

# Portland VegFest

Northwest VEG's Compassionate Living Festival

**Saturday & Sunday, September 18 & 19, 2010**  
**10am - 6pm • Exhibit Hall A**

Oregon Convention Center, 777 NE MLK, Jr. Blvd. Portland, OR 97232  
www.portlandvegfest.org • vegfest@nwveg.org • 503-702-9061

*The 6<sup>th</sup> Annual Portland VegFest celebrates and promotes sustainable, compassionate and healthy food choices and lifestyles. This low-cost, fun, and food-filled event welcomes everyone!*



- Food Samples • Speakers and Classes • Cooking Demonstrations • Ask the Experts •
- Children's Activities • Restaurants • Nonprofit Organizations • Commercial Exhibitors • And More! •

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## Exhibitor Participation Opportunities

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For Sponsorship information please visit: [www.nwveg.org/vegfest\\_exhibitorinfo.php](http://www.nwveg.org/vegfest_exhibitorinfo.php)

### COMMERCIAL EXHIBITOR – \$400\*

- **Exhibitor Table:** One 8 ft table<sup>1</sup> and 2 chairs, in area of NW VEG's choosing
- **Recognition:** Description published on the VegFest website<sup>2</sup> (50 words), and listing in the Event Program
- **Website Link:** Link to your website from the VegFest site
- **Commercial Food Exhibitors** must provide a minimum of 5,000 food samples; food for sale must be prepackaged for off-site consumption, per Oregon Convention Center rules.

### FOOD SAMPLES ONLY EXHIBITOR – \$100\*

- **Exhibitor Table:** One 8 ft table<sup>1</sup> and 2 chairs, in area of NW VEG's choosing
- **Recognition:** Description published on the VegFest website<sup>2</sup> (50 words), and listing in the Event Program
- **Website Link:** Link to your website from the VegFest site
- **Food Samples Only Exhibitors** must provide a minimum of 5,000 food samples to accommodate estimated 6,000 attendees. **NO SALES** allowed. Company representative must be present. Please contact [vegfest@nwveg.org](mailto:vegfest@nwveg.org) for other sampling arrangements.

### NONPROFIT EXHIBITOR – \$100\* (annual budget under \$100,000); \$200\* (annual budget over \$100,000)

- **Exhibitor Table:** One 6 ft table<sup>1</sup> and 2 chairs, in area of NW VEG's choosing
- **Recognition:** Description published on the VegFest website<sup>2</sup> (50 words), and listing in the Event Program
- **Website Link:** Link to your website from the VegFest site

\* Early Bird Discount: \$25 off application fees if postmarked by July 15, 2010

1. An additional 8 ft table is available for \$100 (on a space-available basis)
2. Please submit article of appropriate length; NW VEG reserves editorial discretion. Send to [vegfest@nwveg.org](mailto:vegfest@nwveg.org)

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## Exhibitor Agreement Details

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**Event Exhibitor Coordinator Contact:** Wendy Gabbe Day: [vegfest@nwveg.org](mailto:vegfest@nwveg.org) or 503-702-9061

**Event Information:** Visit [www.portlandvegfest.org](http://www.portlandvegfest.org) for the latest event information.

**Northwest VEG welcomes Exhibitors who share and support our mission and the goals of VegFest. We require that all materials, literature, and handouts reflect these values.**

- Exhibitor space is available from Northwest VEG by invitation only
- Northwest VEG reserves the right to decline any exhibitor at any time, at its discretion
- Please refer to information below, and "Exhibitor Participation Opportunities" for specifics of agreement between Northwest VEG and all exhibitors, based on level of participation

**Application Deadline:** August 15, 2010, although space has historically filled early. Payment must be received with your application to reserve your space.

**Refund Policy:** Refunds of 50% will be provided to exhibitors who submit written cancellation on or before September 1, 2010.

**Northwest VEG** will have coordinators to answer questions and provide direction at the Oregon Convention Center. There will be limited volunteer assistance for unloading.

**Exhibitors are responsible for setup and breakdown of their exhibits:**

- Set up in the exhibit hall runs 12-8pm, Friday, Sept 17; and 7-9:30am, Saturday and Sunday, Sept. 18 and 19.
- **Exhibitor displays must remain up and staffed from event opening until close: 10am – 6pm on both Saturday and Sunday.**
- Exhibitor displays must be taken down and removed by 10:00 pm, Sunday, Sept. 19.
- Exhibitor set up and parking: Information and map will be provided by Sept 1.

**Exhibiting Requirements and Expectations:**

1. All Exhibitors are encouraged to promote VegFest through their websites, newsletters, e-mailings, calendars, and other opportunities as available.
2. All utensils, plates and other containers for food and samples **MUST BE COMPOSTABLE**. Please refer to acceptable food-service ware: <http://www.cedar-grove.com/acceptable/Accepted%20List.asp>
3. Over 6,000 attendees are anticipated. Please plan accordingly. Commercial Food Exhibitors and Food Samples Only Exhibitors are required to bring a minimum of 5,000 free food samples.
4. Exhibit displays and signs must be on tables or freestanding (with advance permission). Banners cannot be taped to walls.
5. Signage should be legible, easily visible, and identifying of the organization or business.
6. Exhibitors are participating at their own risk. Exhibitors recognize that neither NW VEG, the Oregon Convention Center, or any of the other sponsors, donors, or participants for VegFest are responsible for any loss, damage, or mishaps to their materials, equipment, volunteers, or staff.
7. Exhibitors will not interfere with the safety, success, and effectiveness of VegFest. This includes, but is not limited to, behavior, display materials, literature, venue equipment, or operations, unusual odors, or extending beyond exhibitor space and/or blockage of public passageways.
8. Electricity is by pre-arrangement only (fees on pg 3).
9. Butane containers (16 oz.) are permitted, and limited to two per table. You are required to provide a fully functional fire extinguisher; lack thereof will prohibit use of butane.
10. All garbage and recycling must be placed in appropriate containers in accordance with the Oregon Convention Center Recycling Guidelines and the VegFest Zero-Waste Initiative. A \$50 cleaning fee may be assessed to any areas not left clean.

**All Food and Goods Sampled, Displayed, or Sold at VegFest Must be VEGAN**

- Samples and sales are welcome as listed and approved by Northwest VEG in the Application Form on page 3 and must be vegan (no meat, eggs, fish, dairy, honey, leather or animal-derived ingredients).
- Nonprofit groups may also solicit memberships.

# VegFest 2010 Application Form

**Event Exhibitor Coordinator Contact:** Wendy Gabbe Day: vegfest@nwveg.org or 503-702-9061

**PLEASE CHECK YOUR LEVEL OF PARTICIPATION:**

- \_\_\_\_\_ COMMERCIAL EXHIBITOR — \$400\*
- \_\_\_\_\_ FOOD SAMPLES ONLY EXHIBITOR — \$100\*
- \_\_\_\_\_ NONPROFIT EXHIBITOR — \$100\* (annual budget under \$100,000); \$200\* (annual budget over \$100,000)

**ELECTRICAL FEES** (as set by the Oregon Convention Center):

\_\_\_\_\_ Electricity: 5 amps: \$79; 10 amps: \$102; 15 amps: \$115; 20 amps: \$129 (**circle one**)

**ADDITIONAL SERVICES:**

- \_\_\_\_\_ Tables: \$100 per each additional 8 ft table and 2 chairs (on a space-available basis)
- \_\_\_\_\_ Booth: Space and fee as pre-arranged; contact vegfest@nwveg.org or 503-702-9061 for more details.
- \_\_\_\_\_ Rental exhibits are available. Please contact vegfest@nwveg.org or 503-702-9061 for more details.

**\* EARLY BIRD DISCOUNT:** \$25 off application fees if postmarked by JULY 15, 2010

**Payment Total**

**Please make checks out to: Northwest VEG**

For Credit Card: circle one: VISA MC: #: \_\_\_\_\_ expiration: \_\_\_\_\_

**Mail completed forms with payment to:** NW VEG, c/o Wendy Gabbe Day, 1995 SW Huntington Ave, Portland, OR 97225

**FOOD EXHIBITORS:**

What products will you be sampling? \_\_\_\_\_  
(Note: Commercial Food Exhibitors and Food Samples Only Exhibitors must provide a minimum of 5,000 samples.)

What products, if any, will you be selling? \_\_\_\_\_

Refrigerator space needed: \_\_\_ None \_\_\_ Yes, approx. \_\_\_\_\_ cubic feet  
Electricity needed: \_\_\_ None \_\_\_ Yes, approx. \_\_\_\_\_ amps for following equipment (fees specified above):  
\_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING:** I, \_\_\_\_\_ (print name), representative of \_\_\_\_\_ (organization name), have read, understood and agree to uphold the above Opportunities and Exhibitor Agreement Terms (pages 1-3) for Northwest VEG's VegFest, to be held on Saturday and Sunday, September 18 and 19, 2010.

\_\_\_\_\_  
(Exhibitor representative signature) (Position/title) (Date)  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Website \_\_\_\_\_

\_\_\_\_\_  
(NW VEG representative signature) (Position/title) (Date)