



# Soulful Giving Blanket Concert

**Saturday, August 4th, 2018**  
**11:30am – 4:30pm**

## Indoor Food Pavilion Registration Form

BUSINESS NAME: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_

Tax ID: \_\_\_\_\_

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

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

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

Website Address: \_\_\_\_\_

Please describe in detail the food item you are planning to donate as a food sampling to guests at this event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate if your booth, food and/or beverage will require:

\_\_\_\_\_ Electrical (110v) Power

\_\_\_\_\_ Refrigeration Space in Refrigerated Truck

Attending staff will include: # \_\_\_\_\_ individuals

Names (for purpose of check-in):

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**PLEASE NOTE:**

ALL STAFF AND ASSISTING PERSONNEL WILL BE REQUIRED TO SIGN IN AT THE REGISTRATION TABLE ON THE DAY OF THE EVENT. PARKING WILL BE PROVIDED FOR TWO VEHICLES ON THE EVENT GROUNDS, DUE TO SPACE RESTRICTIONS. ANY ADDITIONAL CARS MUST BE PARKED AT THE MHCC, WHERE FREE SHUTTLE SERVICE IS PROVIDED THROUGHOUT THE DAY.

During this event, I agree to prepare and provide food for: (mark one)

\_\_\_\_\_ 500 attendees      \_\_\_\_\_ 1000 attendees

**Prior to the Event**

The Soulful Giving Foundation will include your logo and the name of your business/restaurant in all our marketing materials. If you are participating for the first time or your business has undergone design changes, please be sure to email our organization a copy of your most current print-ready logo.

If you would like to provide a promotion or discount to event attendees, please let us know as soon as possible and we will add this offer to our MC announcements. For example, the Riverview Restaurant is offering free desserts at their restaurant in exchange for business cards.

**On the Day of this Event**

**You will be provided with the following:**

**Food Pavilion Booth:** One 8' x 8' booth space comprised of two 8

foot tables in the hospitality/food pavilion with air conditioning and easy access to private kitchen, ice bags, lined garbage cans, and multiple dumpsters. We ask that the Yoshida's kitchen space be respected and used only if necessary. All waste products should be dumped in designated garbage cans and **not** in the sink!

**Electrical:** Each food station will receive one 110V outlet. Additional power strips or extension cords, etc. will be your responsibility. To prevent power loss during this event, **additional breakers** and an outdoor generator have been added this year.

**Refrigeration:** Fred Meyer has provided a refrigerated truck, which will be parked behind the food pavilion and will be available for your use.

**Water:** You will have access to kitchen and bathroom facilities, as needed. Please let us know if you also require ice and what amount so that we can order this in advance and have it available for you.

**ICE:**

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**Linens, Mats and Guest Napkins and Utensils:** You will be provided with white tablecloths, bar towels, and black rubber mats to stand on. Utensils, plates and napkins will be supplied for guests.

**We encourage you to bring:**

Additional tables (if needed), signage, booth decorations, friendly staff members, extension cords, cleaning products, coupons, brochures, menus and serving equipment. Please **decorate your booth** to best represent your unique establishment or restaurant.

**Please Read and Sign Below:**

It is understood that the Soulful Giving Blanket Concert is under the sponsorship and direction of the Soulful Giving Foundation. The undersigned, also referred to as Participant, agrees to hold said agents and board members of the Foundation harmless from and against any and all liability which may arise out of the acts and/ or negligence of the Participant or other persons acting on the behalf of the Participant.

Participant further agrees to hold the Soulful Giving Foundation, its officers, directors and employees harmless from and against any and all products liability claims, which may arise as the result of the

donation of products by the Participant.

It is understood and the Participant agrees that the Rules and Regulations may be continuously updated and the Participant agrees to review the website regularly for updates on all rules and event details at <http://www.soulfulgiving.org>. The Participant agrees to abide by all Rules and Regulations including amendments.

It is also understood that the Participant may be photographed during the event along with staff members and their products. These images may appear on the Soulful Giving Foundation's website and are authorized by the signing of this agreement to be used in the Soulful Giving Foundation's promotional materials.

Participant has read and understood all of the above, including the Rules and Regulations, and hereby agrees to abide by them.

I, \_\_\_\_\_ on behalf of

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have read and agree to abide by the Soulful Giving Blanket Concert rules and regulations enclosed within this registration. I hereby release and hold harmless the Soulful Giving Foundation from any and all personal liability including, but not limited to, theft, personal injury, bodily injury, strike, public enemy or act of God and to indemnify it for any damages arising from my conduct at the event.

Signature of Authorized Participant:

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Date:

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Soulful Giving Foundation  
8440 NE Alderwood Rd. Suite A, Portland, OR 97220  
[info@soulfulgiving.org](mailto:info@soulfulgiving.org) [www.soulfulgiving.org](http://www.soulfulgiving.org)  
(503) 731-3729  
Tax ID # 27-5445754



# Soulful Giving Blanket Concert

**Saturday, August 4th, 2018**  
**Pavilion Hours: 11:30am – 4:30pm**  
**Concert Hours: 11:30am – 8:30pm**

## **Food Pavilion Rules, Regulations & Event Details**

**STATE BUSINESS LICENSE:** Each Food Supplier must have a valid business license.

**INSURANCE:** Participants shall obtain primary insurance, naming the Soulful Giving Foundation as an additional insured with coverage in the amounts of \$500,000 aggregate bodily injury and property damage (including personal injury and contractual liability) and premises medical coverage. The insurance certificate must show the Soulful Giving Foundation as an additional insured. Any insurance on the premises, which has been purchased by the Lessor (and/or Soulful Giving Foundation), will be considered between the parties here-to as excess coverage over the insurance provided by the participant.

**BY JULY 20<sup>th</sup>, PLEASE SEND A COPY TO:**

Soulful Giving Foundation  
8440 NE Alderwood Rd., Ste. A  
Portland, OR 97220

**FIRE EXTINGUISHER:** The city of Troutdale Fire Department requires a 2A1 OBC fire extinguisher in each food vending or sampling booth. The Soulful Giving Foundation does not provide extinguishers unless arrangements are made prior to the event date.

**MARKETING MATERIALS:** It is understood and participants agree that both they and their work may be photographed during the event and that these photos along with the names of participants and/ or their businesses may be posted on the website and/or used in the Soulful Giving Foundation's marketing materials.

**ITEMS FOR CONSUMPTION:** Participants may only bring the type of food listed on their completed application. No substitutions are allowed unless cleared through the Soulful Giving Foundation office fifteen days prior to the event.

**PARKING:** Participants will abide by loading and unloading procedures as prescribed and provided by the Soulful Giving Foundation. No parking, loading, unloading, set-up or teardown on public streets or graveled sidewalks at any time. Participant further agrees to park only in authorized areas as designated by the Soulful Giving Foundation. A plot map will be provided prior to the event. There will not be any parking for concert attendees on-site. Parking for restaurant participants, musicians and VIPs will be made available on the event grounds.

**NOTE:** *If you have special needs and require assistance, please contact the Soulful Giving Foundation at [info@soulfulgiving.org](mailto:info@soulfulgiving.org)!*

### **IMPORTANT SET-UP AND PARKING INFORMATION:**

**PLEASE NOTE:** SET-UP BEGINS FRIDAY, AUGUST 4TH AT 4PM-8PM and 8AM-11:00AM ON SATURDAY, AUGUST 5TH. DOORS TO THE FOOD PAVILION OPEN PROMPTLY AT 11:30AM.

**PARKING:** On Friday, there will be parking available on-site for setting up booth spaces. For security reasons, the gates will be closed and locked at 8:15PM. On Saturday, there will be parking available in the designated parking area ON-SITE behind the Food Pavilion. This is a small area, so please limit your vehicles and carpool with staff or have additional staff park off-site at Mt. Hood Community College, where frequent shuttle service will be provided to attendees and participants.

**Outdoor Event/Concert Hours** - Saturday, August 4<sup>th</sup>, 11:30AM-8:30PM

**Indoor Food Pavilion Hours** – Saturday, August 4<sup>th</sup>, 11:30AM-4:30PM

**Take Down** - Saturday, August 4<sup>th</sup>, 4:30PM – 9:00PM

**SECURITY:** Booths and displays may be left up overnight on Friday, August 4th with the understanding that all risk and responsibility belongs solely to the participant. The 15-acre event property is fully fenced and gated, and both gates will be closed and locked at night. However, there will not be any other forms of security including assigned personnel on the property overnight.

**FOOD HANDLER'S PERMIT AND OLCC LICENSE:** Food and/or beverage participants are responsible for making sure that all staff members have valid food handler permits and/or OLCC Licenses (if applicable) before working at this event.

**THERE ARE NO BOOTH FEES FOR RESTAURANTS AND CATERERS AT THIS EVENT.** This is a wonderful opportunity to showcase and promote your business by providing delicious food samplings in 3oz. size portions, displaying menus, and handing out business cards.

**REMEMBER:** The fire marshal and health department sends representatives each year, so please follow all the rules, which include: a cleaning station, refrigeration, proper food handling, a fire extinguisher, and, of course, a safe working space.

**THANK YOU FOR YOUR SUPPORT AND TREMENDOUS  
GENEROSITY!!**

Soulful Giving Foundation  
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