



# **Food & Merchandise Vendor Manual**

DragonSports USA  
PO Box 8233  
Portland, OR 97207

# **2019**

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# 2019 Portland Dragon Boat Festival Food & Merchandise Vendor Manual Contents

<b>2019 Portland Dragon Boat Festival</b> .....	<b>3</b>
<b>Contact Information</b> .....	<b>3</b>
<b>General Event Information</b> .....	<b>4</b>
On-Site Support .....	4
Park Access.....	4
Automobile Parking.....	4
Food Vendor Description .....	4
Merchandise Vendor Description .....	4
Event Dates and Hours .....	4
Security.....	4
<b>Advance Check-List</b> .....	<b>5</b>
<b>Insurance</b> .....	<b>6</b>
<b>Legal Considerations</b> .....	<b>6</b>
Vendor Contracts .....	6
Management Permissions.....	6
Security.....	6
Free Speech Rights .....	6
<b>Booth Information</b> .....	<b>7</b>
Vendor Fees: .....	7
Tents and Structures:.....	7
Management Permissions.....	7
On-Site Booth Installations.....	7
Booth Set-Up, Signage & Banners .....	7
Opening & Closing Procedures .....	7
Booth Set-up.....	7
Beverage Procedures .....	7
<b>Travel Information</b> .....	<b>8</b>
Travel Tips .....	8
Parking and Public Transportation .....	8
Portland Weather in September .....	8
Hotels .....	8
<b>Electrical Services</b> .....	<b>8</b>
<b>2019 Vendor Rules and Regulations</b> .....	<b>9</b>
<b>2019 Vendor/Exhibitor Application</b> .....	<b>10</b>



## Welcome to the 2019 Portland Dragon Boat Festival

The Portland Dragon Boat Festival is an action-packed two-day event with up to 72 teams and over 1,400 paddlers participating. The race is scheduled for September 7th and 8th and is set at the Tom McCall Waterfront Park in the heart of Portland, Oregon.

Participants travel from California, Washington, British Columbia, and beyond to compete in 500 and 2000-meter races on the Willamette River. The venue features a food and merchandise vendor area, tents for race participants, a large spectator area, and the best Beer Garden of any west coast US race.

The goals for the 2019 Portland Dragon Boat Festival are:

- To be the region's premier dragon boat race;
- To welcome a broad cross section of family demographics from the Portland metro area;
- To present a safe, welcoming, enjoyable, and entertaining environment; and
- To enhance a positive awareness of dragon boat paddling in Portland and to promote new members.

**IMPORTANT NOTICE:** It is each Vendor's responsibility to become familiar with the following information, conditions, and regulations. All vendors are *strongly* encouraged to thoroughly read this manual, as there is important information including event changes, new policies, and procedures.

All policies, procedures, and other information set forth in this manual are subject to change at the discretion of DragonSports USA, based in good faith, as long as any such changes do not materially change the terms and conditions of your contract.

## Contact Information

Andrew Wall / Eric Leddecky  
[festival@dragonsports.org](mailto:festival@dragonsports.org)

**Mail completed forms to:**  
DragonSports USA  
PO Box 8233  
Portland, OR 97207



# General Event Information

## On-Site Support

The 2019 Portland Dragon Boat Festival Command Center is located in a large tent on the south side of the Waterfront Park bowl. A staff person at the Command Center will help you if you require assistance.

## Park Access

Vehicles are not allowed in the park without approval. During selected set-up and re-stocking periods, temporary parking will be available underneath the Hawthorne Bridge.

## Automobile Parking

Each Vendor will receive one (1) parking pass that will allow this one automobile to park, at no cost, underneath the Hawthorne Bridge in the upper parking area (near the water). All other vehicles must park elsewhere. Note: the parking lot in the lower area (closest to Naito Parkway) is a paid lot and you must purchase a ticket to park in this area. Parking passes are not valid in the lower parking lot. Automobiles without paid parking in the lower parking area are subject to ticketing and/or towing.

## Food Vendor Description

A Food Vendor is a person or business that has been pre-approved by the Vendor Committee and contracted to sell food items and beverages (such as sandwiches, bowls, entrees, coffee, soft drinks, desserts, and snacks).

## Merchandise Vendor Description

A Merchandise Vendor is a person or business that has been pre-approved by the Vendor Committee and contracted to sell merchandise items (such as gifts, paddling gear, jewelry, crafts, photographs, or other items approved by the Committee). Merchandise vendors may not sell items with the Portland Dragon Boat Festival logo, including apparel, without a license from DragonSports USA.

## Event Dates and Hours

	Listed Public Hours	Suggested Vendor Hours
Saturday, September 7th, 2019	8:00 am – 8:00 pm	8:00 am – 4:00 pm
Sunday, September 8th, 2019	8:00 am – 8:00 pm	8:00 am – 4:00 pm

## Security

The Portland Dragon Boat Festival enjoys a reputation as a safe, incident-free, and enjoyable environment. However, Food and Merchandise Vendors should be aware that security is always an important concern. Please use every precaution to protect your merchandise, cash, and other valuables from potential loss and damage. It is the Vendor's responsibility to provide insurance to protect against any such loss.



# Advance Check-List

Each Vendor should coordinate these details in advance. Failure to complete this checklist may jeopardize your participation in this year's event.

**Menu List and Prices**

Submit a complete list of menu items with prices to the Vendor Committee with your application.

**Contract**

Signed Vendor contracts are due by August 15th, 2019. Your space confirmed only after the contract is fully executed, returned to our office, and fees paid.

**Insurance**

Certificate of Insurance is due by August 15th, 2019. Complete information is listed on the following page.

**Fire Prevention Bureau Permit**

Fire Permits are required for all vendors using propane gas equipment. Permits may be acquired in person at 1300 SE Gideon Street, Portland, OR 97202. Permit forms are available online at <https://www.portlandoregon.gov/fire/58368>.

**Multnomah County Environmental Health Permit**

All Food Vendors selling food items **must** acquire a Temporary Restaurant License.

Food Vendors must read and be familiar with the Oregon Health Division Temporary Restaurant Guidelines, Temporary Food Service Establishment Rules, and Food Handlers Certificate information.

The Multnomah County Environmental Health Licensing unit is located at 847 NE 19th Avenue. Information can be found online at <https://multco.us/services/temporary-food-events> or email [mfoodsafety@multco.us](mailto:mfoodsafety@multco.us).

**Electrical**

Electricity is available at an additional cost. Hollywood Lights, the official electrical contractor at Waterfront Park, must make all electrical connections. Please indicate on your application if you need electricity for your booth or cart.

Hollywood Lights will be on site to assist you with your needs on Friday, but advance ordering is recommended. Should you have any questions regarding electrical usage, please contact Hollywood Lights at (503) 232-9001.



# Insurance

By August 15th, 2019, each Vendor must make sure that their insurance carrier has provided a Certificate of Insurance to DragonSports USA that includes the additional insured statement below.

*The City of Portland, DragonSports USA, its officers, directors, volunteers, and agents and any other persons or entity, including government units designated by the organization are additionally insured.*

The following coverage limits are required on a General Liability (Occurrence Basis) Policy:

Each Occurrence	\$1,000,000	Personal & Adv Injury	\$1,000,000
Damage to Rented Premises (Occ)	\$100,000	General Aggregate	\$1,000,000
Med Exp (Any One Person)	\$5,000	Products Comp Op Aggregate	\$1,000,000

DragonSports USA, its officers, directors, volunteers, or agents are not liable to any Vendor or any other person for any damage or loss whatsoever, arising from any cause or the failure of the Vendor to obtain such insurance or failure of such insurance to cover any loss.

## Legal Considerations

### Vendor Contracts

- All contract terms and conditions must be strictly adhered to throughout the event.
- All financial and insurance arrangements must be completed prior to arrival and/or as otherwise stated in your contract.
- Failure to follow event policies and procedures may result in either temporary or permanent booth closure and/or removal from the event without refund.
- Every event participant must follow all safety and security guidelines set by DragonSports USA, Portland Police, and the City of Portland.

### Management Permissions

Event management reserves the right to change the location of allocated space, alter the site plan, entrances and exits and to make other alterations, if circumstances require. In addition, event management reserves the right to change the event’s operational hours for weather, security, safety, and other circumstances as deemed appropriate. Event management will communicate any changes in a timely manner to those who are affected.

### Security

An experienced and qualified security company provides after hours roving security services. Nevertheless, Vendors are solely responsible for equipment and products. We recommend removal of valuables each night. If you have a potential security concern, it is your responsibility to inform both the on-site security service and event management in advance and/or at your first opportunity.

### Free Speech Rights

DragonSports USA respects free speech rights but does not endorse the messages of all individuals/groups present at the 2019 Portland Dragon Boat Festival.



## Booth Information

### Vendor Fees:

The fee to participate as a vendor is \$250.

### Tents and Structures:

Tents, sidewalls, flooring, and other amenities are available for additional fees. Please contact the Vendor Committee for information on products and costs.

### Management Permissions

The management of 2019 Portland Dragon Boat Festival reserves the right to change the location of allocated space or otherwise alter the shape of space allotted, if critical circumstances call for it. Event management also reserves the right to rearrange the layout of unoccupied areas, alter entrances and exits to and from the site, and to undertake other structural alterations.

### On-Site Booth Installations

Displays such as menus, pictures, awards, shelves, and counters must be self-supporting. Nails, screws, and staples may cause damage to any rented tent or sidewall and are prohibited. Vendor will be billed for any damage you cause to rented items.

### Booth Set-Up, Signage & Banners

Please design your booth with maximum visual impact, functionality, safety, and security in mind. Well-designed banners, menus, and pictures will help catch visitors' attention and make your booth stand out, increasing your success both at our and other events. Display cases, counters, skirted tables, etc. all help add to the visual appeal of your booth. DragonSports USA strongly encourages all Vendors to put an increased effort into the visual appeal of your booth.

Specialty Graphic Solutions is our recommended vendor for signs and banners. They can assist with all your sign and graphic needs. Contact Kelly Campbell at (360) 635-5556 or visit [www.sgsgraphic.com](http://www.sgsgraphic.com).

### Opening & Closing Procedures

Unless notified, Vendors should be prepared to open for business by 8:00 am. Many Vendors report good sales early each day. Vendors may close when they wish. However, it is recommended that the vendors remain open until the last race is completed each day and no earlier than 4:00 p.m.

### Booth Set-up

Vendors will be allowed to begin setting their booths as early as 6:00 am Saturday, September 7th, 2019. In addition, booth set-up will be allowed on Friday afternoon if desired. Please let the Vendor Committee know if you wish to set-up on Friday.

### Beverage Procedures

Soda, soft drink, coffee, and non-alcoholic beverage products are allowed in the vendor area. Alcoholic beverages may not be served in the vendor area.



# Travel Information

## Travel Tips

When driving in downtown Portland, it is helpful to remember that streets are often one way. Streets running parallel to Waterfront Park are numbered according to the number of blocks they are away from the Willamette River (1st Ave. is one block from the river; 10th Ave. is 10 blocks from the river).

## Parking and Public Transportation

Each vendor will receive one pass allowing them to park one vehicle underneath the Hawthorne Bridge in the upper parking area, (near the river).

Parking near Waterfront Park is limited. Please make your own arrangements for parking all vehicles, storage units, and RVs. Most parking lots located in downtown Portland are owned by either the City of Portland and managed by [Smart Park](#) or [City Center Parking](#).

Portland offers several public transportation options. Portland’s light rail system runs within a few blocks of Waterfront Park and bus stops are conveniently located nearby as well. For more information on routes, stations, and Park and Ride locations please visit [www.trimet.org](http://www.trimet.org) or call (503) 238-RIDE.

## Portland Weather in September

The weather in Portland during the month of September is usually mild with typical temperatures ranging from 60–80 degrees. However, the climate in Portland can be unpredictable and can change quickly. Please come prepared for all types of weather, including rain.

## Hotels

Portland offers many hotels in a variety of price ranges. Please contact Travel Portland at [www.travelportland.com](http://www.travelportland.com) for more information on where to stay. Please note the hotels listed are preferred members of the 2019 Portland Dragon Boat Festival.

### 2019 Portland Dragon Boat Festival Hotel List

	Phone	Website
<b>Residence Inn Portland Downtown/RiverPlace</b>	(503) 522-9500	<a href="http://www.marriott.com">www.marriott.com</a>
<b>Portland Marriott Downtown Waterfront</b>	(503) 226-7600	<a href="http://www.marriott.com">www.marriott.com</a>

## Electrical Services

120 volt	\$150.00
208 volt & higher	\$300.00





## 2019 Vendor Rules and Regulations

DragonSports USA strives to maintain a welcoming, safe, and respectful family environment where event participants conduct themselves in a professional manner. We appreciate your patience, cooperation, and workability.

Vendors must abide by the following rules and regulations set forth by DragonSports USA:

1. All Vendors must complete an **Application Form**.
2. Vendor applicants must note all special requirements and considerations for space assignment on their applications.
3. Event management reserves the right to select Vendors based on proposed items (food, merchandise, and exhibition items) to be sold or distributed, space and utility needs, and past experience.
4. Vendors will be selected on a first-come, first-served basis until all available space is filled based on the date the Application is received and approved by the Vendor Committee.
5. All booth and service fees must be paid as per contract before being allowed to set up.
6. Only approved Vendors will be allowed to sell and/or distribute food, merchandise, and exhibition items at the Festival.
7. All booths are recommended to be open, staffed, and operational during racing hours (generally 8:00 am to 4:00 pm).
8. No soliciting, selling, and/or roving allowed outside of your booth. Aisles cannot be blocked in any manner.
9. Signs/product may not extend outward and/or upward from your designated booth space except as designated by prior approval by the Vendor Committee.
10. Vendors are not allowed to place any items on the cement walkways.
11. Per Portland City regulations, surfaces on the lawn may not be covered with tarps or other groundcover.
12. No digging or trenching on the park property.
13. No alcoholic beverages are to be served outside of the Beer Garden.
14. No Styrofoam containers are allowed on the premises.
15. Free sampling of food and non-alcoholic beverage products is acceptable.
16. Food Vendors are required to use propane for all gas cooking/heating equipment.
17. Smoke and heat from any cooking source must be a safe distance from people, other structures, and park trees.
18. Hot coals and/or grease may NOT be placed in dumpsters.
19. All waste, oil, soaps, or other pollutants must be dumped in the designated areas. Oil, grease, and other spills on park soil may result in fines.
20. No illegal drugs or drug paraphernalia may be present on property. Vendors may not sell tobacco or tobacco paraphernalia. Smoking is not allowed in the Park.
21. No animals will be allowed in the vendor area. Exceptions may be made for licensed service animals only.
22. No motorcycles, quads, and/or carts, except those used by event management, are allowed in the Park.
23. Sound devices including but not limited to speakers, musical instruments, and radios are subject to approval by the event management. If allowed, sound devices must be controlled so as not to interfere with others. The privilege for use of such sound devices may be revoked at any time.
24. Please keep the front and back area of your booth clean at all times.
25. Vendors must leave the area clean, free of trash and debris. All trash and recyclable objects are to be removed to the appropriate bins located underneath the Hawthorne Bridge.
26. All cardboard boxes must be flattened before being placed in designated dumpsters.
27. In the sole discretion of the event management, educational and informational exhibits and demonstrations that do not involve the sale of food or merchandise may be exempt from exhibitor fees.

Event management reserves the right to refuse space or remove any Vendor that it deems unsuitable by violating community standards of decency or otherwise infringing upon the rights of our patrons, exhibitors, other vendors, visitors, or members of the public.



## 2019 Vendor/Exhibitor Application

Return to: DragonSports USA, PO Box 8233, Portland, OR 97207

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Product Name & Description: \_\_\_\_\_

Space Required: \_\_\_\_\_

*Please note that standard merchandise vendor spaces accommodate 10x10 canopies – if additional space will be required, please indicate dimensions or number of 10x10 canopies you plan to bring. Additional charges apply for additional space.*

Other special requirements: \_\_\_\_\_

<b>Merchandise or Exhibition Space</b>	Vendor's own 10x10 tent	\$250.00	
<b>Non-Profit Exhibition Space</b>	<input type="checkbox"/> Own 10x10 tent <input type="checkbox"/> Festival 10x10 tent	No charge	
<b>Food &amp; Beverage Space (no alcohol)</b>	Vendor's own cart	\$250.00	
+ additional 10x10 tent space		\$25.00 each	
+ one provided 10x10 tent / one provided table / two provided chairs		\$200.00/set	
<b>Enclosures in team welcome bags</b>		No charge	
<b>Electricity Service</b>	<input type="checkbox"/> 120 volt	\$150.00	
	<input type="checkbox"/> 208 volt	\$300.000	
<b>Total Amount Enclosed</b>			
<i>Please makes checks payable to DragonSports USA</i>			