



2408 SE 16th Avenue, Portland, Oregon 97214-5334
 web: muddyboot.org, email: info@muddyboot.org

2010 Exhibitor Application & Contract: September 11 & 12, 2010

Applicant Information (please print legibly in ink)

Organization name: _____

Official contact: _____

Mailing address (street, city, and zip): _____

Phone number (with area code): _____

Fax number: _____

E-mail address: _____

Website URL: _____

Preferred method of communication (circle one): Phone E-mail

Please give a brief description of the products / services you will display at the festival:

Would you be interested in holding a workshop or seminar? If yes, on what topic? _____

BOOTH DETAILS

- * Booth space 10 X 10 (100 sq ft)
- * Includes rectangular table & 2 chairs
- * No covering is provided, please provide own canopy
- * Booth occupants must provide signage
- * Electricity provided for additional \$30 (limited booths available)
- * Vendors must have at least 1 person working their booth at all times.
- * Participants receive free advertising on Muddy Boot website

Nonrefundable Booth Rates (circle one):

	For-Profit Business	Nonprofit Org.
Festival Sponsor with Banner Space on Fencing and More	\$700	
Large Business (20+ employees)	\$480	\$250
Midsize Business (6-19 employees)	\$385	\$200
Small Business (1-5 employees)	\$245	\$150
Food and Beverage (vendor pays own county fees)	\$480	n/a
Artisan (limited space available)	\$125	n/a

The applicant has read and understands "Contractual Terms and Conditions for Vendors and Exhibitors" (see next page) and outlined procedures and agrees to abide by them in full. The applicant also acknowledges that this contract is a binding commitment to full payment of relevant participation fees outlined upon acceptance of the applicant to the Muddy Boot Organic Festival.

Signature of Official Agent: _____ Date _____

Payment:

Booth Fee:		\$ _____
Electricity (\$30 if applicable):	+	\$ _____
Total Due		\$ _____

Please charge to my (check one) Visa Mastercard American Express Discover Card
 Credit Card # _____ Exp Date _____ / _____
 CC Billing Address: _____ Zip Code _____
 Name on Card: _____ Phone #: _____

** There is a 2% transaction fee on credit card transactions
 I authorize St. Philip Neri and Vanco Services, LLC to charge my credit card in accordance with the information above
 Signature (as it appears on credit card) _____ Date _____

If paying by check, please **make check payable to "Muddy Boot Organic Festival."** Please return contract and fee by mail to: Muddy Boot Organic Festival, 2408 SE 16th Avenue, Portland, OR 97214. *Application due on or before August 15.*

PLEASE RETAIN A COPY OF THIS CONTRACT FOR YOUR RECORDS.



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Contractual Terms and Conditions for Vendors & Exhibitors

Eligibility

The mission of the Muddy Boot Organic Festival is to promote sustainable living practices within our communities, thereby enhancing the health of our world, our neighborhoods and ourselves. The Festival committee will select vendors whose marketed products or information presentation is consistent with the event's overall theme. The Festival committee reserves the right to determine the compatibility of any applicant, marketed product, or exhibit content. This application does not guarantee allocation of Festival booth space. THE DEADLINE FOR VENDOR APPLICATION AND FEE IS AUGUST 15th, 2010. Cancellations may be entertained within 14 calendar days from signed contract date for refund.

Booth Space

Arrangements for supplemental booth space will be entertained in limited cases, but no guarantee is given for these special requests. A standard rectangular table will be provided for each booth space. No additional structure or covering is provided for the booth spaces; these items are the sole responsibility of the vendor occupying the space. Booth occupants must display a sign identifying the name of the company or institution represented. Vendors must have at least one person in attendance at their booth during all hours of festival operation. Electrical power will be provided for an additional fee of \$30 based on the type of electrical needs requested (complete the attached Electrical Needs Questionnaire if you will need electricity). Booth locations will be assigned by the Festival Committee and are non-negotiable and non-transferable. The Festival will be held RAIN or SHINE.

Environmental Responsibility

The Festival committee is committed to conducting an environmentally responsible event in a manner consistent with its mission of promoting sustainable living practices. The festival aims for minimal waste and will be recycling and composting. Please see our "Vendor Environmental Footprint Form" below.

The vendor/exhibitor will be required to fulfill the following procedures and practices to the best of their ability:

- Recycling & Composting participation--utilize recycling and composting receptacles provided.
- Packaging and serving containers--substitute compostable materials for Styrofoam and plastic.
- Printed materials--use soy/vegetable based ink and post-consumer recycled paper.

Other Requirements and Conditions

1. On-site security will be provided during festival hours. However, the Vendor shall indemnify, defend and hold harmless Archdiocese of Portland in Oregon/St. Philip Neri Church ("Muddy Boot Organic Festival"), Owner, its officers, employees agents and volunteers, from and against any and all claims, losses, liabilities, damages, costs, actions or expenses (including attorney fees) arising out of or related to any activity of Vendor/Exhibitor on the premises. Owner shall have no liability to Vendor for any loss or damage caused by third parties or by any condition of the premises, except to the extent the same is the result of Owner's gross negligence.
2. All food and beverage vendors are required to meet Multnomah County Health Department Code of Regulations and obtain the required permits. A copy of the permit must be submitted to our office 15 days prior to festival date.
3. Food vendors must meet insurance requirements and include a copy of Certificate of Insurance to our office 15 days prior to the Festival date.
4. NO PETS are permitted on the premises.
5. Upon acceptance, applicants will be sent Festival information that details booth location, parking instructions, and other pertinent information one month prior to the Festival event date. Vendors will also receive information on vehicle access to the Festival grounds during setup and takedown times (see below).
6. Booth setup will take place on Saturday Sept. 11th from 9am to 12 noon. Take down will take place on Sunday, September 12th from 6:30pm to 9pm. The festival runs Saturday noon to 9pm (vendors can close after 6pm) and noon to 6pm on Sunday.
7. Beer and Wine vendors will be required to meet Oregon Liquor Control Commission regulations.
8. Cancellation: In the event that the Vendor/Exhibitor cancels or defaults under any terms of this agreement beyond 14 calendar days from date of application, Muddy Boot Organic Festival shall retain all fees; no refund will be granted.
9. The Muddy Boot Organic Festival does not guarantee any attendance figure for this event.
10. A \$35 fee will be charged for any check returned due to insufficient funds.
11. Muddy Boot festival reserves the right to restrict or remove exhibits or exhibitors deemed unsuitable, objectionable or hazardous during all hours of festival operation.

The applicant has read and understands the above regulations and outlined procedures and agrees to abide by them in full. The applicant also acknowledges that this contract is a binding commitment to full payment of relevant participation fees outlined upon acceptance of the applicant the Muddy Boot Organic Festival.



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ELECTRICAL NEEDS QUESTIONNAIRE

In the table below, please describe each piece of electrical equipment to be used. Please note that no electricity will be provided to your booth if this section is left blank. Additional charge of \$30 will be applied for electricity.

Equipment Description	Voltage	Amps	Watts*	Phase
1				
2				
3				

* Watts = amps X volts

WASTE PREVENTION PLAN

Please review our waste prevention plan and fill out the below “Environmental Footprint Form.”

Items we will be recycling at the Muddy Boot Festival:

- Aluminum cans
- Mixed paper
- Glass
- Plastic Water Bottles

Items we will be composting at the Muddy Boot Festival:

- Food scraps
- Food soiled paper including cups, plates, towels, napkins, popcorn bags and pizza plates and boxes
- City of Portland approved compostable cups, cutlery and containers
- Coffee grounds

A public composting program requires careful planning and a commitment to keep contaminants out of the compost containers. We need to ensure no miscellaneous plastics will make their way into our composting program, and we are asking for your help to keep any contaminants out of the festival. If you have any questions about this, please don’t hesitate to talk with us.

ENVIRONMENTAL FOOTPRINT FORM

Please list or describe the materials you will be dispensing as part of your exhibit:

Please list or describe any packaging materials you will be discarding. Might you also consider packing out any bulky or difficult to handle waste items instead of disposing of them at the festival?

What else do you plan to do or have at your booth? Describe anything you plan to bring. Please think carefully about bringing anything that doesn’t fall within our recycling or composting plan.