

Dear *National Night Out* Participant:

Once again, we are looking forward to a fantastic *National Night Out* event at Windjammer Park, which will be held on Tuesday, August 4, 2015 from 3:00 pm - 8 p.m.

National Night Out is a nationwide program designed to get neighbors to know one another to reduce the crime in their neighborhood. Because of this, we ask that you have an activity associated with your booth.

All types of vendors are encouraged to participate, including local clubs, food vendors, organizations, and businesses. Many free family activities will be available during the entire event, including demonstrations and hands on activities for all ages.

Make sure you stop and meet your local law enforcement and emergency services officials including city, county, state and more. Join the whole neighborhood in giving crime a "boot" out of town!

Sincerely,

Jennifer Yzaquirre

Officer Jennifer Yzaquirre
National Night Out Planning Committee

Oak Harbor Police Department
(360) 279-4600

NATIONAL ASSOCIATION OF TOWN WATCH
NATIONAL NIGHT OUT
EVENT RULES & GUIDELINES

COME JOIN THE FUN AND HELP GIVE CRIME A BOOT OUT OF TOWN!

- Vendors may set up anytime from 1:00 pm-2:00 pm. All vehicles must be stationary once the event opens to the public at 3:00 pm.
- Locations/Space Numbers will be assigned upon arrival.
- Festivities start promptly at 3:00 pm. Early closing and breaking down is not permissible.
- Booths, products and displays will be viewed by all ages.
- To help defray the cost of the event, the following fee schedule applies: \$20 for booths- **no political groups, no sales are allowed- except by food vendors.** To make this a family event with community interaction: **all booths must have a child/ family activity or demonstration associated with their booth.** Electricity is available on a limited basis, *please specify on your registration form if this is needed.*
- **Food Vendors** pay a \$30 fee.
- Booth space will be assigned in approximately 12 x 10 feet intervals. **If you need more space for your site, please specify how much area your display requires.** All booths, display boards, tables, chairs and other equipment, must be supplied by the participating organizations. Since booths will be outside, a tent or cover is highly recommended.
- Booths must be attended at all times.
- Each food vendor will be responsible for conducting their own sales and collecting their own sales tax.
- You are responsible for keeping your area clean during and after the festival, making sure all trash is removed at the end of the event.
- The City of Oak Harbor, National Night Out Committee, United Way of Island County and sponsors/presenters will not be responsible for any damage to booths, equipment, food, injury, property damage or loss sustained as a result of participating in this event.
- We recommend for your protection, that you carry insurance coverage during the event. This is for protection against bodily injury and personal damage to your merchandise. This may be obtained by contacting your personal insurance agency. Often, special policies can be attached to a homeowner's policy to cover these activities.

ADDITIONAL FOOD VENDOR REQUIREMENT

- Each food vendor is responsible for their own permits and licensing. Please make sure you have secured your Island County Health permit (360) 679-7350. Please be sure to bring a copy of your health card.

*We appreciate your cooperation with these guidelines
to ensure a safe and fun event for everyone.*

VENDOR REGISTRATION NATIONAL
ASSOCIATION OF TOWN WATCH Oak
Harbor's National Night Out
AMERICA'S NIGHT OUT AGAINST CRIME
Tuesday, August 4, 2015
Windjammer Park (Rain, wind or shine!)

REGISTRATION DATE: ___/___/2015 **PLEASE RETURN BY July 28, 2015**

Location/Space _____ Number: _____

Exhibitor _____ Name: _____

Contact Person: _____

Email Address: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Child or Family Activity:
(describe): _____

Special Needs: (electrical, water, extra space
etc.) _____

\$20 Fee (booths) received by: _____

\$30 Fee (food vendors) received by: _____

I agree to indemnify and hold harmless the United Way of Island County, the City of Oak Harbor and sponsors, from any and all claims, injuries, and damages whatsoever occurring to my booth, products and person(s) as a result of my participation with National Night Out. I have read and accept the event rules and guidelines provided and agree to accept full responsibility for the quality of any and all goods sold at the event.

Signature: _____

Please send payment (made out to United Way) and return completed registration to:

National Night Out Planning Committee

Cathy Niiro or Stephanie Pulliam, United Way of Island County

PO Box 798, Oak Harbor, WA 98277

(360) 675-1778 assistant@uwic.comcastbiz.net