

# Art In The Pearl: Fine Arts and Crafts Festival

August 30-31, September 1, 2008 (Labor Day Weekend): NW Park Blocks  
Portland, Oregon

## FOOD VENDOR APPLICATION AND CONTRACT

Vendor: \_\_\_\_\_  
Business Name (please print) E-mail address

Contact: \_\_\_\_\_  
Contact name (please print) Telephone Fax

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

### 1. VENDOR'S DUTIES AND OBLIGATIONS

The Vendor will:

- a. Complete all application/acceptance procedures as set forth in this contract.  
**Application must be submitted by March 16, 2008.**
- b. Comply with all Multnomah County Environmental Health food-handling requirements during all festival hours, including the obtaining of all licenses and food handler's permits. Also obtain any necessary permits for propane fuel use from the Portland Fire Marshall.
- c. Adequately staff booth during Festival hours, and inform all personnel of site rules and layout.
- d. Provide professional booth with sanitary food preparation and storage capacity, including tent or other covering structure approved by AIP, in the location designated by AIP.
- e. Adhere strictly to the menu approved by AIP. AIP has the right to deny display and sale of unapproved or inappropriate items.
- f. Provide AIP with a current Certificate of Liability Insurance showing amount of coverage not less than \$1,000,000 (one million dollars) with "Art in the Pearl" listed as a loss payee.
- g. **Remit booth deposit of \$400.00 by May 6, 2008.** (Checks payable to "Art in the Pearl")  
*\*\*\* Base Fee for a 10' x 10' space is \$875.00 \*\*\**  
**Include a separate check for \$100.00 (one hundred dollars): Refundable cleaning deposit.**  
This check will be destroyed after the Festival if Vendor's booth area is completely clean and free of garbage, and the sidewalk has been free of goods and clutter throughout the festival.
- h. **Remit total remaining booth fee by July 16, 2008.**
- i. Be responsible for ice and proper refrigeration of all perishable foods during the festival.
- j. Provide appropriate connections for standard electrical power. Vendor will pay all costs for extra power use, special connections or other modifications.
- k. Clean booth area at festival closing, utilizing recycling and refuse disposal at designated sites.

### 2. ART IN THE PEARL (AIP) DUTIES AND OBLIGATIONS

AIP will:

- a. Provide a standard 10' x 10' booth space, vendor to remit total fee of \$875.00 prior to Festival opening. Additional space and/or fees are negotiable and subject to availability.
- b. Provide 500 watts standard 110v electrical power (available by 9 a.m. Saturday, September 1).
- c. Provide potable water, commissary facility, garbage/wastewater disposal, recycling services, and overnight security.

### 3. GENERAL TERMS

- a. Any and all changes to this contract or other agreements between Vendor and AIP must be submitted in writing, signed by both parties, and attached to this document.
- b. All notices required by this contract shall be in writing and mailed to the registered addresses.
- c. **Noncompliance with requirements may preclude participation in future AIP festivals.**

For Vendor: \_\_\_\_\_ For AIP: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Ed. 01/15/08

Send all Food Vendor correspondence to:  
Art In The Pearl (Food Concessions) PO Box 280, Estacada, OR 97023

# Art In The Pearl: Fine Arts and Crafts Festival

August 30-31, September 1, 2008 (Labor Day Weekend): NW Park Blocks  
Portland, Oregon

## To Food Vendor applicants:

Thank you for your interest in Art in the Pearl. Those of you who are returning, welcome back!  
New applicants: we have very limited space available but hope that we can get you on board.

**Application deadline is March 16, 2008.**

**With your initial application, please send (to address at bottom of page):**

- 1. Application form: filled out completely, legibly, and *signed*.**  
**\* \* \* DO NOT SEND MONEY WITH YOUR APPLICATION !! \* \* \***
- 2. Copy of your intended menu: with descriptions/explanations of food items if necessary.**
- 3. Any recommendations, photos, or documents that positively support your application.**

*We will let you know if you are selected by April 6, 2008.*

The contract includes timelines for all fee payments. *Please respect them.* We'll send you an information packet with festival details, booth locations, etc. in mid-August.

We provide a commissary for your convenience. Consider it an extension of your booth, and as such it is subject to the same cleaning deposit guidelines. Not clean, no refund!

Please be courteous to residents and neighborhood businesses by keeping the sidewalks clean and clear of *all* booth equipment. To help with this, we provide you with an extra 5' x 10' space between your booth and the sidewalk for storage, coolers, etc. Vendors who do not respect this request may forfeit their cleaning deposit. Consider using a tarp or other ground cover to contain grease and spillage, enabling easier post-festival street clean-up. Thanks for your understanding and cooperation.

Any special electrical connections or other items that generate expenses beyond the scope of what we provide under normal contract terms must be paid for in full by the vendor before Festival opens. For example, need for a 220-amp circuit. You may make arrangements directly with the electrical contractor on site, or through us. Please let me know your needs and what you would like to do.

This year we continue to emphasize a "green" festival. We encourage you to use recyclable containers, biodegradable dishware, and any other innovations that you can employ. We will have clearly marked recycling bins for vendors and patrons.

Thanks again for your enthusiasm and support. Please feel free to write if you have any questions. May you have a fine and profitable festival season!

Best regards,

Mark Heimann  
AIP Food Concessions Chair  
markmann@ccwebster.net

Ed. 01/15/08

Send all Food Vendor correspondence to:  
Art In The Pearl (Food Concessions) PO Box 280, Estacada, OR 97023