

About our Rules & Regulations Manual

To make your experience at the Portland Guadalajara Sister City's Cinco de Mayo Fiesta more rewarding and less confusing; we have put together this manual. It has been designed to be read easily and to help you find the information you need quickly.

The following rules of conduct have been established for the protection and guidance of all concessionaires. Please read your manual carefully and review it from time to time. This will help make the best of your experience.

After reading the manual and agreeing with the terms, there is an application form to fill out and mail to the address below. Do not forget to sign that application.

After this information is received, Amusement Production Services (APS) we will either reject or accept the signed Contract. This is a fast turnaround, taking about 7 business days.

APS and Vendor agree this Contract is not valid or enforceable until APS accepts it by signing, dating, and returning a copy to the Vendor.

If APS rejects the Contract, then APS will refund the rent payment made by Vendor.

3407 SE 108th Ave
Portland, Or. 97266
[503-519-8467](tel:503-519-8467)

If you have questions we encourage you to discuss them with Tracy Burback [503-761-0015](tel:503-761-0015)

The Portland Guadalajara Sister City and Amusement Production Services, hereafter referred to as APS, receive the right to make changes, to update, to delete, or to add to these polices, rules, procedures and benefits at any time.

2016 Dates & Hours of Operation

Thursday, May 5th	11am to 9 pm
Friday, May 6th	11am to 10 pm
Saturday, May 7th	11am to 11 pm
Sunday, May 8th	11am to 11 pm

Space and Booth

Merchant/Advertising/Promotion vendor booth: consists of a 10' x10' space, 10' x 10' tent with 3 walls, Electrical up to 500 watts of 110 volt electricity, and general overhead lighting.

Any additional Equipment and Services must be provided by Vendor (Extension cord, table, chairs, technology, etc. . .)

Space rental is the 10' x 10' area, 10' x 20' or 20' x 20' area only. **You cannot build onto your space and/or display items or signage outside of your space unless prearranged and written in contract. You must stay within the boundaries of the space that was rented to you. Booth space cannot be shared or sublet to any other identity then what is on the contract.**

Payment of Rent

Vendor will pay all rent [booth rental and any additional charges as requested by Vendor] to APS. Payment must be sent in at the time of application or your space will not be held for you. Booth rental fee is non-refundable.

All booth space fees must be paid in full by **April 1st, 2016**. Any returned NSF checks will be charged a \$45 fee.

Booths may not be shared, assigned or sublet without written permission from the event manager. Failure to abide by this rule may result in closure of the vendor's booth at the event.

Permits

Vendors are responsible for obtaining all required governmental permits (i.e., health, fire, business, city licenses, insurance etc.). Any vendors serving food must abide by all rules and regulations set by the Portland Health Department.

Designation of Booth Location

Within a reasonable time before the beginning of the Fiesta, APS will designate the location (space) for the Vendor's booth on the Fiesta site plan. Careful thought and consideration will be taken to place all vendors in a convenient space; once your booth space has been assigned it is FINAL. If you move or exchange your booth space without authorization, then APS may terminate this Contract and close down the Vendor.

Set-up Day

You will be allowed to set up your booth starting **Monday May 2nd, Tuesday May 3rd from 8am to 7pm at night and Wednesday May 4th 8am to 7pm – Limited vehicles are allowed in park after 2pm so that bistro lighting can go up.** We will expect your arrival on the date you specified on your contract. It is your responsibility to check in at the APS Office before moving your equipment onto the grounds. Office will be located under the Morrison bridge.

The Vendor agrees to complete the set up by **7pm on Wednesday 4th 2016**. If the vendor has not finished set up by 7pm then the vendor must contact Tracy at [503-519-8467](tel:503-519-8467) ASAP to make special arrangements.

Vendors will have a 20 minute time period for unloading, then the vehicles must be moved to a nearby parking facility. APS does not provide parking for vendors vehicles: also, please note that vehicles may be towed at the owner's expense.

Please note: All vehicles must be cleared from Naito Parkway between the hours of 7am and 9am and again from 4pm to 6pm weekdays to allow for rush hour traffic. This area is for loading and unloading only—YOU CANNOT PARK IN LANE CLOSURE

Security

There will be limited overnight security patrolling the event grounds from close until 8am nightly.

APS will provide 24-hour security beginning at **8am on Monday May 2nd 2016** . The vendor acknowledges security is only a deterrent and not a guarantee against unlawful activities including theft or destruction of property. The vendor is solely responsible for safeguarding its property and will bear the sole risk of loss for all materials and equipment owned or used by the vendor in connection with the Fiesta-related activities

Under no circumstances will any person be allowed to remain in the booth or space overnight.

Daily Entrance Passes

Vendors are issued daily entrance passes. Please note that you will not need passes for the morning shift if you are entering the grounds before opening.

Passes are for employees working the booth only. If you wish to leave the site, you need to have your hand stamped for reentry.

If you forget your pass, you must pay to get in. Do not hassle the ticket sellers or gate personnel.

Each vendor will receive the required amounts of passes for their booth that the vendor requests (as long as the request is reasonable). These can be picked up at the APS Office on setup day (office located under the Morrison bridge).

Discounted entrance tickets can be purchase at the APS Office for family and friends.

Exclusives

There are no exclusives on any food or merchant items. However, we try to minimize duplications.

Booth Appearance

Your booth and surrounding areas of your booth must be kept clean and picked-up. Vendors with the lowest standards will be dropped from the celebration.

Cleaning, Garbage and Park Damages

Vendor will maintain its space and booth in a clean and orderly manner, follow the rules of the recycling vendor, dispose of all garbage in garbage bags, dispose of waste water in designated

drains and follow the rules and regulations of the City of Portland. The Vendor agrees to be responsible for any cleaning costs or Park damages caused by the Vendor or assessed against the Vendor by the Association or the City of Portland.

Do not dump grease in the garbage cans, dumpsters or port a potty's.—we have grease barrels on site.

Any garbage left behind on closing night that is linked to your booth will result in a \$50.00 fine.

Music

No sound devices or music (record player, tape recorders, etc.) shall be allowed unless approved by APS.

Nightly Closings

Each evening, an office staff member will come by and close you **(do not close on your own)**.

Giveaways/Drawings

All giveaway items must be approved by APS. The names and addresses of drawing winners must be given to APS.

Parking

There is no free parking at this event

Closing Night - dismantling and removal

All equipment, supplies and debris must be removed closing night of the event. If you cannot clear your booth out that night, you must contact Tracy and make other arrangements

Deliveries of food beverages and merchandise

The vendor understands that APS will make reasonable effort to help in the delivery of food, beverage and merchandise to the vendors. However vendors also acknowledge that the parks department or APS may decide that vehicles are not allowed on the grass, and the deliveries will be made only under the Morrison Bridge and at the fountain, South end entrance. NO DELIVERIES are permitted between 7am and 9am and again between 4pm and 6pm on Naito Parkway Ave on Thursday or Friday morning to allow for rush hour traffic.

Rules & Regulations

At its sole expense, the Vendor and its employees will follow all APS and government rules and regulations, including health, fire, and police. During the Fiesta, the vendor agrees to keep a copy of this contract and all related government rules and regulations at their booth.