

**Pan African Festival
Of Oregon 2017**

Greetings!!

The Steering Committee of the Pan African Festival of Oregon 2017 has begun preparation and solicitation of participants for our annual celebration to occur August 12, 2017 in Pioneer Courthouse Square, one of the most visited places in Portland that gets around 50,000 visitors daily. The need for an Annual Pan African Festival in Portland, Oregon arose in part because of the increasingly disproportionate racial and ethnic disparity rates in healthcare in the Pan African community. It is a mechanism to galvanize, mobilize and empower to combat hate, intolerance and discrimination.

The Pan African Festival plans to reach between 1,500-2,000 visitors from all over Oregon. We will feature local, as well as regional musical acts, artist and business owners such as you. The event is free and open to the public to attend and takes place between the hours of 12pm to 8:30pm. Meaning, vendors and organizations will have the whole day to offer their products to festival attendees.

The Pan African Festival is only successful when the community actively participates. Please accept this letter as a personal invitation to you to participate as a vendor at this year's festival. If you agree to participate, please fill out an application and return it to Plan African Planning Group immediately. The fees are based on vending Pioneer Courthouse Square for a day. Unfortunately, there is no refund. We need your support to make the festival a huge success and become a lasting tradition in the Portland community.

We look forward to working with you. Please feel free to contact us at the Pan African Planning Group: Yonas Kassie at 503-462-9806 or Esther Lugalía 503-209-2954 or via email at vendor@panafricanplanninggroup.org regarding becoming a vendor at the Pan African Festival 2017.

Peace,

Yonas Kassie/Esther Lugalía
Pan African Festival of Oregon 2017
Vendor Managers

Pan African Festival of Oregon 2017

Pioneer Courthouse Square

701 SW 6th Avenue

Portland, Oregon

August 12, 2017

Directions:

Coming from the west/Beaverton via Highway 26. Take Highway 26 East to SW Market Street. Take the I-405 Exit, merge onto SW Market Street. Turn left onto SW 12th Avenue, then turn right onto SW Alder. Turn right onto SW Broadway, the Square will be on your right.

Coming the north via I-405. Take exit 2A for Couch Street off of I-405 South. Take SW Alder Street to SW Morrison Street. Merge onto NW 15th Avenue. Turn left onto SW Alder Street, turn right onto SW Broadway. The Square will be on your right.

Festival Hours: **Saturday, August 12, 2017 - 12pm-8:30pm**

Setup: **Saturday, August 12, 2017 - 9:00AM**

Setup must be completed prior to start of festival. No late setup is allowed. Breakdown is at 8:30pm on Saturday, August 12, 2017. All vendors must provide their own displays and assistant with setting up and breaking down their equipment. Breakdown includes cleaning up debris/trash incurred by your display. **Electricity is available to vendors for an additional \$30. Each outlet only supports up to 20 amps of electricity. Anything over 20 amps, you must use a generator. Water can be provided by request. No water hoses are allowed.** All food vendors must meet the Multnomah County Health Departments food service guidelines are required to setup as early as possible, due to Health Department inspections which will take place on Saturday, August 12, 2017. Food and Audience Participation vendors must have general liability insurance for \$2million aggregate and \$1million per occurrence. Insurance certificate must list the Pan African Festival and The Pan African Planning Group as additional insured. **No refunds will be issued. There is no food permit fee.**

Check in:

Check in will be at the Hospitality tent, event sitemap will be provided to all vendors prior to the event. All vendors must check in before setting up. The vendor acknowledges that he/she assumes the risk that the festival will go on rain or shine. In the event of rain, all fees are non-refundable.

Payment:

All vendors are required to have all monies paid to the Pan African Planning Group no later than June 14, 2017, no exceptions. If all fees are not paid by this date you will not be permitted to participate. The Pan African Planning Group will only accept money orders, business checks or cashiers checks for payments. No personal checks are accepted. All checks must be made out to the Pan African Planning Group and mail it to PO BOX 2341 Beaverton, Oregon 97075

Thank you for participating in the Pan African Festival of Oregon 2017 we look forward to partnering with you

Pan African Festival of Oregon 2017

VENDOR APPLICATION

Please complete and return application on or before June 14, 2017
Spaces are limited!

Please check on box

All fees are due upon submission of application on/or before June 14, 2017

Size of Space for food:

___ 10' X 15' for \$250 ___ 10'x30' for \$500

Size of Space for Craft Tables:

___ 10' X 10' for \$150

Alcohol Sales: 2 spaces available in the VIP area

___ 10' X 15' for \$400

Electricity:

___ No ___ Yes

** Any vendor requesting electricity will need to pay \$30(Only 20 amps or less). If you need more than 20 amps of power, you will have to bring a generator.

Amount Owed: _____

Total Enclosed: _____

**All food vendors must obtain a temporary food permit from the local Health Department. All forms for the temporary food permit must be submitted by June 14th. For more information, please call Yonas Kassie at 503-462-9806 or Esther Lugaliala at 503-209-2954.

Business/Organization Name:

Contact Person: _____ Phone: _____ Fax: _____

Mailing Address:

City: _____ State: _____ Zip: _____

E-mail address:

(No refunds. No Exceptions)

Payments may be by money orders, or cashier/business check.

No personal checks are accepted. Make checks payable to: Pan African Planning Group
for Pan African Festival of Oregon 2017
PO BOX 2341 Beaverton, Oregon 97075

For more information, contact Yonas Kassie at 503-462-9806 or Esther Lugaliala at 503-209-2954

Booth Description

Description of booth products: (If food vendor please list your main menu items below)

Insurance Info: Food Booth and Audience Participation must have general liability insurance for \$2million aggregate and \$1million per occurrence. Insurance certificate must list “Pan African Planning Group, PO Box 2341 Beaverton Oregon” & “Pan African Festival” as additional insured.

This application including all fees insurance certificates and permits must be received in our office by 2:00 pm June 14th, 2017. The Pan African Planning Group and the Pan African Festival planning committee Reserves the Right to Refuse Service or admission to anyone and for any reason. Applications are not automatically accepted. Vendors accepted will receive confirmation. Applications are on a first received, first accepted basis. All Vendors must obey all posted on-site rules in addition to these vendor specific rules and regulations.

By signing this I have read and agree to comply by the rules of this application:

Signed: _____ Date: _____

Print Name: _____ Title: _____

Pan African Festival OFFICE USE ONLY - DO NOT FILL OUT

Application Confirmed/Received By: _____ Date: _____

Amount Paid: _____ Payment Method: _____ Check # _____ Date Paid: _____

Electricity _____ Signed Release _____ Insurance Cert _____ Non Profit _____

Pan African Festival PO Box 2341 Beaverton, OR 97075

PLEASE READ THE CONTRACT RULES BELOW
ALL PARTICIPATING VENDORS ARE SUBJECT TO THESE RULES.
VENDORS ARE DEFINED AS ALL THOSE SEEKING DIRECT INTERACTION WITH THE PUBLIC DURING THIS EVENT. THIS INCLUDES BUT NOT LIMITED TO: FOOD & MERCHANDISE VENDORS, INDIVIDUALS, ORGANIZATIONS, POLITICAL CAUSES, SOCIETIES, ETC, WHICH INCLUDES FOR PROFIT OR NON-PROFIT.

I understand that I assume full responsibility for any injuries and/or damages which may occur during set-up, tear-down, or as a result of providing my goods, products and/or services, and that the Pan African Festival and the Pan African planning group are not responsible for any such injuries or damages. I have read the below rules and understand the requirements. I agree to abide by all requirements if accepted as a vendor. I have included copies of all necessary insurance or licensure paperwork if I plan to vend food or alcohol. The Pan African Festival will not be responsible for any damages or losses suffered by any participants in this event.

Signed: _____ Date: _____

Print Name:

2017 Pan African Festival/Vendor & Food Booth Rules and Regulations

1. **SPACE** – Outdoor space rental is for (1) one area space of 10 ft x 10 ft for non-food vendors, 10x15 or 10x30 for food vendors. Vendors must operate within the space assigned by the event staff and sell or give away only those items specified in the application submitted and approved. Failure to do so may result in the revocation of the permit and removal from the grounds. **NO SUBSTITUTE VENDORS.**
2. **HOURS OF OPERATION** – Vendors and booths must be open and staffed one half hour prior to the event start time and remain staffed until at least 9:00 pm. On the 12th of August ‘**move in**’ setup must be completed before 10:00AM **NO EXCEPTIONS!**
3. **SET-UP** – We recommend setting up your booth on August 12th from 9am to 12pm. All Set up must be complete on August 12th by 11am and all vehicles must be in designated parking areas off site. During event load in/out you will be allowed to pull onto the block to unload equipment as directed by event staff. No parking is allowed onsite. the festival you are allowed to have one supply vehicle in the vendor parking area-Where. You are responsible for supplying your own equipment, etc. for maintaining goods in your space throughout the duration of event. Pan African Festival will not provide fork lifts, etc.
4. **SPONSORS** – In the event that we have a large corporate sponsor for soft drinks or other products, all booths will be required to serve only our sponsors beverage or product brand. (this has never happened and is not likely this year)
5. **APPLICATIONS** – Applications must be accompanied by payment of booth rental and electric fee and all required proof of insurance or licenses if required. **NO REFUNDS WILL BE GIVEN FOR ANY REASON.**
6. **FOOD BOOTHS** – Must have a CURRENT Multnomah County Health Department License and must present a copy along with this application. (Call the Multnomah County Health Division at 503-988-3663 with any questions). All booths/tents must meet fire code.
7. **PERMITS.** Any permits, health license, must be present on site the day of the festival.
8. **POWER SOURCES AND CORDS** – ALL GENERATORS MUST BE APPROVED BY EVENT STAFF NO LATER JUNE 28th BY 2:00 PM. You must supply all of your own power supply cords, which cords must be 10 to 12 gauge cables under 50 feet long. You are responsible for securely labeling your cables. Pan African Planning Group and the Pan African Festival are not responsible for the safety of the cords. Pan African Planning Group and the Pan African Festival are not responsible for power outages, shortage, surges, or loss of power caused by any reason, including but not limited to storms, Acts of God, etc.. Do Not take any cords that don't belong to you!
9. **INSURANCE** – All booth vendors and entertainers must provide a copy of General Liability Insurance (with this application) for not less than \$2,000,000.00 with the Pan African Planning Group and the Pan African

Festival as additional insured. This section applies to all vendors who serve food and/or drink and all vendors that require audience or patron participation.

10. **CLEAN UP** – Vendors agree that they will conduct their business in a quiet and orderly manner, keep their places neat and clean, deposit all garbage in the appropriate receptacles provided by the Event and they will keep the area around their assigned space free from litter. **ALL VENDORS MUST REMOVE ANY COOKING OILS/FOOD/SAUCES FROM THE SITE.** Failure to comply will result in the possible barring from participation in future events by the Pan African Festivals. You will be invoiced for any cleanup or disposal fees. Use designated garbage location only or remove the garbage from the event location.
11. **WEATHER** – Weather conditions shall in no way affect this contract. The Event in no way guarantees or assures vendors that the grounds around the event will be kept free from obstruction caused by weather or any other act. The event will go on rain or shine.
12. **SECURITY** – The Event shall provide reasonable safeguards against fire, theft and accident, but it is specifically agreed by the vendor and Event promoter that this is a discretionary function. The Event does not assume any responsibility for damage to goods or property of the vendors from fire, theft, accident, wind, storm or spectator. The Event does not promise and cannot be held responsible for financial success for the vendors but we will provide the best event of our ability. **VENDORS ARE 100% RESPONSIBLE FOR THE SECURITY AND SAFETY OF THEIR BOOTHS DURING THE ENTIRE EVENT.**
13. **CONDUCT OF VENDORS** – Vendor applicants and their employees/volunteers shall conduct their activities within the area assigned. Pushcart or strolling vendors will need to obtain written permission from Event prior to commencing. Employees and volunteers shall be clean, properly dressed, orderly and polite in their conduct and speech along with the volume of their voice.
14. **NOISE AND SOUND DEVICES** – No loud noise, music or other sound devices shall be allowed without prior written consent of the Event. If the Event approves any such device, the vendor shall use the device in a manner that will cause the least disturbance to event patrons and other exhibitors/vendors. The Event reserves the right to cancel the approval of sound device and demand- discontinued use of the sound device at any time.
15. **ADVERTISING AND DECORATIONS** – Vendors shall provide their own signs identifying their exhibit. The sign should name the sponsoring firm or organization as well as the products and prices offered. Decorations in good taste and repair, fitting the theme of the event are encouraged to add to the festive occasion of this event.
16. **REFUSAL/REMOVAL** – The EVENT can refuse vendor application and/or participation in event for any reason. EVENT also may ask parties to remove their belongings and self from the EVENT grounds at any time and for any reason. This includes vendors, individuals, organizations, political causes, societies and the like whether for profit or non-profit. No Pets are allowed on-site.
17. **RELEASE OF LIABILITY.** All vendors must complete the Agreement to Release from Liability provided by Pan African Planning Group and the Pan African Festival **RESERVES THE RIGHT TO REFUSE SERVICE OR ADMISSION TO ANYONE**