



# Soulful Giving Blanket Concert

**Saturday, August 3rd, 2019**

**Event Time: 11:30am – 8:30pm**

**Booths Close: 7:30pm**

## Outdoor Vendor Registration Form

BUSINESS NAME:

Contact Person:

Business Address:

City:

Tax ID:

Email:

Home Phone:

Cell Phone:

Website Address:

Please describe in detail the type of product, art or craft you are planning to sell at our event.

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Please indicate if your booth, cart, 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 IS LIMITED TO TWO VEHICLES PER BOOTH OR FOOD CART DUE TO SPACE RESTRICTIONS. ADDITIONAL CARS SHOULD BE PARKED AT MHCC, WHERE FREE SHUTTLE SERVICE IS PROVIDED THROUGHOUT THE DAY.

**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 as soon as possible.

**Donation from Proceeds**

Due to “free” participating for food carts, vendor booths and beverage stations at the blanket concert, it is understood and agreed that a donation in the amount of 10% of all receipts generated from the sale of goods, food and/or beverages will be issued in the form of cash or check to the Soulful Giving Foundation during the final hour at this event. A volunteer will stop by your booth to collect this donation.

**On the Day of this Event**

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

**Allotted Space:** One 10’ x 10’ booth space with easy access to

parking, bathrooms and multiple dumpsters.

**Electrical:** Each space allows for connections on 110V outlets. Power strips and extension cords will be your responsibility.

**Refrigeration:** A refrigerated truck will be parked behind the food pavilion and will be available for your use.

**Water:** You will have access to hoses but will need to bring your own cleaning equipment.

**Booth Equipment:** You will need to provide your own table, tablecloth, folding chairs and canopy cover or 10' x 10' tent that is fire retardant and has a fire retardant tag attached.

**We encourage you to bring:**

Additional tables (if needed), signage, booth decorations, friendly staff members, extension cords, waste bin and garbage bags, brochures, and coupons, if they apply to your product. Please decorate your booth to best represent your unique items and skills. Creativity is much appreciated and will be rewarded!!

**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 3rd, 2019**

**11:30am – 8:30pm**

## **Rules, Regulations and Event Details**

**STATE BUSINESS LICENSE:** Each Artist, Vendor, Food and Beverage Participant must have a valid business license.

**INSURANCE:** Food and beverage vending 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 MONDAY, JULY 22ND, PLEASE SEND A COPY TO:**

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

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**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.

**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, beverage, product or art 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. Only participant, musician and VIP parking will be made available.

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

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

**PLEASE NOTE:** SET-UP BEGINS FRIDAY, AUGUST 2ND AT 4PM-8PM and 8AM-11:30AM ON SATURDAY, AUGUST 3RD.

**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 hospitality building for vendors and participants. 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.

Concert/Event Hours - Saturday, August 3RD, 11:30AM-8:30PM<sup>[L]</sup><sub>[SEP]</sub>

Take Down - Saturday, August 3RD, 7:00PM – 8:30PM

**Vendors are encouraged to keep their booths open until 7:00PM – one and a half hours before this event officially ends – to allow visits to your booth by any attendees arriving late. It is important that all participants are set up by 11:30AM on Saturday. Space will be forfeited if participant is not set up at that time.**

**SECURITY:** Booths and displays may be left up overnight on Friday, August 2nd with the understanding that all risk and responsibility belongs solely to the participant. The 15-acre event property is fully fenced and gated, and the gate 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 ARTISTS & VENDOR PARTICIPANTS, however, a donation to the Soulful Giving Foundation in the amount of 10% from proceeds earned are requested by way of cash or written check to the Soulful Giving Foundation and will be picked up by a volunteer prior to this event ending.**

Vendors will be provided with a booth space measuring 10' x 10' for the purpose of educating the public, selling manufactured goods, handcrafted items, arts, food products, or unique collectibles. **The designated area for vendors has changed and will be located on our grounds next to the stage and event canopies.**

To assist with your participation, access to electrical hookups will be made available, and business names will be mentioned throughout the event and included in print advertising. Unless prearranged, tables and chairs will **NOT** be provided. There are no hidden fees involved in this event, and all monies earned belong exclusively to the sales agent, artist or company representative at each reserved booth. But please let me remind you, all tables, decorations, extension cords, chairs, tents and signage are the participant's responsibility.

**ART & VENDOR EXHIBITION STANDARDS:**

a. Participant agrees to set up booth within restricted boundaries set forth by the Soulful Giving Foundation. Equipment, vehicles, storage, additional chairs and portable display items may not extend beyond booth boundaries.

b. Participant must provide a tented cover or enclosed portable booth, signage and props for display. Due to fire and health department regulations, all tents must have **flame retardant labels**; no

exceptions!

c. No poly tarps, rusted or well-worn galvanized pipes may be used in the booth. If pipes are used, they must be covered with fabric to protect the public.

d. Unpainted materials (pegboard, plywood, lumber, etc.) are not permitted. Booths must be pre-designed and assembled on site.

e. Since this is a summer event, booths are not required to have sides and a back. If you chose to not include this option, do not depend on your neighbor's booth to form your back and side boundaries.

f. No pets allowed. No participants under the age of 21 allowed on the grounds without verbal consent or written approval by a Soulful Giving Foundation board member.

g. Ice chests with food and drinks will be allowed in participating vendors' booths – as complimentary tokens will NOT be distributed this year in order to insure that all paid guests are accommodated.

h. Portable restrooms will be available for your use in a designated area. Should you have any questions in this regard or find yourself needing additional assistance, volunteers will be available near the registration desk.

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