to door solicitors of fresh fruits and vegetables, dairy products, eggs and honey. D. Non-profit civic, charitable, fraternal, religious and youth organizations. Any person or organization claiming the exemption of this section shall file with the City Clerk an affidavit setting forth facts sufficient to show the application of this section and the right to such an exemption. (Ord. 628 § 5, 1988) 5.04.060 Revocation of license. Licenses issued under the provisions of this chapter may be revoked by the Clerk of the City of North Bonneville after notice for any of the following cases: A. Fraud, misrepresentation, or false statement contained in the application for license or carrying on his business; B. Any violation of this Chapter; C. Conviction of any crime or misdemeanor involving moral turpitude; D. Conducting the business of peddling in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public. Notice for revocation of a license shall be given in writing, setting forth specifically the grounds of complaint. (Ord. 628 § 6, 1988) 5.04.070 Appeal. Any person aggrieved by the action of the City in the denial of an application for license as provided for in this chapter or with reference to the revocation of a license, or in the denial of exemption status, shall have the right of appeal to the Council of the City of North Bonneville. Such appeal shall be taken by filing with the Council within the fourteen (14) days after notice of the action. The Council shall set a time and place for a hearing on such appeal and notice shall be given to the appellant in the same manner as provided in Section 5.10.050 of this chapter. The decision and order of the Council on such appeal shall be final and conclusive. (Ord. 628 § 7, 1988) 5.04.080 Violation--Penalty. Any person violating or failing to comply with any of the provisions of this chapter, upon conviction thereof, shall be punishable by a fine in accordance with Section 7.01.020(D) of this code. (Ord. 885, 2005; Ord. 628 § 8, 1988)

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