



Vietnamese Community of Oregon - Tết In Oregon 2015

Oregon Convention Center | February 21, 2015
 PO Box 55416 | Portland, OR 97238 - 5416 | Phone: 503-890-7818
 Website: www.vnco.org
 Email: elizakimle@hotmail.com

FOOD VENDOR APPLICATION

CONTACT INFORMATION:

Business Name:	
Contact Name:	
Business Address:	
Phone Number:	Fax:
Email Address:	
Business Permit #:	
Food Handling Card #:	

FOOD VENDOR BOOTH OPTIONS:

- Option 1: (Day and Night)** Vendor pays a one-time vendor booth fee of **\$1600** and keeps all vendor sales made during event (Excludes utility fees). A mandatory meeting with VNCO is required to discuss further details. Failure to comply will result in forfeiting the application and the Food Vendor booth fee. **If you are only one vendor at the event – the booth fee will be \$2200**
- Option 2: DAY ONLY** Vendor pays a one-time vendor booth fee of **\$1300** and keeps all vendor sales made during the day portion of the event (Excludes utility fees). A mandatory meeting with VNCO is required to discuss further details. Failure to comply will result in forfeiting the application and the Food Vendor booth fee. **If you are only one vendor at the event- the booth fee will be \$1600**
- Option 3: NIGHT ONLY** Vendor pays a one-time vendor booth fee of **\$600** and keeps all vendor sales made during the night portion of event (Excludes utility fees). A mandatory meeting with VNCO is required to discuss further details. Failure to comply will result in forfeiting the application and the Food Vendor booth fee.

TERMS & AGREEMENTS:

Please list all food items you intend to sell (please be detailed). We allow a maximum of six (6) main and three (3) substitute items. Items not listed or approved by the VNCO may result in penalty fines and a possible expulsion from the event with no refunds.

Please list all electronic devices you may be using (For example, deep fryer, water boiler, lamp heater, etc.).

FOOD VENDOR BOOTH COST BREAKDOWN:

Item:	Price:	Description:
Booth	\$ _____	Daytime/Night Option 1: \$1600.00 (If one vendor only : \$2200) Daytime Option 2: \$1300.00. (If one vendor only : \$1600) Nighttime Option 3: \$600.00
Waste	\$100.00*	Food waste fee only charged at the end of the event if not comply with the Oregon Convention Center (OCC) waste policies. Meaning separating food waste and recyclable items.
Clean-up Fee	\$200.00**	A \$200.00 refundable clean-up fee deposit must be submitted along with the application.
TOTAL	\$ _____	The total of all items above. Please write a check to: Vietnamese Community Of Oregon



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Food Vendor's actual booth location will be assigned by the VNCO and such decision shall be final. Food Vendor will know their final location the week of the event. VNCO provides Food Vendor booths with two (2) tables, two (2) chairs, table-cloth and skirt. Additional tables and chairs requested will be charged separately.

I, _____, have read and agree to the terms and conditions stated in this contract.

Business Representative Signature

Date

VNCO Representative's Signature

Date

* VNCO will only invoice any Food Vendor booth that fails to clean up after the event

** VNCO will refund the clean-up deposit but the food vendor is responsible for picking up the refund within three (3) days after the event

FOOD VENDOR CONTRACT

I. Date, Time, and Location of the Tết Festival:

(Vendor Initials)

- Saturday, February 21, 2015
- Day schedule: 10:00 AM – 5:00 PM at OCC
- Night schedule: 8:30 PM – 12:00 AM at OCC

II. Deadlines and Refunds:

(Vendor Initials)

- Cancellation in writing within seven (7) days after the contract due date by December 1, 2014 for a Full Refund.
- Cancellation after December 14, 2014 – No Refund.**
- There are no refunds in case of inclement weather, acts of nature, or restrictions by government agencies to cancel the event in which VNCO has no control over.

III. Payments and Reservations:

(Vendor Initials)

- Full payment must be made when Food Vendor agreement and contract are submitted. An additional \$200.00 refundable cleaning fee must be deposited along with payment. Please note that after vendors clean up, check back with VNCO at the end of the event to get their deposit back or else **it will be donated to VNCO after Tuesday February 25, 2015.**
- Food Vendor booths will not be reserved until payment is received. Reservations and booth choices are based on first come first serve priority. Turning the application without payment will not guarantee booth reservations.

IV. Liability and Regulations

(Vendor Initials)

- VNCO Tết 2015 Festival Organization shall not be responsible for any loss of vendor's profit due to natural causes such as rain, thunder/lightning storms, wind, earthquake, etc.
- VNCO Tết 2015 Festival Organization shall not be responsible for any injury or damage to booth and its contents, merchandise, employees, contractors, guests, customers, invitees, and all other third parties.
- The following items are prohibited from being sold, displayed, or used by vendor:
 - Alcoholic beverages and illicit drugs
 - Cigarettes
 - Firecrackers, fireworks, or similar items
 - Weapons and firearms
 - Vulgar, offensive, sexually explicit, or obscene materials as judged by VNCO and such judgment shall be final.

Note: Food Vendors may be requested to remove a product or service displayed at the event at the sole discretion of VNCO if deemed unsuitable and such decision shall be final. VNCO is not liable for any damages or losses as a result of such action.

FYI to you, all the charge below from OCC to VNCO.

Regarding the sink at the event, below is the conversation between Oregon Convention Center Representative and De Tran: (This is just for your information only. This has nothing to do with the contract above).

De,

I have already ordered the sink, so it has been reserved for your event. The cost is \$475.00 for run of show. This includes: (1) 3-bay sink, hot water heater, power for the hot water heater, water & drain to the sink , and install & removal. You can bring in your own 3-bay metal sink, however there are associated costs and requirements: power for the hot water heater... 30/amp 1 phase = \$265.00; water & drain = \$180.00; labor to hook-up the sink to the water = \$62.00 per hour, plus parts needed to plumb the sink (est. labor is \$124.00). The sink must be a 3-bay metal sink per the health dept. Please make sure the hot water heater has a large enough capacity to supply hot water for all of the vendors using the sink.

You only need (1) sink, but each vendor should provide their own hand-wash station in their booth. We do not have the capability of installing separate sinks from each vendor, so it is best to keep it on the show management order.

Let's set up a meeting after the Thanksgiving break to go over the floor plan and other event-related items.

Take care,
Mike M.

Mike Miles | Event Manager | Oregon Convention Center | 777 NE Martin Luther King Jr. Blvd | Portland, OR 97232 | 503.235.7579 (direct) | 503.235.7575 (main) | 503.731.7900 (fax)

OCC Website | www.oregoncc.org

OCC News & Events | <http://epoint.oregoncc.org>

OCC Info for Planners | <http://findit.oregoncc.org>

For 2014 OCC raise the price up for space rental and food buyout

Cost breakdown for food booth:

- \$200 – Booth setup by PEDCO
- \$350 – Food buyout from Aramark
- \$500 – Space rental
- \$240 – Portable sink rental
- \$50 – Stanchions
- \$50 – Signs and stands

Total cost VNCO pays: \$1390