

Arab Festival Food Vendor Agreement Arab American Cultural Center of Oregon

EVENT LOCATION:

Oaks Park, South Grove 1-4
805 SE Oaks Park Way
Portland, OR 97202

WHEN:

Saturday, August 31, 2019
11:00 am to 7:00 pm

SET UP:

Set up begins at 9:00 am. Each vendor will be provided a 2 table and 4 chairs, which are assigned upon receipt of this signed agreement. A limited number of canopies will also be available for food vendors—you must coordinate with the event organizers if you require more than 2 canopies. Vendors may bring their own canopies. Note that the festival takes place in an outdoor venue, in August, and there is relatively little shade. **Table locations and canopies will be assigned on a first-come, first-served basis** on the day of the festival.

VENDOR COMMITMENT:

Each vendor must be open and operational during the entire festival, from 11 a.m. to 7 p.m. Each vendor must also meet with AACCO onsite two weeks before the event to discuss logistics and any water and/or electricity needs.

PAYMENT:

The cost for food vendors to participate in the festival is \$250, plus 10 percent of gross proceeds. Upon signing this agreement, each vendor must pay a \$250 non-refundable deposit to AACCO to reserve a table. Oaks Park may also require payment of \$100 as a deposit against gross receipts. (See OAKS PARK ADDENDUM, below.) On the day of the festival, between 7 p.m. and 8 p.m., Oaks Park will require each vendor to account for its gross receipts, and each vendor must at that time pay Oaks Park 10 percent of its gross proceeds.

VENDOR SPACE:

Each vendor is responsible for cleaning up their respective area. Vendors will not have wall space to hang anything, so please bring your own easel, hanging structure, etc. Glitter, confetti or any other similar item is **NOT ALLOWED** at any of the tables. AACCO reserves the right to not allow any props or materials in its sole discretion.

Each vendor must, at all times, have a representative present at its table. Please note that all products and displays are at the sole expense of the vendor.

SECURITY:

You agree that AACCO is not responsible for any theft, lost goods, tampered goods, or broken goods. Each vendor is responsible for all of his or her own goods and merchandise.

PERMIT:

All food vendors must have a current permit and food handler's license.

WATER AND ELECTRICITY:

Water and electricity access is limited at Oaks Park. Each vendor must meet with AACCO onsite two weeks before the event to review logistics and water/electricity needs.

INSURANCE:

Vendor must provide a current certificate of liability insurance naming the Oaks Park Association and AACCO as an additional insured.

OAKS PARK'S ADDENDUM:

Oaks Park may require you to sign an addendum to this agreement in order to participate in the festival. All vendors must meet any and all Oaks Parks requirements set forth in that addendum. By signing below, you agree to do so and agree to complete any Oaks Park addendum to this agreement before the date of the festival.

ACKNOWLEDGED AND AGREED:

By: _____

Name:

Date: