



# THE BITE OF OREGON

LIFE TASTES BETTER HERE



## **2011 VENDOR APPLICATION**

**LOCATION: Tom McCall Waterfront Park, downtown Portland, Oregon**

**DATES: Friday – Sunday, August 12 -14, 2011**

**HOURS: Fri - Sat 11am to 10pm; Sun 10am to 8pm**

### **THE BITE OF OREGON PROVIDES**

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- Bite of Oregon Planning Checklist
- Site map indicating your location
- One 10'x10' canopy with walls as needed; larger at your expense
- One 5-amp 120V electrical service; additional available at your expense
- One 8-foot table, topped and skirted
- Up to 2 chairs
- One parking pass
- Listing in the Festival Guide
- General site map in advance
- Access to water service and hot water washroom at no charge
- Ice service available at your expense
- 24-hour security
- Clean-up, dumpsters and sanitation services at no charge
- A beautiful environment and ambience
- Installation of exterior banners meeting festival signage guidelines
- Extensive festival promotion through print, radio, television, online and outdoor banners
- Access to Bite-discount rates at local hotels
- Listing in the Festival Guide
- A link to your website

### **YOU PROVIDE TO THE BITE OF OREGON**

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- Staffing for the Bite all days, all hours
- Product equipment and supplies
- \$1,550 booth fee
- 15% commission on gross sales to Special Olympics Oregon collect daily
- Submit a complete list of all merchandise you are selling at the Bite (see page 2)
- Application submission and booth fee due by Friday, June 10, 2011



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## YOUR ACTIVITIES

We ask that all vendors offer some kind of hands-on activity beyond simply displaying posters, distributing brochures and selling merchandise. Successful examples have included sampling, drawings, crafts, demonstrations, games, online activities. Especially popular are any activities for kids.

## SIGNAGE

You are responsible for signage inside your booth. If you would like a banner outside or above your booth, it must comply with festival signage guidelines. Please inquire about details.

## COLLECTING NAMES AND CONDUCTING SURVEYS

You may harvest prospect names and conduct surveys at The Bite of Oregon. We ask only that you share your zip code data and demographic results with us at no charge.

## GREENING THE BITE

Vendors are required to support our efforts to reduce waste and make the Bite of Oregon an exemplary green festival, additional details to follow.

## BOOTH FEES

Basic 10' x 10' booth:	\$ 1,550.00
Each additional 10'x10':	\$ 850.00
For charitable* non-profit organizations there is a 15% booth fee discount:	\$1,317.00

\* There are many types of tax-exempt, not-for-profit organizations. This discount is intended to benefit those with a charitable mission: education, health, human services, the arts, environment, etc. If your mission is business or commerce oriented, please pay full fare.

## MERCHANDISE

Vendors at the Bite of Oregon are **encouraged to sell merchandise and required to pay a 15% commission on their gross sales to Special Olympics**. This commission is a direct donation to Special Olympics Oregon which will be collected daily. The Bite of Oregon is the largest annual fund raising event for Special Olympics Oregon.



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## **MERCHANDISE (continued)**

Please list in the designated area on the Vendor application all merchandise, including pricing, that 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.***

All merchandise sold at the Bite of Oregon must originate from Oregon, be culinary in nature and limited in size - no larger in size than a wine bottle. All merchandise needs to be self-contained in sealed packaging so as not to directly compete with ready to eat foods sold by Restaurants also participating at the Bite.

Vendors are not allowed to 'rove' with their merchandise at any time. The Bite of Oregon reserves the right to restrict the sale of any item at the event.

## **RESERVATIONS – PAYMENT - CANCELLATIONS**

Complete an application and either mail, fax or email to Dominique Roberts, Director of Culinary & Vendors at Special Olympics Oregon (contact info listed on page 5).

**Application form and full payment must be received no later than Friday, June 10, 2011.**

Cancellations and refund requests must be in writing and received prior to Friday, June 24, 2011 and are subject to a 15% administrative fee. No refund requests will be accepted after that date.



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## 2011 VENDOR APPLICATION

BUSINESS NAME: \_\_\_\_\_

DBA: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE : \_\_\_\_\_ CELL PHONE : \_\_\_\_\_

FAX : \_\_\_\_\_ ALTERNATE CONTACT PERSON: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ FACEBOOK \_\_\_\_\_

### CATEGORY and ACTIVITY

Describe your company/ organization:	Describe the activity(ies) you'd like to offer:
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\*If you are handing out food samples they must be **sample size only (i.e. toothpick size samples)**

- Check here if you are the umbrella for a co-op of exhibitors and list other organizations:  
\_\_\_\_\_
- Check here if you would like to conduct a survey or harvest prospect names.



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## MERCHANDISE

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 list any additional merchandise on the back of your application.

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

<b>Booth size requested:</b> _____ <b>Booth fee (see page 2)</b> _____ <b>TOTAL FEE*</b> _____ <b>BALANCE DUE TO BE INVOICED, payable by Friday, June 10, 2011</b> <b>*Be sure to read the Reservation-Payment-Cancellation info on page 3</b>
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**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Mail to:** Special Olympics Oregon  
 5901 SW Macadam Ave, Suite 200  
 Portland, OR 97239

**Attn: Dominique Roberts**

**Fax to:** 503-248-0603

**Email to:** droberts@soor.org

**MERCHANDISE (additional items intended to sell at the Bite of Oregon)**

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

***\*If necessary please attach a separate document listing all the merchandise you intend to sell at the Bite.***