



Vietnamese Community of Oregon - Tết In Oregon 2012

Oregon Convention Center | February 4, 2012

PO Box 55416 | Portland, OR 97238 - 5416 | Phone: 971-222-5698

Website: www.congdongvietnamoregon.org

Email: director.projectmanagement@congdongvietnamoregon.org

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 **\$1,400** 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. ¹
- Option 2: DAY ONLY** Vendor pays a one-time vendor booth fee of **\$1,000** 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. ¹
- Option 3: NIGHT ONLY** Vendor pays a one-time vendor booth fee of **\$500** 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. ¹
- Option 4: (Day/Night or Both)** Vendor agrees to **split 70/30 percentage of total sales** made during event with VNCO. There is a minimum \$850 requirement. Booth and utility fees will be waived. 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. ²

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: \$1,400.00 Daytime Option 2: \$1,000.00 Nighttime Option 3: \$500.00 Day/Night or Both Option 4: split 70/30 percentage of Sales with requirement. No Booth Fee
Temporary Restaurant License Application	\$100.00*	Each person or organization that wishes to sell or give out food to the general public during a special event is required by Oregon law to obtain a temporary restaurant license. Every food booth must apply for a separate license for every event where food is served. http://web.multco.us/sites/default/files/health/documents/temp_event_app.pdf
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.
Refundable Clean-up Fee	\$200.00***	A \$200.00 refundable clean-up fee deposit must be submitted along with the application.
TOTAL	\$ _____	The total should include the Booth fee and Refundable Clean-up Fee. 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

* Please write a separate check to Multnomah County Environmental Health

** 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

¹ Vendor must agree using VNCO food voucher system. VNCO will sell food vouchers to the public so it's efficient in food sales. Food Vendor must agree to price items in rounded price. For example \$1.00, \$2.00, \$3.00, \$4.00, etc. At the end of the event, food Vendor redeems the food vouchers to VNCO. VNCO will not be liable if Food Vendors loses any of their vouchers.

² Vendor must agree using VNCO food voucher system. VNCO will sell food vouchers to the public so it's efficient in food sales. Food Vendor must agree to price items in rounded price. For example \$1.00, \$2.00, \$3.00, \$4.00, etc. At the end of the event, VNCO will evenly split the food sales by having the Food Vendor redeeming the food vouchers to VNCO. VNCO will not be liable if Food Vendors loses any of their vouchers.

FOOD VENDOR CONTRACT

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

- a. Saturday, February 4, 2012
- b. Day schedule: 10:00 AM – 5:00 PM at OCC
- c. Night schedule: 8:00 PM – 12:00 AM at OCC

____ (Vendor Initials)

II. Deadlines and Refunds:

- a. Cancellation in writing within seven (7) days after the contract due date by December 16, 2011 for a Full Refund.
- b. Cancellation after December 16, 2011– No Refund.
- c. 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.

____ (Vendor Initials)

III. Payments and Reservations:

- a. 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 7, 2012.
- b. 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.

____ (Vendor Initials)

IV. Liability and Regulations

- a. VNCO Tết 2012 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.
- b. VNCO Tết 2012 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.
- c. 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.

____ (Vendor Initials)

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 loses as a result of such action.

d. Food Vendor agrees to comply with all the regulations of the facility hosting the event and all federal state, and municipal laws, including health and safety. Vendor agrees to be responsible for collection and reporting of sales tax as required by law. Vendor shall be responsible for obtaining all licenses, permits, health certificates or items required by governmental agencies in order for vendor's booth/concession to be operating lawfully.

- Food Vendors are required to have a Food Handling Certificate and a [Temporary Restaurant License Application](#) provided.
- The Multnomah County Food Inspector will inspect the Food Vendor booths during the operation of the event.
- The food booth display name must be the same name provided in the Food Vendor application. Vendors are not allowed to change booth name or display a non-registered name without notifying VNCO beforehand.

e. VNCO will penalized Food Vendors \$100.00 for each food item not listed in the Food Vendor contract and was not approved by VNCO. Violation of this regulation will result with VNCO's full authority to stop vendor from operating, without refund for losses and a mandatory closing of the booth.

f. Food Vendor is prohibited from soliciting, selling, and promoting its products/services, including but not limited to, distributing fliers, further than ten (10) feet around Vendor's booth. If vendor would like to promote their products/services as desired locations, please notify VNCO for permission and to work out a possibility.

g. Each Food Vendor will be provided with four (4) wristbands.

h. Food Vendor preparation area and loading dock is strictly prohibited to anyone without a vendor pass or wristbands.

V. Check-In/Check-Out Procedures

_____ (Vendor Initials)

a. Food Vendors must check-in on Friday, February 3rd from 5:00 PM – 8:00 PM for booth set-up.

b. Each Food Vendor will have to pay parking at their own expense. Unauthorized vehicles will be towed by owner's expense.

c. When checking out, please do not take items provided by VNCO/OCC such as tables, chairs, etc. If any of these items are found missing from a vendor, then the losses will be deducted from their clean-up deposit and/or charge an additional damage/lost fees.

VI. Electricity/Additional Regulations

_____ (Vendor Initials)

a. Food Vendors are responsible for requesting utility directly with OCC. Discount rate will apply for (fourteen) 14 days in advance notice. Please see below for price breakdown. (Note: the prices are subject to be changed by OCC)

Electrical	Advance	Standard	Floor
5Amp/120 Volt	\$ 88.00	\$ 98.00	\$112.00
10Amp/120 Volt	\$114.00	\$126.00	\$145.00
15Amp/120 Volt	\$128.00	\$142.00	\$163.00
20Amp/120 Volt	\$143.00	\$159.00	\$183.00

b. Food Vendors are responsible to pick up their wristbands and other inquiries on Friday, February 3, 2012, during the time of booth set-up.

c. Food Vendor booth location will be assigned by VNCO and such decision shall be non-negotiable. Food Vendors will know their final location on the week of the event.

d. VNCO is not responsible for any loss or damaged items left overnight at OCC.

e. VNCO has the rights to limit or refuse any Food Vendor application.

I, _____, have read and agreed to all the items and conditions stated in contract.
Vendor

Please complete this form and arrange payment by December 9, 2011. Duplicate for your records.

Mail to: VNCO or **Email to:** director.projectmanagement@congdongvietnamoregon.org
Attn: Food Vendor Application
 PO Box 55416
 Portland, OR 97238-5416

Signature of Business Representative

Print Name

Date

Signature of VNCO Representative

Print Name

Date