

Art In The Pearl Fine Arts & Crafts Festival

Labor Day Weekend September 3-5, 2011

North Park Blocks Portland, Oregon

FOOD VENDOR APPLICATION AND CONTRACT

Vendor: _____
Business Name (please print) Website

Contact: _____
Contact name (please print) Telephone E-mail address

Mailing Address: _____

VENDOR'S DUTIES AND OBLIGATIONS

- a. Complete all application/acceptance procedures as set forth in this contract.
Application must be submitted by March 10, 2011.
- b. Comply with all Multnomah County Environmental Health food-handling requirements, 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 all serving and display equipment, including preparation, refrigeration, and storage. Tent, trailer, or other structure must be approved by AITP, in the location designated by AITP.
- e. Adhere strictly to your approved menu. AITP has the right to deny display, sale, and signage for unapproved or inappropriate items.
- f. Use all compostable/recyclable serving ware (plates, bowls, cups, utensils, and straws). Proof of purchase and use of approved items must be provided to AITP.
- g. Provide AITP with a 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.
- h. **Remit booth deposit of \$400.00 by May 1, 2011.** (Checks payable to "Art In The Pearl")
(*** Base Fee for a 10' x 10' space is \$850.00 ***)
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.
- i. **Remit total remaining booth fee by July 15, 2011.**
- 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.

ART IN THE PEARL (AITP) DUTIES AND OBLIGATIONS

- a. Provide a standard 10' x 10' booth space, if vendor has paid total fee of \$850.00 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 4).
- c. Provide potable water, commissary facility, garbage/wastewater disposal, recycling services, and overnight security. AITP encourages locking/booting of movable/wheeled units.

GENERAL TERMS

- a. Any and all changes to this contract or other agreements between Vendor and AITP 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 sent to the registered addresses.
- c. ***Noncompliance with requirements may preclude participation in future AITP festivals.***

For Vendor: _____ For AIP: _____

Date: _____ Date: _____

Ed. 01/20/11

To 2011 Food Vendor applicants:

Send all written Food Vendor correspondence to:

Art In The Pearl (Food Concessions) PO box 5906 Portland, OR 97228-5906

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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.

We are continuing to emphasize a "green" festival. **We now require ALL food vendors to use compostable/biodegradable serving ware and utensils!** AITP has reduced the booth fee by \$25 to help defray additional expense. Vendors must provide proof of purchase/use of this type of ware. Portland's Office of Planning/Sustainability recommends Cedar Grove Organics (1-877-994-4466): www.gogreenscene.com - "Cedar Grove Accepted Food Service Products". You may already know a local source or distributor. Have your team use the recycling bins, dumpsters, and cooking oil waste barrels during the Festival. We will also provide clearly marked recycling bins for our patrons. We'll do our part, please help!

Application deadline: March 10, 2011. Acceptance notification by April 1, 2011.

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

1. Contract/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.

Please respect the contract timelines for all fee payments. We'll send you an information packet with final 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 as your booth.

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 will forfeit their cleaning deposit. Consider using a tarp or other ground cover to contain grease and spillage, enabling easier post-festival street clean-up. .

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 the Festival opens. For example, the need for a 220-amp circuit or a tent rental. Please make arrangements with us well in advance so we can make appropriate reservations and ensure provider notifications.

Thanks again for your enthusiasm and support. Feel free to write or call if you have any questions. May you have an enjoyable and profitable festival season!

Best regards,

Daniel Ng
AITP Food Concessions Chair
ngdaniel@comcast.net (503) 915-6033

Ed. 01/20/11

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