



Information for Organizations Interested in Becoming a 2020 Sunday Parkways Vendor

Our Mission

Portland Sunday Parkways promotes healthy, active living through a series of free summertime events opening the city's largest public space -- its streets -- to the non-motorized public in order to walk, bike, roll, and discover active transportation. Sunday Parkways fosters civic pride, stimulates economic development, and represents community, business and government investments in Portland's vitality, livability, and diversity.

Overview

Events run from 11am to 4pm. Vendor set up is from 9am to 10:45am and pack up is from 4pm. A standard 10ft x 10ft vendor spot is \$125. A large 10ft x 20ft vendor spot is \$175. The fee for Mobile vendors is \$75. Vendors supply their own water, table, chairs and canopy. **Applications are due 21 days before the event.**

Payment is due 16 days before the event. To receive a refund, vendors must give us 10 days' notice. Spot assignments are sent to vendors 9 days prior to the event.

Eligibility

The following types of third parties are not be eligible to participate in Sunday Parkways: any business or organization that restricts membership or access based upon any category protected under the City's civil rights ordinance or state or federal law and/or any business or organization that is not legally open to, or may not legally sell its products or provide its services to residents of all ages.



Site Information

No electricity is available on site, and there is **limited water access**. Vendors provide their own water, table, chairs and canopy. Vendors must dispose of their waste at the provided on-site trash, recycling and compost facilities. Sales of any items are prohibited inside the parks.

Payment

We will aim to process applications and email vendors an invoice within 3 business days. The Customer Service Center (Portland Parks & Recreation) will process payments on behalf of the Sunday Parkways team and the Portland Bureau of Transportation (PBOT). Payments can be made over the phone (debit or credit card) or in person (debit or credit card, check or cash) during business hours, by mail (check), or through our online customer portal (debit or credit card). **If paying by check, we recommend that you include it with your application.**

Important Dates

Event	Application deadline	Payment due date	Deadline to cancel and receive refund	Day-of-event info emailed to vendors
May 17 SE Portland	Sun, Apr 26	Fri, May 1	Thu, May 7	Fri, May 8
Jun 28 North Portland	Sun, Jun 7	Fri, Jun 12	Thu, Jun 18	Fri, Jun 19
Jul 19 Gateway	Sun, Jun 28	Fri, Jul 3	Thu, Jul 9	Fri, Jul 10
Aug 23 Green Loop	Sun, Aug 2	Fri, Aug 7	Thu, Aug 13	Fri, Aug 14
Sep 20 NE Portland	Sun, Aug 30	Fri, Sep 4	Thu, Sep 10	Fri, Sep 11



Types of Vendors

Marketplace – Food vendors sell food and/or drink.

- Healthy items are strongly encouraged.
- We also encourage food vendors to minimize the materials that customers will have to throw away, for example by replacing single-serve condiment packages with bulk multi-serve options and using compostable plates/cups/utensils.
- Food vendors **must** have a copy of their temporary restaurant license from Multnomah County Environmental Health Department at Sunday Parkways – stringent health inspections **will** occur. Visit www.mchealthinspect.org or call 503-988-3400 for more information.
- If using propane, food vendors need to obtain a permit from Portland Fire & Rescue. Visit www.portlandoregon.gov/fire/76752 or call 503-823-3712.
- Food vendors should put up a sign letting people know if they are cash only or accept card payment.
- Food vendors should be prepared to sell food by 11 am, earlier if they have breakfast items.
- If food vendors sell out during the event, they shouldn't leave before 4pm.

Marketplace – Non-food vendors advertise and sell non-food products and/or perform outreach. They do not sell food and/or drink.

- Vendors can only use water and concrete weights with their tents/canopies.
- After unloading, vendors must move their vehicles to an off-the-course street – not in front of the park.



Mobile vendors sell their product while walking or riding in a way that does not inhibit participant flow.

- If selling food, mobile vendors **must** have a copy of their temporary restaurant license from Multnomah County Environmental Health Department at Sunday Parkways –stringent health inspections **will** occur. Visit www.mchealthinspect.org or call 988-3400 for more information.
- Per the Parks’ permits, along-the-route mobile vendors are not allowed in any of the parks at any time.
- Mobile vendors must remain one (1) block or at least 250 feet from all Marketplace (food and non-food) vendors.
- If a mobile vendor violates the above, they will be excluded from the remainder of the event as well as the remaining 2020 Sunday Parkways.
- Mobile vendor fee applies to each vehicle – mobile carts, bikes, etc.

The **definition of a food cart/truck** is "any vehicle on inflated wheels that is self-propelled, or which can be pushed or pulled down a sidewalk, street or highway, on which food is prepared, processed or which is used in selling and dispensing food to the ultimate consumer." For more info: 503-988-3400, www.mchealthinspect.org.

Questions?

Contact us – 503-823-7599, PortlandSundayParkways@portlandoregon.gov.



2020 Sunday Parkways Vendor Application Form

Thank you for your interest in being a 2020 Sunday Parkways vendor! Before filling out this application, please read **Information for Organizations Interested in Becoming a 2020 Sunday Parkways Vendor.**

By submitting this form, the applicant hereby acknowledges that he/she/they is/are a qualified independent, insured vendor or representative of a non-profit and: assumes all responsibility and risk associated with all conditions, hazards and potential dangers in, on, or about a booth/table top site whether they are obvious or concealed. The applicant further acknowledges and agrees to release, indemnify and hold harmless the City of Portland and the City's respective officers, employees and agents from all loss, injury, damage or liability to persons or property arising out of vendor's acts or omissions, before, during and after the Sunday Parkways event.

Organization Name _____

Type of Organization

- | | | |
|-----------------|---------------------|------------------------|
| Local Business | National Business | International Business |
| Business Assoc. | Neighborhood Assoc. | Place of Worship |
| K-12 School | Community College | College/University |
| Government | Non-profit | Other _____ |

Type of Vendor Marketplace – Food Marketplace – Non-Food Mobile

Are you bringing a food cart/truck? Yes No

Main Contact First Name _____ **Last Name** _____

Address _____

City _____ **State** _____ **ZIP Code** _____

Email _____ **Phone Number** _____

Website Address _____



Select the event(s) you want to participate in.

May 17 - Southeast Portland (Laurelhurst, Ivon, Colonel Summers and Sewallcrest Parks)

Standard Spot (10' x 10') \$125 Large Spot (10' x 20') \$175 Mobile Vendor \$75

June 28 - North Portland (Arbor Lodge, Peninsula, Kenton, McCoy, and Columbia Annex Parks)

Standard Spot (10' x 10') \$125 Large Spot (10' x 20') \$175 Mobile Vendor \$75

July 19 - Gateway (Gateway Discovery, Knott City, John Luby and Hazelwood Hydro Parks)

Standard Spot (10' x 10') \$125 Large Spot (10' x 20') \$175 Mobile Vendor \$75

August 23 - Green Loop (North & South Park Blocks, Rose Quarter, Central Eastside, Director Park and Lovejoy Fountain)

Standard Spot (10' x 10') \$125 Large Spot (10' x 20') \$175 Mobile Vendor \$75

September 20 - Northeast Portland (Alberta, Woodlawn, Fernhill and K^hunamokwst Parks)

Standard Spot (10' x 10') \$125 Large Spot (10' x 20') \$175 Mobile Vendor \$75

Provide a brief description of what you will be selling/promoting at the event(s).

Any additional information you would like to share? You can attach a menu or other literature. (maximum file size: 30MB)

Send completed form by email (1) or postal mail (2) to:

1. PortlandSundayParkways@portlandoregon.gov
2. Portland Bureau of Transportation - Sunday Parkways
1120 SW Fifth Ave, Suite 1331
Portland, OR 97204

If paying by check, please make check payable to **City of Portland – Sunday Parkways** and include it with your application. For all other methods of payment, please wait for us to send you an invoice. Thanks!