



Oregon's Largest Culinary Event!

LABOR DAY WEEKEND - SEPTEMBER 1-4
PORTLAND ROSE QUARTER

Friday, Saturday, Sunday 11 am – 10 pm & Monday 11 am – 6 pm

2017 VENDOR APPLICATION

WINERY/DISTILLERY/SPECIALTY CULINARY VENDORS

APPLICATIONS AND 50% DEPOSIT DUE MONDAY, APRIL 17TH

Please submit application and payment to:

The Bite of Oregon c/o Special Olympics Oregon

5901 SW Macadam Ave, Suite 200

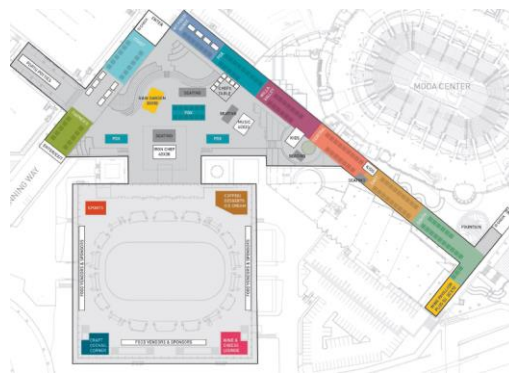
Portland, Oregon 97239

Credit card payments can be made by phone at 503-248-0600

Only completed applications with the following, submitted by due date, will be accepted:

- Booth Deposit, with Banner fee (if applicable)
- Specialty Culinary: goods to be sold and pricing
- Distilleries: drink menus and pricing
- Wineries/Distilleries: Special Event license, OLCC Check, City of Portland Check
- Signature and initials on Service Agreement section
- Copy of Insurance

PLEASE NOTE: Your application and payment will be processed as soon as received. The culinary committee will review applications based on the date received, menu, pricing, space available, operations requirements and reputation with the Bite of Oregon. If you are not accepted, your payment will be refunded. Past participation does not guarantee acceptance.



BOOTH INFORMATION

BOOTH: Single booth, one (1) 10'x10' canopy (side walls optional) w/ exterior banner installation by the Bite Ops team. Two booths (Double) may be purchased.

SIGNAGE - All vendors must comply with signage guidelines. Winery and Distillery vendors will have Bite branded banners printed with their names (logo optional). Single Booth/10' banners - \$150; Double Booth/20' banners - \$250 to be paid with booth deposit.

ELECTRICITY: One (1) 20 amp 110v. If you require more than the provided hook-up you must contact the electrician directly for additional needs and will be responsible for any additional costs.

SANITATION: Use of any of the sanitation stations with three-compartment sinks for ware washing and potable water.

TABLES: One (1) 8' table topped and skirted per single booth. If you require more than the provided amount you must contact the decorator directly for additional needs and will be responsible for any additional costs.

SECURITY: There will be 24hr roaming security Wednesday prior to Tuesday after the event. Valuables should be removed at night. The Bite will not assume responsibility for lost or stolen items.

GENERAL INFORMATION

BOOTH NAME: _____

BUSINESS NAME: _____ DBA: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

CONTACT (full name): _____ EMAIL: _____

PHONE: _____

ON SITE CONTACT PERSON: _____ ON-SITE PHONE: _____

COMPANY WEBSITE: _____

FACEBOOK PAGE: _____

BUSINESS NAME ON INSURANCE POLICY: _____

INSURANCE COMPANY NAME: _____ PHONE: _____

Please check one: _____ **Winery** _____ **Distillery** _____ **Specialty Culinary**

BOOTH (Please check):

_____ Single Booth 10'x10' canopy - **\$800** (*50% deposit of \$400 due with application) *Side walls optional*

_____ Double Booth 20'x10' canopy - **\$1600** (*50% deposit of \$800 due with application) *Side walls optional*

BANNERS (Winery and Distillery only):

_____ **Single Booth Banner:** 10' banner, \$150 (full amount due with application)

_____ **Double Booth Banner:** 20' banner, \$250 (full amount due with application)

Please indicate amount paid: \$_____ **Method of payment:** _____ **Check** OR _____ **Credit card**

If accepted, remaining BALANCE DUE on or before *Monday, May 15th.

- If you withdraw your application by **May 1st** your deposit will be refunded less a \$200 cancellation fee. **NO REFUND** for withdrawals made after **May 1st**. If you are not accepted your booth fee/deposit will be refunded.

Additional Requirements for Distilleries and Wineries:

ITEMS TO INCLUDE WHEN SUBMITTING APPLICATION:

- Special Event Winery/Distillery License – from OLCC
- OLCC check - \$30 - check made out to OLCC
- City of Portland event fee - \$35 - check made out to City of Portland

For internal use only:

Booth #		Booth Size		Total Due		Deposit Rec'd	
Balance Due		Invoiced		Final Pmnt Rec'd			
Spl event Lic		OLCC check \$30		City of Ptl'd \$35		Ins	
Menu							

Notes:

This Service Agreement is made and entered into by and between Special Olympics Oregon, Inc., hereinafter referred to as "SOOR", whose address is 5901 SW Macadam Ave., Suite #200, Portland, Oregon 97239, and

Here in after referred to as "Vendor" for The Bite of Oregon, occurring September 1-4, 2017 at The Rose Quarter in Portland Oregon, here in after referred to as the "Event". SOOR and Vendor agree as follows:

1. Booth Fees - Fifty percent (50%) of the booth fee MUST be paid at the time of submission with balance due in-full by May 15th to reserve your on-site participation and include your business in the Bite marketing elements.

VENDOR INITIALS _____

2. Commission Fees – The Event is moving from a cash only event, therefore on site credit card payments with total sales reporting is required. Programs such as Square, Blackbaud, or any credit card merchant vendor are allowed, but all sales (cash and credit) must be run through the system and nightly reports emailed to finance@soor.org. **Wineries and Distilleries:** 20% of gross sales commission fees will be collected on site nightly.

VENDOR INITIALS _____

3. Signage - All vendors must comply with signage guidelines. Winery and Distillery vendors will have Bite branded banners printed with their names (logo optional), Single Booth 10' banners - \$150; Double Booth 20' banners - \$250 to be paid with application.

VENDOR INITIALS _____

4. Equipment - Vendor agrees to bring or rent any additional equipment not listed in the Booth information at his or her expense.

VENDOR INITIALS _____

5. Mandatory Use of Compostable Service Ware -The Bite of Oregon requires the use of compostable service ware by all vendors on site and who will be able to purchase this service ware from our exclusive provider, Food Services of America, prior to and on site at the event.

VENDOR INITIALS _____

6. Term and Termination - This Agreement shall commence upon execution by both parties and shall terminate upon the fulfillment of both parties' obligations hereunder with respect to the event.

VENDOR INITIALS _____

7. Indemnification - Each party (the "Indemnifying Party") agrees to indemnify, defend and hold harmless the other party (the "Indemnified Party") from and against any loss, claim, liability, damage, costs or expense of any kind (including reasonable attorneys' fees) which arise out of any actual or alleged acts or omissions by the Indemnifying Party, its employees, agents and representatives.

VENDOR INITIALS _____

8. Insurance and Additional Insured/Release and Waiver/Assumption of Risk - Vendor agrees to maintain its own insurance policy for Comprehensive General Liability Insurance in the amount of \$1,000,000 per occurrence and aggregate during the term of the Event. The Comprehensive General Liability Insurance policy shall name Special Olympics Oregon, Inc. as additional insured. Vendor shall submit this certificate of additional insured to SOOR as a component of its registration materials.

VENDOR INITIALS _____

9. Auto Liability Insurance - Vendor agrees to maintain Auto Liability Insurance, which is to include non-owned auto liability for vehicles used in their operation as respects to the event.

VENDOR INITIALS _____

10. Workers Compensation - Vendor maintains that applicable Workers Compensation Insurance required by law will be in force during the term of this agreement for all of its employees working at the Event.

VENDOR INITIALS _____

11. Attorney Fees - If any arbitration, suit, or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such arbitration, suit, or action as determined by the arbitrator or trial court, and if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

VENDOR INITIALS _____

12. Compliance - If a Vendor fails to comply with any of the items as listed SOOR can revoke your participation without a refund.

I, an authorized company agent, agree to the terms and conditions outlined above.

Vendor: _____

Signed: _____ Name/Title: _____

Culinary Product Vendors:

Please use space below or submit/attach a list of all merchandise, including pricing you intend to sell at the Bite of Oregon. All items sold at the Bite of Oregon **must** be listed on your application and receive prior approval from the Bite of Oregon Management Team. ***Sale of any merchandise without prior approval is strictly prohibited. Please submit with application.***

IMPORTANT: All merchandise sold at the Bite of Oregon must be culinary in nature and be self-contained in sealed packaging so as not to directly compete with ready to eat foods sold by food vendors also participating in the Bite. The Bite of Oregon reserves the right to restrict the sale of any item at the event.

Distilleries:

Please use space below or submit/attach a list of drinks to be served at the Bite with prices. **Please submit with application.**

Item/ Description:	Pricing:
Item/ Description:	Pricing:
Item/ Description:	Pricing:
Item/ Description:	Pricing:
Item/ Description:	Pricing:
Item/ Description:	Pricing:
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