



# **Food & Merchandise Vendor Manual**

DragonSports USA  
PO Box 8233  
Portland, OR 97207

# 2025

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# 2025 Portland Dragon Boat Festival Food & Merchandise Vendor Manual Contents

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## 2025 Portland Dragon Boat Festival

The Portland Dragon Boat Festival is an action-packed two-day event with up to 72 international teams and over 1,400 paddlers participating. The race is scheduled for September 6th and 7th 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, canopies for race participants, a large spectator area, and the best Beer Garden of any west coast US race featuring only local brands.

The goals for the 2025 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

**Sid Smith - Board President**

**Samuel Eilers - Vendor Manager (360) 904-8383**

[festival@dragonsports.org](mailto:festival@dragonsports.org)

**Complete the Online form:**

<https://portlanddragonboats.com/vendors/> or Mail completed forms to:

DragonSports USA

PO Box 8233

Portland, OR 97207



# General Event Information

## Event Demographics

The Portland Dragon Boat Festival prides itself on fostering an inclusive atmosphere, welcoming people of all ages, backgrounds, and identities. BIPOC and LGBTQ+ vendors are not only accepted but embraced as part of our diverse community. With attendees coming from both out of town and local areas, the festival attracts a broad spectrum of individuals. Many paddlers bring their families, adding to the family-friendly environment, while locals strolling along the waterfront contribute to the bustling atmosphere. While the majority of paddlers are women, the participant pool remains coed, reflecting a diverse and inclusive community of individuals united by their passion for dragon boating. Food vendors offering healthier options often experience higher sales, catering to the health-conscious preferences of many attendees. Additionally, merchandise vendors specializing in paddling or water sport-specific items are highly encouraged to participate, as they resonate well with our active and adventurous audience.

## Festival Staff & Support

The 2025 Portland Dragon Boat Festival Command Center is located under a large white canopy on the south side of the Waterfront Park bowl, near the Riverplace Hotel. This command center coordinates core operations for both the race and the festival.

Upon approval of your application, our dedicated vendor manager will reach out to discuss specific requirements and address any inquiries. The same vendor manager will be on-site during all festival days to offer continuous support and ensure a smooth experience for all vendors.

## Security

While the Portland Dragon Boat Festival is a safe and enjoyable event, we advise all vendors to take steps to safeguard their merchandise, cash, and valuables. Vendors are responsible for securing their own insurance to cover potential losses.

Please ensure that your equipment and products are well-secured, and consider removing valuables overnight. If you have any concerns about security, please contact both the on-site security team and event management. Professional security staff will be present from Friday night through Monday morning.

## First Aid Services

Basic first aid services are available under a red canopy near the Command Center. These services are available to all participants, vendors, and festival guests. If you need immediate assistance, please head to this area or inform any staff member.



## Event Dates and Hours

Festival Dates	Festival Hours	Suggested Vendor Hours
Saturday, September 6th, 2025	8:00 am to 7:00 pm	8:00 am to 4:00 pm
Sunday, September 7th, 2025	8:00 am to 7:00 pm	8:00 am to 4:00 pm

*Note: Event staff will be onsite as early as 6:00 am each day, with paddlers and festival-goers typically arriving from 7:00 am onwards. You are welcome to open earlier than 8:00 am but you must be closed by 7:00 pm.*

Most paddlers will have departed by 4:00 pm; you are not required to stay open after 4:00pm

## Vendor Load-In and Hours

For health and safety reasons, vendors are not permitted to have vehicles in the vendor area after 8:00 am or before 4:00 pm. Vendors will be allowed to load-in and set up per the below chart. All vehicles must be removed from the festival grounds by 8:00 am each day. Please let the Vendor Manager know if you wish to set-up on Friday.

Festival Dates	Load-In and Load-Out Hours
Friday, September 5th, 2025	12:00 pm to 8:00 pm (Setup Only)
Saturday, September 6th, 2025	6:00 am - 8:00 am; 4:00 pm - 7:00 pm
Sunday, September 7th, 2025	6:00 am - 8:00 am; 4:00 pm - 7:00 pm

## Food Truck Overnight Parking

Food trucks are permitted to remain on the festival grounds for the duration of the festival. While professional security will be provided on-site, the festival is not responsible for any loss or damage to food trucks or equipment left overnight. Vendors are encouraged to take necessary precautions to secure their property.

## Festival Amenities

### Water

Water refill stations are available at two locations on-site, and we encourage attendees to bring reusable water bottles.

We provide five-gallon water coolers for all teams and vendors upon request, and volunteers can deliver and refill water throughout the event. Please note, we are unable to provide ice.



## Alcohol

The City of Portland and the Oregon Liquor and Cannabis Commission (OLCC) have authorized the festival as the exclusive seller of alcoholic beverages during the event. The sale or distribution of alcohol by any other vendor is strictly prohibited. Alcohol may only be consumed within the designated beer garden. Vendors are permitted to sell non-alcoholic beverages, including soda, soft drinks, coffee, and other non-alcoholic options, within the festival area.

## Electrical

Electricity is available at an additional cost. Hollywood Lights, the official electrical contractor at Waterfront Park, must make all electrical connections and will be onsite on Friday, September 6th to establish those connections. Please indicate on your application if you need electricity for your booth or cart so that we may arrange for these connections in advance. **Generators are only allowed within food trucks and may not be operated externally. The City of Portland strictly prohibits the use of generators outside of vehicles at Tom McCall park.**

Power options:

- 110 Volt outlet – \$150
- 220 Volt outlet – \$450

## Garbage and Disposal

Garbage and recycling bins will be strategically placed throughout the festival grounds and will be regularly emptied by volunteers. A large dumpster under the Hawthorne Bridge is available for vendor use. Please follow event guidelines for grey water disposal, which will be communicated to you upon arrival.

## Park Access

With the exception of specifically parked vehicles through prior arrangement, vehicles are not allowed in the park during festival hours. The vendor manager and selected volunteers have golf carts and can assist with equipment or personnel transportation upon request.

## Automobile Parking

Each vendor will receive one (1) parking pass that will allow one automobile to park, at no cost, underneath the Hawthorne Bridge in the vendor parking area. The pass is transferable and valid through the festival. 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 by the city of Portland.

## Large Vehicles

Larger vehicles (e.g., food trucks) must access the vendor area from Naito Parkway at SW Columbia Street due to low clearances at the Hawthorne Bridge parking area. If you have a large vehicle or food truck, please notify us so we can provide specific directions.



## No Smoking

Just a friendly reminder that all City of Portland parks, including Tom McCall Waterfront Park, is smoke and tobacco free! This includes, but is not limited to, "bidis, cigarettes, cigarillos, cigars, clove cigarettes, e-cigarettes, nicotine vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco, and marijuana."

Violation is a misdemeanor which could lead to citation, the primary method of enforcement will be education. Patrons who refuse to comply with the policy may also be subject to a parks exclusion. Enforcement will be administered by PP&R staff and other Park Officers who have the authority to enforce park rules.

## Expand Your Impact: Sponsorship Opportunities

Thank you for your interest in being a vendor at the Portland Dragon Boat Festival! As you prepare to showcase your business at our event, we'd love for you to consider an even greater opportunity—becoming a festival sponsor.

Sponsorship offers unique advantages beyond vendor participation, including increased brand visibility, direct engagement with our diverse audience, and a powerful way to demonstrate your commitment to the community. Our sponsorship packages are designed to accommodate different budgets and objectives, ensuring a perfect fit for your business.

Learn more about the benefits of sponsorship by visiting our website at <https://portlanddragonboats.com/sponsors/>. If you're interested in elevating your presence at the festival while supporting this cherished event, we'd love to discuss how we can collaborate.

Your support helps us create an unforgettable experience for all attendees while providing valuable exposure for your brand. If you're open to exploring sponsorship opportunities, please reach out to us at [festival@dragonsports.org](mailto:festival@dragonsports.org).

We appreciate your participation and look forward to working together to make this festival a success!



# Vendor Booth Information

## Space Types & Details

Please note that standard vendor spaces accommodate a single 10x10 canopy – if additional space will be required, please indicate the dimensions or number of 10x10 canopies you plan to bring in your application. Additional charges apply for additional space.

## Food Vendor Definition

A Food Vendor is a person or business contracted to sell food items (such as sandwiches, entrees, desserts, and snacks) and beverages (such as coffee and soft drinks but not alcohol). Food vendors are required to carry their own insurance plus fire and health permits for this event.

## Merchandise Vendor Definition

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

## Non-Profit Vendor Definition

A Non-Profit Vendor is a tax-exempt organization intending to promote their cause or raise funds through non-commercial activities at the event. Non-profit vendors are expected to adhere to the guidelines set forth by the Vendor Committee and may be requested to provide relevant documentation of their non-profit status. Additionally, non-profit vendors are encouraged to engage with festival attendees in a manner consistent with their mission and goals.

## Vendor Selection Process

The Portland Dragon Boat Festival strives to curate a diverse and well-balanced vendor lineup that enhances the overall experience for attendees while ensuring a successful event for all participants. Vendor selection will be based on several key criteria to maintain variety, quality, and alignment with the festival's mission and audience.

## Vendor Selection Criteria

- **Application Timing** – Applications will be reviewed in the order they are received. While early submission does not guarantee acceptance, it does increase the likelihood of securing a space, especially for highly sought-after categories.
- **Product & Service Variety** – To provide a broad range of options and prevent excessive duplication, the selection committee will aim to balance vendor offerings. Vendors with unique products or services that complement, rather than compete with, existing selections will be prioritized.
- **Relevance & Suitability** – The festival seeks vendors whose offerings align with the interests of attendees, the cultural atmosphere of the event, and the festival's overall





theme. Merchandise, food, and services should contribute to the spirit of the festival and provide value to guests.

- **Experience & Professionalism** – Vendors with a proven track record of successfully operating at festivals, events, or markets may be given preference. This includes considerations such as booth presentation, customer engagement, and adherence to event policies.
- **Local & Community-Oriented Vendors** – While all qualified vendors are welcome to apply, priority may be given to local businesses, non-profits, and vendors who actively support the community, sustainability initiatives, or cultural awareness.

### **Race & Festival Logo Restrictions**

DragonSports USA, the host organization of the Portland Dragon Boat Festival, will be the exclusive seller of race-related merchandise, including but not limited to official festival apparel, race-branded items, and event-specific souvenirs. Vendors are not permitted to sell any products featuring the race or festival logo unless they have received explicit approval from the Vendor Selection Committee, which is a subcommittee of the DragonSports USA Board of Directors. Any unauthorized use of the festival or race logos is strictly prohibited.

### **Selection Committee & Notification**

A vendor selection committee will be established once a sufficient number of applications have been received. This committee will evaluate submissions and make decisions in accordance with the criteria outlined above. Vendors will be notified as soon as a decision has been made regarding their application.

Due to space limitations and the goal of maintaining a well-balanced marketplace, not all applicants may be accepted. Vendors who are not selected will be placed on a waitlist and may be contacted if space becomes available.

### **Vendor Canopies and Structures**

A limited number of canopy rentals are available through the festival, which includes a 10x10 canopy, one table, and two folding chairs for \$100. Vendors wanting this rental option must indicate it on their application. Rental canopies will be set up by event volunteers.

Vendors are encouraged to bring their own canopies, tables, and chairs; however, all setup must fit within the rented space. Any structures that exceed the designated footprint may be subject to additional fees or require removal.



## Site Protection & Setup Guidelines

To protect Tom McCall Waterfront Park, vendors must take precautions to avoid damaging the festival grounds. **The event takes place primarily on grass, so vendors should be prepared for uneven terrain when setting up their booths.**

- **Ground Protection:** Vendors may not dig, remove grass, or disturb the soil beyond what is necessary for securing their setup. Per Portland City regulations, the lawn may not be covered with tarps or other groundcover.
- **Tree & Landscape Preservation:** Cutting, removing, or damaging trees, branches, shrubs, or any other park landscaping is strictly prohibited.
- **Concrete & Hardscape Protection:** Vendors may not drill, hammer, or alter any paved or concrete surfaces or permanent barriers in any way.
- **Tethering & Anchoring:** Canopies and structures must be properly secured. Vendors may use stakes, weights, or sandbags to anchor their setup.
- **Load-In & Load-Out Considerations:** Vehicles, carts, and heavy equipment should be used with care to prevent unnecessary wear or damage to the park grounds. Vendors should use designated pathways and unloading areas to minimize impact.

## All Required Documents and Payments Due August 15, 2025

Payment must be received in full & signed vendor contract received

- Your space is confirmed only after the contract is fully executed, returned to our office, and fees paid.

Proof of fire permit (for food vendors)

- 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>.

Proof of Multnomah County health permit (for food vendors)

- All Food Vendors selling food items must acquire a Temporary Restaurant License.
- Health Inspectors have visited our festival each year.
- 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).

Certificate of Insurance

- Certificate of Insurance is due by August 15th, 2025. Complete information is listed on page 14 of this packet.

Final menu list with prices

- Submit a list of menu items with prices with your application or via email to the Vendor Manager at [sam@dragonsports.org](mailto:sam@dragonsports.org).



## **Liability for Damage**

If the City of Portland fines DragonSports USA for damage caused by a vendor during the festival, those fees will be passed on to the vendor responsible for the damage and must be paid in full. Vendors are encouraged to take all necessary precautions to ensure their setup does not cause harm to the venue.

Failure to follow these guidelines may result in fines, removal from the event, or restrictions on participation in future festivals.

## **Booth Set-Up, Signage & Banners**

Vendors are strongly encouraged to design their booth with maximum visual impact, functionality, safety, and security in mind. Well-designed banners, menus, and pictures not only enhance the look of your booth but also catch the attention of festival visitors, potentially increasing your sales at the festival and other events. Display cases, counters, and skirted tables are just a few examples of items that can add to the visual appeal of your booth. DSUSA encourages all vendors to invest time and effort into making their booths as attractive and engaging as possible.

When designing your booth, please also ensure that your signage is clear, legible, and professionally presented. This will help visitors easily identify your offerings and contribute to a positive overall experience for attendees.

## **Booth Operational Hours**

Unless otherwise notified, vendors must be ready to open for business by 8:00 AM on both days of the festival. Previous vendors have reported significant sales in the early hours, and we want to ensure that all booths are fully operational during these peak times.

Food vendors offering breakfast items may open as early as 7:00 AM, as paddlers and festival attendees begin arriving around that time.

For food vendors offering non-breakfast items, it is recommended that operations commence no later than 10:00 AM. Many paddlers and festival attendees follow different meal schedules, and starting later ensures that food vendors are available when demand peaks during the day.

While vendors have flexibility regarding their closing time, it is requested that they remain operational until the conclusion of the last race each day, or at the very least, refrain from closing before 4:00 PM. This ensures that your booth remains available to attendees throughout the day.

By following these guidelines, you help ensure both a successful experience for yourself and a positive event atmosphere for all.



## Financial Information

### Vendor Fees

Space Type	Description	Price
Merchandise or Exhibition Space	10x10 Space; Vendor's own canopy	\$300
Food & Beverage Vending Space (no alcohol)	Vendor's own cart or Vendor's own 10x10 canopy	\$300
Non-Profit Exhibition Space	Vendor's own 10x10 canopy or Festival provided 10x10 canopy	No Charge
Each Additional Space (Merchandise and Food Vendors)	Each additional 10x10 space	\$50 each
Electricity Service	110 Volt outlet 220 Volt outlet	\$150 \$450
Festival Provided Canopy Set	10x10 canopy plus one provided table and two provided chairs	\$100 per set

### Payment Information

#### Payment by Check

Checks should be made payable to **DragonSports USA** and mailed to:

DragonSports USA  
P.O. Box 8233  
Portland, OR 97207

Since this is a business PO Box, no additional details are necessary on the check. Please note that checks may have a processing delay due to PO Box retrieval.

#### Electronic Payment Options

- **QuickBooks Invoice (ACH Transfer Available)** – Invoices can be sent upon request. ACH transfers through QuickBooks have the lowest processing fees.
- **PayPal** – Payment can be sent directly to [treasurer@dragonsports.org](mailto:treasurer@dragonsports.org) (no invoice needed).
- **Square** – Payments can be processed via Square upon request.
- **Zelle** – Now accepted as a payment option. Contact us for details.
- **Venmo** – Other methods are preferred.

If you have any questions or need assistance with payment, please contact us at [treasurer@dragonsports.org](mailto:treasurer@dragonsports.org).



# 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 2025 Portland Dragon Boat Festival.

Hotel Name	Contact Info	Details
University Place Hotel	310 SW Lincoln St 503-221-0140 <a href="http://www.uplacehotel.com">www.uplacehotel.com</a>	A block of rooms may be available; contact Vendor Manager for information if desired.
Residence Inn Portland Downtown/RiverPlace	2115 SW River Parkway (503) 522-9500; <a href="http://www.marriott.com">www.marriott.com</a>	Nearby to the Waterfront; great amenities
Portland Marriott Downtown Waterfront	1401 SW Naito Parkway (503) 226-7600; <a href="http://www.marriott.com">www.marriott.com</a>	Nearby to the Waterfront; great amenities
Hotel Rose - StayPineapple	50 SW Morrison St (503) 221-0711 <a href="http://www.staypineapple.com">www.staypineapple.com</a>	Nearby to the Waterfront; great amenities



# Insurance & Legal Requirements

## Insurance Requirement

**By August 15th, 2025**, 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: 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.

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

**A declaration page showing the policy requirements listed above should be emailed to [treasurer@dragonsports.org](mailto:treasurer@dragonsports.org) no later than August 15, 2025.**

## Legal Considerations

### Vendor Requirements

- All vendor packet and application 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 the vendor packet and application.
- 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**

The management of the Portland Dragon Boat Festival reserves the right to change the location of allocated space, alter the site plan, entrances and exits, and undertake other structural alterations if critical circumstances call for it. This includes the right to change the event's operational hours for weather, security, safety, and other circumstances as deemed appropriate. Any changes will be communicated in a timely manner to those who are affected.

## **Free Speech Rights Policy**

DragonSports USA recognizes and respects the right to free speech and expression at the Portland Dragon Boat Festival. However, as the organizer of this event, we strive to create a welcoming, inclusive, and family-friendly environment for all participants, vendors, and attendees.

While individuals and groups may express their views, their presence at the festival does not constitute an endorsement by DragonSports USA. We ask that all participants exercise their free speech rights in a manner that is respectful, non-disruptive to the event, and in compliance with festival policies, city regulations, and applicable laws.

To ensure a positive experience for all attendees, the following guidelines apply:

1. **Non-Disruptive Expression** – Speech or demonstrations must not interfere with festival operations, obstruct pathways, disrupt performances, or negatively impact vendors and attendees.
2. **Respectful Conduct** – Harassment, intimidation, or the use of inflammatory, discriminatory, or hate speech will not be tolerated.

DragonSports USA reserves the right to address any issues that arise and to take appropriate action if any speech or conduct is deemed harmful, unlawful, or in violation of festival guidelines.



## Festival Vendor Timeline

- February 16** Vendor Registration Opens
- April 1** Vendor Selection Committee Formed and Application Review Starts (Rolling approvals; vendors notified upon acceptance)
- July 15** Vendor Registration Closes (may close earlier if all slots are filled)
- August 1** All Vendor Spaces Confirmed (Remaining applicants notified if not selected)
- August 15** All Required Documents & Payment Due (Failure to submit by this date may result in forfeiture of vendor space)
- August 30** Vendor map finalized
- September 5** Festival Setup Day
- 12:00 PM – 8:00 PM: Vendor load-in (Setup Only)
  - Hollywood Lights onsite to establish electrical connections
- September 6** Festival Day One
- 6:00 AM – 8:00 AM: Vendor load-in; parking passes distributed
  - 8:00 AM – 4:00 PM: Vendor open hours
  - 4:00 PM – 7:00 PM: Vendor load-out
- September 7** Festival Day Two
- 6:00 AM – 8:00 AM: Vendor load-in
  - 8:00 AM – 4:00 PM: Vendor open hours
  - 4:00 PM – 7:00 PM: Vendor load-out
  - 4:00 PM – 9:00 PM: Festival Tear Down





# 2025 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.

## General Requirements & Application Process

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 based on the approval of their applications by the Vendor Committee, with priority given to those whose offerings align with the festival's mission and audience.
5. Vendors are responsible for obtaining and maintaining all necessary permits or licenses as needed to legally operate their business.
6. All booth and service fees must be paid in full before vendors are allowed to set up. Failure to make payment by the stated deadline may result in forfeiting the vendor space and participation in the event.
7. Only approved Vendors will be allowed to sell and/or distribute food, merchandise, and exhibition items at the Festival.
8. Vendors are expected to attend the event BOTH days and must have their booths open, staffed, and operational during festival hours. Vendors must ensure adequate staffing to handle customer traffic, especially during peak hours.

## Space & Safety Guidelines

9. Vendors are prohibited from blocking aisles in any manner. This restriction is in place for safety reasons and to ensure unobstructed pathways for all park visitors.
10. Signs/products may not extend outward and/or upward from your designated booth space without prior approval from the Vendor Manager.
11. Vendors are not allowed to place any items on the cement walkways.
12. Per Portland City regulations, surfaces on the lawn may not be covered with tarps or other groundcover. No digging or trenching on the park property.
13. All canopies must be properly anchored to prevent hazards in windy conditions. Acceptable anchoring methods include weights (such as sandbags or water barrels) or stakes.

## Food & Beverage Rules

14. Vendors are prohibited from selling or distributing alcoholic beverages. Violators will face immediate removal from the event.



15. Vendors must use environmentally friendly packaging. Styrofoam containers, plastic straws, and other non-recyclable materials are prohibited. Vendors are encouraged to use compostable or recyclable alternatives.
16. Free sampling of food and non-alcoholic beverage products is allowed.
17. Food vendors must use propane for all cooking/heating equipment. The use of other gas sources (e.g., butane, natural gas) is prohibited.
18. Any electrical or gas-powered equipment must comply with safety standards set by the festival and the City of Portland. Generators are not permitted unless fully contained within a food truck.
19. Vendors must ensure that cooking equipment, including propane tanks, is placed at a safe distance from all visitors, structures, and trees. Fire safety guidelines set by the City of Portland's Fire Prevention Bureau must be strictly followed. Vendors should have a fire extinguisher at their booth at all times.
20. Hot coals and/or grease may NOT be placed in dumpsters. 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.

## **Prohibited Items & Activities**

21. No illegal drugs or drug paraphernalia may be present on property. Vendors may not sell tobacco or tobacco paraphernalia. No person shall smoke or use tobacco in any form in any place in any Portland Park.
22. No animals are permitted within the food vendor service, storage, or preparation areas for health and safety reasons. Exceptions may be made for licensed service animals only.
23. No motorized or electric vehicles, except those used by event management, may be actively used in the Park. Non-event vehicles may be parked for display as long as there is no risk of damaging the park; oil pans must be placed under parked cars.
24. 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.

## **Booth Maintenance & Cleanliness**

25. Vendors are responsible for keeping both the front and back areas of their booth clean and free from clutter at all times. A vendor's booth should reflect professionalism, contributing to a positive atmosphere at the event.
26. Vendors must leave their assigned area clean and free of trash, debris, and any materials used during the event. All trash and recyclables should be disposed of in the appropriate bins, which are located underneath the Hawthorne Bridge. Any borrowed equipment, such as canopies, tables, or chairs, should be returned to the command center or left in place for volunteers to collect. All cardboard boxes must be flattened before being placed in designated dumpsters. No balloons or confetti is allowed.



27. If the City of Portland fines DragonSports USA for damage caused by a vendor during the festival, those fees will be passed on to the vendor responsible for the damage and must be paid in full.

## **Miscellaneous**

28. 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.
29. 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.
30. If the City of Portland fines DragonSports USA for damage caused by a vendor during the festival, those fees will be passed on to the vendor responsible for the damage and must be paid in full. Vendors are encouraged to take all necessary precautions to ensure their setup does not cause harm to the venue.



# 2025 Vendor/Exhibitor Application

Return to: DragonSports USA, PO Box 8233, Portland, OR 97207  
 or [festival@dragonsports.org](mailto:festival@dragonsports.org)

**An electronic version of this application is available through the official race website <https://portlanddragonboats.com/vendors/>**

Have you received and read the Vendor Packet for 2025 (circle answer)?  YES  NO  
 Will you be onsite both days?  YES  NO  
 Have you read and understood the event demographics?  YES  NO  
 Please indicate your vendor type:  Merchandise  Food  Non-Profit

Vendor Name (to use on our website): \_\_\_\_\_

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

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

Company Phone: \_\_\_\_\_ Company Email: \_\_\_\_\_

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

Onsite Contact Phone: \_\_\_\_\_ Onsite Contact Email: \_\_\_\_\_

Provide a brief description of your offerings (How should we describe you on our website?): \_\_\_\_\_

\_\_\_\_\_

Provide any social media account info: \_\_\_\_\_

Do you offer any specialty foods or cater to any dietary needs? \_\_\_\_\_

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

\_\_\_\_\_

Please email your logo file and menu to [festival@dragonsports.org](mailto:festival@dragonsports.org)

Space Type	Description	Price	QTY	Total Price
Merchandise Vendor Space	10x10 Space	\$300.00	x _____	\$ _____
Food Vendor Space	Food truck or 10x10 space	\$300.00	x _____	\$ _____
Non-Profit Vendor Space	10x10 Space	No Charge	x _____	\$ FREE
Each Additional Space	Each additional 10x10 space	\$100.00	x _____	\$ _____
Electricity Service	110 Volt standard outlet (\$150 per outlet)	\$150.00	x _____	\$ _____
	220 Volt heavy-duty outlet (\$450 per outlet)	\$450.00	x _____	\$ _____
Festival Canopy Rental	10x10 canopy plus one 8ft table and two folding chairs (Free for Non-Profit Vendors)	\$100.00	x _____	\$ _____
<b>Total Amount Due for Festival (see Payment Information for more details)</b>				\$ _____