

Portland VegFest Northwest VEG's Compassionate Living Festival

Saturday & Sunday, September 18 & 19, 2010
10am - 6pm • Exhibit Hall A

Oregon Convention Center, 777 NE MLK, Jr. Blvd. Portland, OR 97232
www.portlandvegfest.org • vegfest@nwveg.org • 503-702-9061

The 6th Annual Portland VegFest celebrates and promotes sustainable, compassionate and healthy food choices and lifestyles. This low-cost, fun, and food-filled event welcomes everyone!



- Food Samples • Speakers and Classes • Cooking Demonstrations • Ask the Experts •
- Children's Activities • Restaurants • Nonprofit Organizations • Commercial Exhibitors • And More! •

Restaurant Participation Opportunities

For Sponsorship information please visit: www.nwveg.org/vegfest_exhibitorinfo.php

RESTAURANT EXHIBITOR:

Selling (two days): \$400

Selling (one day): \$200

Sampling (two days): \$100

Sampling (one day): \$75

- **Exhibitor Table:** Two 8 ft tables¹ and 2 chairs, in area of NW VEG's choosing
- **Recognition:** Description published on the VegFest website² (50 words), and listing in the Event Program
- **Website Link:** Link to your website from the VegFest site
- **Sampling Exhibitors** must provide a minimum of 5,000 food samples

1. An additional 8 ft table is available for \$100 (on a space-available basis)

2. Please submit article of appropriate length; NW VEG reserves editorial discretion. Send to vegfest@nwveg.org

Exhibitor Agreement Details

Event Exhibitor Coordinator Contact: Wendy Gabbe Day: vegfest@nwveg.org or 503-702-9061

Event Information: Visit www.portlandvegfest.org for the latest event information.

Northwest VEG welcomes Exhibitors who share and support our mission and the goals of VegFest. We require that all materials, literature, and handouts reflect these values.

- Exhibitor space is available from Northwest VEG by invitation only
- Northwest VEG reserves the right to decline any exhibitor at any time, at its discretion
- Please refer to information below, and "Exhibitor Participation Opportunities" for specifics of agreement between Northwest VEG and all exhibitors, based on level of participation

Application Deadline: August 15, 2010, although space has historically filled early. Payment must be received with your application to reserve your space.

Refund Policy: Refunds of 50% will be provided to exhibitors who submit written cancellation on or before September 1, 2010.

Northwest VEG will have coordinators to answer questions and provide direction at the Oregon Convention Center. There will be limited volunteer assistance for unloading.

Exhibitors are responsible for setup and breakdown of their exhibits:

- Set up in the exhibit hall runs 12-8pm, Friday, Sept 17; and 7-9:30am, Saturday and Sunday, Sept. 18 and 19.
- **Exhibitor displays must remain up and staffed from event opening until close: 10am – 6pm on both Saturday and Sunday.**
- Exhibitor displays must be taken down and removed by 10:00 pm, Sunday, Sept. 19.
- Exhibitor set up and parking: Information and map will be provided by Sept 1.

Exhibiting Requirements and Expectations:

1. All Exhibitors are encouraged to promote VegFest through their websites, newsletters, e-mailings, calendars, and other opportunities as available.
2. All utensils, plates and other containers for food and samples **MUST BE COMPOSTABLE**. Please refer to acceptable food-service ware: <http://www.cedar-grove.com/acceptable/Accepted%20List.asp>
3. Over 6,000 attendees are anticipated. Please plan accordingly. Sampling Exhibitors are required to bring a minimum of 5,000 free food samples.
4. Exhibit displays and signs must be on tables or freestanding (with advance permission). Banners cannot be taped to walls.
5. Signage should be legible, easily visible, and identifying of the organization or business.
6. Exhibitors are participating at their own risk. Exhibitors recognize that neither NW VEG, the Oregon Convention Center, or any of the other sponsors, donors, or participants for VegFest are responsible for any loss, damage, or mishaps to their materials, equipment, volunteers, or staff.
7. Exhibitors will not interfere with the safety, success, and effectiveness of VegFest. This includes, but is not limited to, behavior, display materials, literature, venue equipment, or operations, unusual odors, or extending beyond exhibitor space and/or blockage of public passageways.
8. Electricity is by pre-arrangement only (fees on pg 3).
9. Butane containers (16 oz.) are permitted, and limited to two per table. You are required to provide a fully functional fire extinguisher; lack thereof will prohibit use of butane.
10. All garbage and recycling must be placed in appropriate containers in accordance with the Oregon Convention Center Recycling Guidelines and the VegFest Zero-Waste Initiative. A \$50 cleaning fee may be assessed to any areas not left clean.

All Food and Goods Sampled, Displayed, or Sold at VegFest Must be VEGAN

- Samples and sales are welcome as listed and approved by Northwest VEG in the Application Form on page 3 and must be vegan (no meat, eggs, fish, dairy, honey, leather or animal-derived ingredients).
- Nonprofit groups may also solicit memberships.

VegFest 2010 Application Form

PLEASE CHECK YOUR LEVEL OF PARTICIPATION:

- _____ SELLING (two days) – \$400
_____ SELLING (one day) – \$200
_____ SAMPLING (two days) – \$100
_____ SAMPLING (one day) – \$75

ELECTRICAL FEES (as set by the Oregon Convention Center):

_____ Electricity: 5 amps: \$79; 10 amps: \$102; 15 amps: \$115; 20 amps: \$129 (**circle one**)

Payment Total

Please make checks out to: Northwest VEG

For Credit Card: circle one: VISA MC: #: _____ expiration: _____

Mail completed forms with payment to: NW VEG, c/o Wendy Gabbe Day, 1995 SW Huntington Ave, Portland, OR 97225

Refrigerator space (free) needed: ___ None ___ Yes, approx. _____ cubic feet
Electricity needed: ___ None ___ Yes, approx. _____ amps for following equipment (fees specified above):

If only coming for one day, which day do you prefer:

___ Saturday ___ Sunday ___ Flexible (either day)

If selling, check one below:

___ I/We agree to donate any profit to Northwest VEG and want to be included under the Benevolent license. (No Health Dept. fees required.)

___ I/We will keep any profit, and will pay the Health Dept. for a Temporary Restaurant License. (One day: \$120; two days: \$160. See mhealthinspect.org/tempfood.html)

If sampling:

What products will you be sampling? _____
(Note: Sampling Exhibitors must provide a minimum of 5,000 samples.)

PLEASE COMPLETE THE FOLLOWING: I, _____ (print name), representative of _____ (organization name), have read, understood and agree to uphold the above Opportunities and Exhibitor Agreement Terms (pages 1-3) for Northwest VEG's VegFest, to be held on Saturday and Sunday, September 18 and 19, 2010.

(Exhibitor representative signature) (Position/title) (Date)
Mailing Address _____ City _____ State _____ Zip _____
Phone # _____ Email _____
Website _____

(NW VEG representative signature) (Position/title) (Date)

The mission of Northwest VEG is to educate and empower people to make vegetarian choices for a healthy, sustainable, and compassionate world. Northwest VEG is a 501(c)(3) based in Portland, Oregon. Contact info@nwveg.org. On the web at www.nwveg.org