

## **Arab Festival (Nonfood) 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 1 table and 2 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.

### **VENDOR FEE:**

**The fee for non-food vendors to participate in the festival is \$75.** There is no cost for nonprofits to participate in the festival. Checks are to be made payable to AACCO and sent to 1332 S.W. Custer Drive, Portland, Oregon 97219. AACCO cannot accept cash payments. If you have questions about your reservation or payment of your fee, please contact Nadia Dahab at ndahab@stollberne.com.

### **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.

### **FOOD:**

Vendors may sell dry goods, non-food items, etc. Vendors **ARE NOT ALLOWED TO GIVE AWAY FREE FOOD, SAMPLES, OR TASTES.** Inspectors may be visiting the event, and

those who give away free food **WITHOUT A PERMIT** will be subject to fines and removal from the festival. **AACO is not responsible for any fines or other liabilities incurred as a result of any vendor's noncompliance with these regulations.**

**TAKING CARE OF THE PARK:**

Please take care of Oaks Park! Care must be given to the park grounds to ensure there won't be any damages as a result of festival operations or activities. We appreciate your cooperation with us!

**ACKNOWLEDGED AND AGREED:**

By: \_\_\_\_\_

Printed Name:

Mailing Address:

Phone Number:

E-mail:

Date: