



PORTLAND PARKS 5K FUN RUN SERIES VENDOR APPLICATION 2019

VENDOR INFORMATION

Name of Applicant: _____

Group/Organization Name: _____

Day Phone: _____ Evening Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Alternate Contact Name: _____ Day Phone: _____

DATE(S) REQUESTED

- | | | | |
|--|------|---|-------|
| <input type="checkbox"/> Fernhill Park | 4/28 | <input type="checkbox"/> Laurelhurst Park | 8/4 |
| <input type="checkbox"/> Lents Park | 5/19 | <input type="checkbox"/> Gabriel Park | 9/8 |
| <input type="checkbox"/> Westmoreland Park | 6/9 | <input type="checkbox"/> Delta Park | 10/13 |
| <input type="checkbox"/> Pier Park | 7/14 | | |

SPACE REQUESTED

- 10' x 10' (\$40) 10' x 20' (\$60) (Non-profit: no cost)

PRODUCT/SERVICE DESCRIPTION

Please describe your product or service: _____

Will a fee be charged for product/service? yes no

Will food be served? yes no

Will you have a canopy? (*vendor provided only*) yes no

Additional Information: _____

RULES, TERMS & CONDITIONS

Payment: Payment must accompany application and is non-refundable once application is accepted. Event will occur rain or shine.

Hours of Operation: You may begin set up by 7am the day of the event. Vendors must have booth ready by 8am.

Check-in and Out: All vendors must check-in with race organizer for booth assignment and must have their space inspected before leaving.

Parking and Vehicles: Parking availability varies from race to race. Vehicles will need to be appropriately parked (street parking or parking lot where applicable) during race hours. Vehicles must have pre-approval to drive into the park for set up and/or takedown of vendor area. No vehicles will be allowed in the park during race hours.

Tents and Canopies: Must be weighted or otherwise secured.

Cleanliness, Housekeeping and Conduct: All refuse must be disposed of. Your space (front, back, and surrounding area) must be kept free of garbage and debris and always be neat and clean. Although we do not have a written dress code, we expect everyone associated with this event to be neat, clean, have good personal hygiene, and be unfailingly courteous and friendly. We reserve the right to have anyone removed from your table/booth whom we believe is not a credit to either the event or your business and/or close your booth permanently.

Electricity: Please make a request if you have need for electricity. You will need to bring heavy-duty extension cords. (see first page of application for cost details)

Music: No sound devices or music shall be allowed. Interpretation or Modifications: In matters of interpretation and/or modification to existing rules, procedures or policies, the decision of the on-site event manager shall be final.

Hold Harmless: By signing the Release and Indemnity Agreement, you affirm and agree to hold harmless the City of Portland, its directors, officers, employees, agents and assignees from any and all loss, claim, action, suit or liability to third persons (including attorney fees at trial and appeal), from any cause whether directly or indirectly related to this event or this agreement including but not limited to claims for injury to persons including death or destruction of property; whether intentional, negligent or consequential as result of any act or omission of yours, or the officers, director, employees or agents of your business.

I have read and agree to the terms of this vendor agreement.

Vendor Applicant Signature

Date

OFFICIAL USE ONLY

Total Fees Due: _____

Payment Received By: _____ Date: _____

Receipt #: _____ Paid by: cash check charge