

Vendor Agreement for Pop-Up Activations at the Travel Portland Visitor Center

Applicant Guidelines:

1. Must be at least an Insider partner with Travel Portland.
2. Must complete and submit an [application](#) by Tuesday, March 31. No applications will be accepted after that date.
 - a. Applicants may choose up to three (3) dates of availability but, if selected, will only be assigned one (1) date.
 - b. Applicants chosen for an activation will be notified by Monday, April 6 with their assigned date.
3. Any/all permits necessary for participation are the responsibility of the business (e.g. OLCC Special Event, Multnomah County Health Department).
4. Certificate of Liability Insurance must be provided.
5. In 2020, no fee will be charged to the business to participate.

Location and Set-Up:

6. Location of cart would be Upper Terrace along the north and east side of Visitor Center building. *See highlighted area of site map below.*
7. No activities allowed in the park proper.
8. All pop-ups will take place outside, rain or shine. There is a glass canopy covering the terrace.
9. Participants are responsible for ensuring the cart set-up, equipment, back-stock and products do not pose safety hazards to anyone on premises including the general public, other participants or Travel Portland staff.

Date and Time:

10. Pop-ups will be open to the public on Wednesdays from 11 a.m.–3 p.m., May 6–September 30, 2020.
 - a. Vendor opportunities: 17 (one per participant)
 - b. Neighborhood opportunities: 5
 - i. May 20, June 17, July 15, August 19 and September 16
11. Set-up: Cart(s) available as early as 9:30 a.m. for set-up.
12. Break-down: Must be cleared out and cleaned up no later than 4:00 p.m.

Vendor Opportunities:

13. Beverage (Non-Alcoholic):
 - a. Coffee, tea, kombucha, cider, specialty sodas, etc.
 - b. Samples and sales
 - c. Credit card sales only. No cash permitted for the security and safety of the participant and Visitor Center staff.

14. Beverage (Alcoholic):
 - a. Beer, wine, spirits, hard cider
 - b. Samples permitted.
 - c. Sales of unopened sealed containers for use off-premises allowed.
 - i. Special Event permit required by OLCC, as well as city approval.
 - ii. [OLCC license](#): \$10 per event day (multiple days can be permitted on one application)
 - iii. [City permit](#): \$35 per application
 - d. Credit card sales only. No cash permitted for the security and safety of the participant and Visitor Center staff.
15. Food:
 - a. Samples permitted. All samples must have been prepared in a licensed, commercial kitchen.
 - b. Sales of pre-packaged items that have been prepared off-site are allowed.
 - c. Credit card sales only. No cash permitted for the security and safety of the participant and Visitor Center staff.
 - d. No on-site food preparation allowed.
16. Attractions/Tours:
 - a. Promotion, demonstration and ticket sales permitted.
 - b. Credit card sales only. No cash permitted for the security and safety of the participant and Visitor Center staff.
17. Retail/Makers:
 - a. Promotion, demonstration and sales permitted.
 - b. Credit card sales only. No cash permitted for the security and safety of the participant and Visitor Center staff.
 - c. When applicable, use of the cart can involve an interactive experience with visitors to the pop-up (e.g. stamping buttons, golf putting, planting)
 - i. Participant is responsible for all materials, tools, fees, set-up and clean-up.
 - d. When applicable, participant may provide demonstration during product showcase (e.g. making jewelry, sewing)
 - i. Participant is responsible for all materials, tools, fees, set-up and clean-up.
18. Services/Organizations:
 - a. Promotion of non-profit and community groups permitted.
 - b. Sign up volunteers for future events for the organization.
19. Arts/Theater/Music:
 - a. If amplification is needed, participant must notify Travel Portland at least two (2) weeks prior to the scheduled pop-up date to assure the city Noise Variance is in place.

Visitor Center Support:

20. Travel Portland will supply:
 - a. Cart(s) – Overall measurement: 60” L x 36” W x 75” H
 - i. Main display surface: 60” L x 36” W
 - ii. Four (4) drawers: 17.5” L x 11” W x 7.5” H
 - iii. Four (4) cabinets: 4” H x 18” W x 14” D with one (1) shelf
 - iv. Two (2) upper shelves: 56.5” L x 10” W

- v. Two (2) surfaces for business signage: 36" L x 9" W
 - b. Hooks & brochure holders as needed
 - i. Brochure holders will hold two (2) 4" x 9" rack card side by side, or one (1) 8.5" x 11" full-size magazine.
 - ii. Holders can be used for any product display that fits.
 - c. Set-up support includes labor to move cart to outside location and move back inside at end of session.
 - d. Electricity: One dual 110V outlet and one 24' extension cord from inside outlet provided. Additional extension cords must be supplied by participant.
 - e. WiFi available.
 - f. Water, if needed.
 - g. One (1) chair.
 - h. One (1) trash can.
 - i. Supply kit to support set-up (e.g. step stool, tape, scissors, clips, markers, string).
 - j. Security: As PPI officer's other duties allow, officer will be visibly present during activation time to discourage possible inappropriate behavior from people in Director Park.
 - k. Cleaning:
 - i. Clean-up is the responsibility of the participant. However, Travel Portland will supply to partner all materials needed for clean up after use of the cart.
 - ii. All trash from use of cart must be relocated to the proper receptacle in the park during clean-up.
 - iii. No dumping of liquids permitted in the park.
21. Travel Portland will **NOT** supply:
- a. Signage for the business participant.
 - b. Refrigeration/ice or warming drawers.
 - c. Any sample containers, utensils, plates, glasses, napkins, etc.
 - d. Personnel to staff the cart.
 - e. Credit card swipe hardware or software.
 - f. Parks/Health Department/OLCC permits.

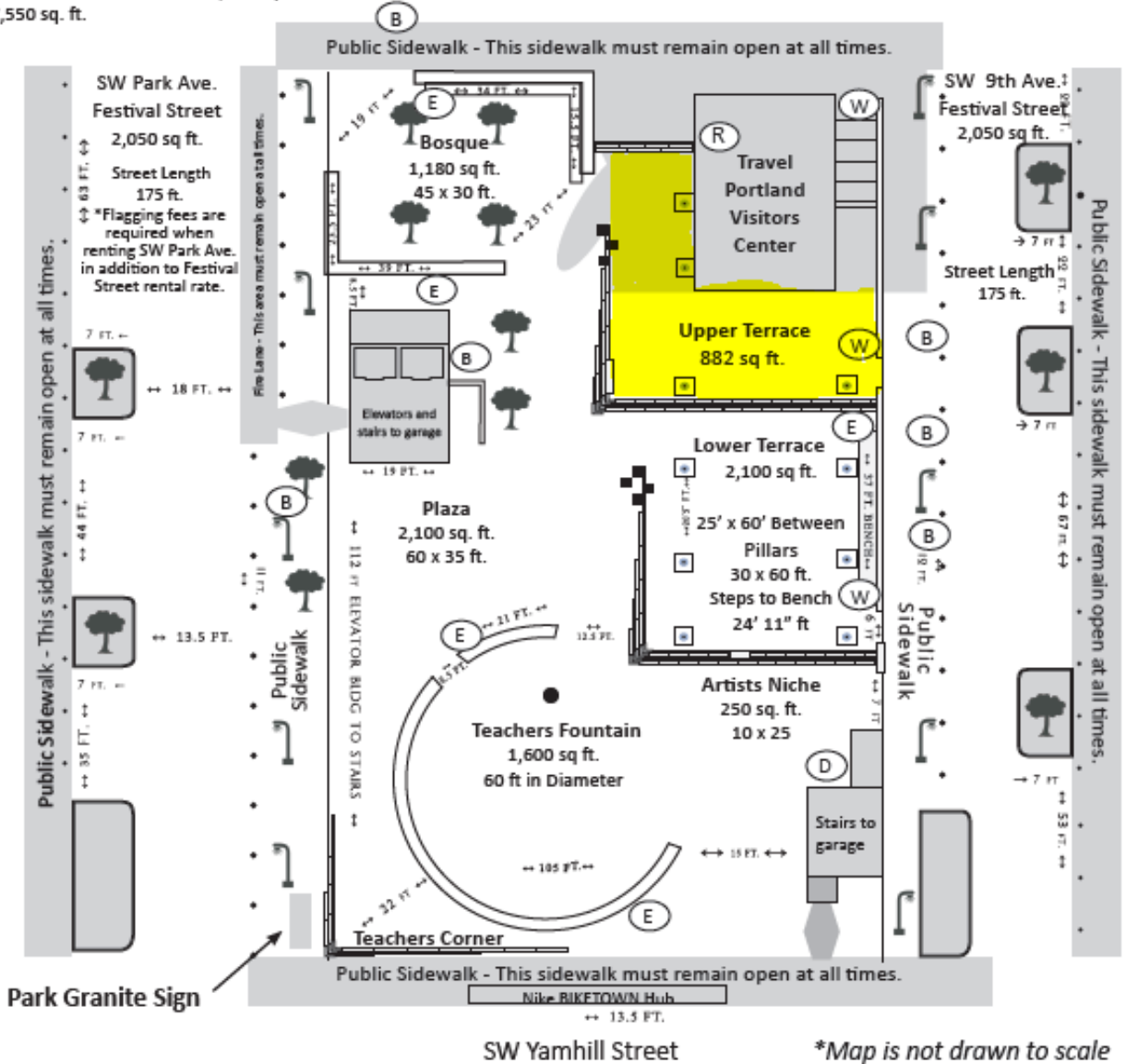
Additional Terms:

- Any damage to cart will be assessed by Travel Portland and expense for repair will be billed to the participant.
- Pets are not allowed within vendor booths unless they are a service animal and have proper paperwork.

DIRECTOR PARK SITE MAP

SW Taylor Street

Park and both festival streets: 15,750 sq. ft.
Park 7,550 sq. ft.



MAX LINE

MAX LINE

Map Legend

- | | | | |
|--------------------------------|------------------------------------|-------------------|----------------------|
| Grey Shaded Areas Not Rentable | Street Lights | Bollards | Electricity (110/20) |
| Storm Water Planters | Support columns for Terrace canopy | Mini Benches | Water |
| Trees | Teachers Fountain Ball | Restroom | Bike Rack |
| | | Drinking Fountain | |

Director Park does not have event power. The park has (1) dedicated circuit of 110 volt /20 amp power and (2) shared circuits of 110 volt /20 amp power. Additional event power requires use of the Vendor Hub Record for Electricity, Hollywood Lights.