

# Portland International Muslim Cultural Festival

CONNECTING HUMANITY THROUGH THE POWER OF MUSIC, ART, AND FOOD



Saturday, July 13<sup>th</sup> 2019 - 11:00 a.m. – 4:00 p.m.

## Exhibitor Application

**Due on or before Friday, June 14th, 2019**

Business Name \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

On-Site Contact \_\_\_\_\_ On-Site Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**Payment:** Please choose **ONE** of the following options:

**\$100 (MET to provide 8' table, 2 chairs, and canopy)**

**\$50 (I will bring my own table, chairs, and canopy)**

I agree to pay MET the total amount of: \$ \_\_\_\_\_

**Credit Card**       **Cash**       **Check**

Visa       MasterCard       American Express

Name on the Card \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Number \_\_\_\_\_ Security Code \_\_\_\_\_

Product type/items: *(please specify list of items will be displayed in your booth)*

Applications must be received by **June 14<sup>th</sup>, 2019** to be considered; please include the following with your application:

- Signed copy of Terms and Conditions Agreement on 2<sup>nd</sup> page of application
- Business License and Proof of Insurance
- Payment must be included with this application.
- Space will be assigned on a first come, first serve basis and will be based upon completed applications being approved and payment being received. Space is not guaranteed until payment has been cleared by the bank. Acceptance notifications will be sent over e-mail.

**Please sign below to confirm that you have read and understand this application and the terms listed.**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

**Mail/Fax/Email completed and signed applications to:**

Muslim Educational Trust

P.O. Box 283 | Portland | OR | 97207 | [festival@metpdx.org](mailto:festival@metpdx.org) Ph.: (503) 579-6621 | Fax: (503) 590-0201



## TERMS AND CONDITIONS AGREEMENT

### TO BE SIGNED BY VENDORS at MET's Portland International Muslim Cultural Festival

1. It is required that all displayed products are Halal products. MET reserves the right to approve the contents and character of all exhibits and reserves the right to prohibit or expel any exhibit or exhibitor which, in its judgment, is out of keeping with the character of the festival. There will be no refund to the exhibitor due to violation of the policies.
2. The exhibitor agrees to setup and occupy exhibit space as assigned, and to be open and staffed during all festival hours. If exhibitor does not occupy assigned space for any reason, MET is authorized to occupy said space in such a manner as it may deem fit and necessary for the best interests of the festival.
3. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention, and public safety shall be strictly obeyed. By order of the Fire Marshall, straw and hay are considered extremely flammable and are not allowed in the festival. Incense may not be burned and candles cannot be lit at all.
4. Upon conclusion of the festival, exhibitor is responsible for packing and cleaning up his/her/their booth and surrounding area, as well as repairing any damage caused by his/her/their exhibit.
5. **Food vendors** (not food carts) are required by Oregon law to obtain a temporary restaurant license. A food handler card is also required. A Multnomah County health inspector will be on site. Please click [HERE](#) for more information or visit the Inspection and Licensing section of the Multnomah County Health Department website.
6. **Food carts** (called mobile food units) must be licensed and pass a health inspection prior to construction or operation. This applies to any portable vehicle where food is prepared, sold and/or dispensed to a consumer. Please click [HERE](#) for more information.
7. All business and displays must be within your designated space. No soliciting in the park or parking lot is allowed. Costumed personnel must stay within the assigned space, as do personnel handing out flyers or information.
8. Any noise-making devices used for presentations, videos, microphones, etc., must be at such a volume level as not to disturb the other exhibitors. It should be only heard from within your assigned space. Neighboring exhibitors should be able to conduct business in a normal tone of voice.
9. Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booths or displays. No exhibitor will be permitted to play or broadcast any copyrighted material, such as photographs, music, or other artistic works without first presenting to MET satisfactory proof that the exhibitor has, or does not need, a license to use such pictures, music or copyrighted material. MET reserves the right to remove from the festival all or any part of any booth or display which incorporates music, photographs or other copyrighted material for which the exhibitor fails to provide proof that the exhibitor holds all required licenses.
10. Checks that are returned for insufficient funds will be charged \$20.00 each time they are returned.
11. **Cancellation:** \$20 cancellation fee will be charged for cancellations before **July 1<sup>st</sup> 2019**. However, cancellations made after **July 1<sup>st</sup>** are not subject to any refunds. All cancellations must be made by email. If for any reason there is still a balance owed for the booth and/or equipment, the balance is still outstanding and you are responsible for payment even if the cancellation is received before July 1<sup>st</sup>. **You are not allowed to give your booth to another exhibitor without obtaining prior approval from MET.**
12. MET will provide a rectangular table (8 ft x 2.5 ft), 2 chairs, and one canopy (per request) for each exhibitor. There are no dividers between booths. A natural division is made once the booth is set up. All other needed equipment should be provided by the exhibitors.
13. In the event of cancellation or interruption of the event due to any reason (not limited to fire, strikes, government regulations, war, or any other cause) that may require canceling or rescheduling the festival, this contract will terminate and the exhibitor will waive any claim for damages.
14. This request to reserve exhibitor's space constitutes an express contractual agreement between the person or business signing this agreement (the exhibitor) and MET, and it is understood and agreed that by signing this agreement the exhibitor is fully releasing and holding harmless MET, its agents, and employees from any and all liability for all claims of every nature and kind whatsoever, including but not limited to, God forbid, death, personal injury, loss, theft, or damages to personal property, that occur at or during the event for any reason, including but not limited to negligence of MET agents and/or employees. Exhibitor is responsible for obtaining his or her own insurance coverage to insure against theft, fire, smoke, flood, or any other loss, damage, or casualty.

**Please sign below to confirm that you have read and understand these terms**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_