



## Application, Policies and Agreement

**Location:** World Forestry Center: Central Plaza

**Dates:** July 15, 2023

**Show Hours:**

9:30 am – 6 pm Saturday July 15th

Mailing Address:       TeaFestPDX c/o Jenn Brenner  
2920 NW Roosevelt Dr  
Corvallis, OR 97330

**Exhibits contact:** Eric Arthur

E-mail: [teafestpdxvendors@gmail.com](mailto:teafestpdxvendors@gmail.com)

Tel: (503) 841-9515

***Applications will be accepted until May 31<sup>st</sup>, 2023.***

**All booths include at least 2 electrical outlets, access to water in kitchen, table, chairs if needed, and access to volunteers to help with vendor needs. We do not provide tablecloths or waste bins. The booths are first come first serve, and the festival reserves the right of refusal.**

All Plaza and Cheatham Patio vendor booths are outside under the large tent (not air-conditioned) and all Cheatham Hall booths are indoors (air conditioned).

Both vendor areas receive high traffic flow, but the outdoor area is a dual-purpose area, with both selling of product and experiential tea tastings occurring. There is a higher level of interaction expected in the outer area and hence more room provided to vendors. It is also the area of greatest exposure for vendors and where we place our Silver and Gold sponsors (unless requested otherwise). Cheatham Hall is strictly a vending area with no expectations from the festival.

If you would like to be considered for the Flow Area outside, please contact Eric at [teafestpdxvendors@gmail.com](mailto:teafestpdxvendors@gmail.com). This area has 10x10 or 10x20 booths and the requirement of pouring tea during the festival and providing low seats. The vendor is able to sell products but off to the side. The vision for this area is to have places for participants to interact over tea in a relaxing environment. “Drink tea, make friends.” The cost for this area is lower than the main vendor booths to offset the cost of tea poured and to reward the vendor for the environment created as part of the overall vision of the festival.

## **Booth Rates:**

### ***Cheatham Hall***

**Outer Ring Booth Rate:** (booth size – 8 ft x 6 ft) (11 spaces available)

- \$350

**Single Booth Rate:** (booth size – 10 ft x 10 ft) (9 spaces available)

- \$500

**Double Booth Rate:** (booth size - 10 ft x 17 ft) (2 spaces available)

- \$700

### ***Outdoor Plaza***

**Single Booth Rate:** (booth size – 10ft x 10 ft) (9 available)

- \$450

**Double Booth:** (booth size – 10ft x 20ft) (9 spaces available)

- \$650

**Cheatham Patio:** (booth size – 10ft x 10ft) (2 available)

- \$400

## **Discount offers**

If you have an interest in being a presenter as well (teaching one 45 minute class), we offer a \$50 booth discount. Please indicate the topic of your presentation where indicated when applying.

In addition, we are accepting sponsorships at a \$600, \$1250, and \$3500 level. Silver and Gold sponsorships include a booth outside in the main tent area. Bronze level sponsors receive a booth discount of 25%. This year, we are very interested in finding a Gold sponsor who will have their logo on the cups we will order.

### **Concessionaire fee for Food and Beverage sales:**

Selling beverages (brewed tea, etc) and/or food not prepackaged falls under food vendor rates. All beverage and food sales must comply with city and state health requirements. There is limited room for food carts above the Plaza area.

There is no fee due if you are giving away free samples and/or if the beverages and food sold are prepackaged.

**Food Cart Fee (near Plaza at entrance street-level): \$150 – this rate applies to larger food carts**

**Food/Beverage Cart Fee:\$50 – this rate applies to mobile beverage carts that are small enough to maneuver in the Plaza area.**

## **Exhibits must be of high quality and the products or services exhibited must be clearly related to tea and tea education.**

TeaFestPDX is among a handful of festivals in the Northwest devoted to tea education and enjoyment. We go to great lengths to provide an educational and entertaining experience for persons interested in tea origins, history, consumption, and cultural tea traditions.

Applicants are requested to include a description, samples, photos and/or literature about the products or services to be exhibited and an educational component to their sales efforts. Show management reserves the right to reject the application based on quality or appropriateness to the festival. Furthermore any exhibitor who arrives for move-in with products different from what was stated in the application may be asked to leave and there will be no refund of booth payments. Management reserves the right to remove any unauthorized or inappropriate products during the festival.

### **Booth Assignments:**

Vendors will be assigned booth locations after March 1<sup>st</sup>, 2023 .

- Booth location is based on sponsorship level and on a first come, first serve basis for fully paid booths. Extenuating circumstances will be considered if presented in writing.
- No space will be assigned until the booth payment is received.
- The acceptable forms of payment are by check, money order, or credit card.
- **If booth payment is not received within 30 days of invoice for the booth, the application will be suspended and the vendor booth space will be given to the next in line, excepting prior arrangements.** Please contact us via email to make arrangements if needed.

### **Cancellation Policy:**

- No refunds for booth cancellations will be made after June 1<sup>st</sup>, 2023.

### **Hours of Operation:**

- Vendors will be able to access the venue at 7:00am the day of the event. We will have access to Cheatham Hall the evening before, so booths can be setup the afternoon before the festival. Please contact the email above for more info on this.
- The festival ends at 6pm, and the rental of the venue ends at 7pm.

### **General Booth Layout and Acceptable Products or Services to exhibit:**

- The Show assigns exhibit space only for tea education and the promotion and sale of products and services specified in your application (including any subsequent modifications for which exhibitors have obtained approval before move-in). Exhibitors promoting or selling any other products or services will be required to remove them from their exhibit.
- All Exhibitors are encouraged to have a significant educational component within their exhibit.
- Exhibitors are not permitted to exhibit or promote their products or services outside the boundaries of their assigned space or other approved spaces.
- Exhibitors are not permitted to play music or use any equipment that projects sounds, images or objects outside the bounds of their assigned space.
- The use of headset and hand-held microphones is prohibited
- Exhibitors are not permitted to place signage outside the bounds of their assigned space except in the case of Sponsors whose sponsor package includes such signage.
- The exhibit space price does not include decorations, janitorial or other services.

- Additional services and/or supplies needed for your booth are all subject to show organizers discretion, must be arranged through show organizers before July 1st, and all expenses will be the responsibility of the vendor.
- Restocking with handcarts/dollies must be done prior to the Show opening and after the Show closes each day, to ensure public safety.
- Storage - There is no storage during the event other than within your booth and under your tables.

### **Fire Safety:**

- Any decoration or display item within 18 inches of an ignition source must be flame-proofed prior to the Show. Documentation must be submitted to the Exhibits Manager before move-in. Examples of "ignition source" are any electrical outlet and electrical extension cords.

### **Photography is encouraged – with limitations:**

- Casual, amateur photography is allowed, and encouraged, throughout the Show. For reasons of public safety the use of tripods is not permitted during Show hours.

### **Booth Assignments and Regular Equipment Provided**

- **Booth Location:** Vendors will be assigned final booth locations after March 1<sup>st</sup>, 2023.
- **Booth Sizes** - Each booth will have 3ft high pipe and drape defining the space on the sides but not front.
- **Equipment Provided in booth package** -
  1. One Table (two foot by six foot) (tablecloth not provided by festival) and two chairs. (Double sized booths will have two tables and four chairs).  
**Additional tables can be requested at a charge of \$10 each, - (these tables will not have table cloths or be skirted and are usually two foot by eight foot in size).  
Additional chairs can be requested at no charge.**
  2. Electrical Service - Each Booth will have electrical service with **one 1500 Watt capacity line** (double booths will have **two 1500 Watt lines**).
    - **Be sure to verify that you do not exceed the wattage of each electrical line's capacity.** This capacity can easily be exceeded when using rapid heat hot water kettles or other special electrical equipment. **If you need access to more power, please be sure to let us know in advance.**
  3. Perimeter security will be provided the night before the festival to protect any setup or equipment outside.

### **Vendor Listing on the festival's website and in the Festival Show Guide**

- Exhibitor listing on the Show's website [www.teafestpdx.com](http://www.teafestpdx.com) with products and services included in description text as supplied by exhibitor.
- Exhibitor listing in the Official Show Guide distributed on-site (exhibitors must submit accurate information at least 6 weeks prior to Show opening) once payment is received.

## **Liability Insurance –**

### **All Exhibitors must be covered by Liability Insurance while exhibiting at the Festival –**

Exhibitors must have liability insurance coverage that covers their business as it functions at the festival and that also covers the festival.

Please provide the following:

- **Certificate of Liability from your insurance company –**

A Certificate of Liability can be requested by you from your insurance company. This certificate should show Tea Events PDX Inc. (as shown below) as the certificate holder:

**Tea Events PDX Inc.  
5328 NE Cleveland Ave.  
Portland, OR 97211**

Note: There are not any specific limits required and should match your liability levels of your current policy. The usual amount is around \$1,000,000 (or more) each occurrence, etc. Usually insurance companies will issue a Certificate of Liability Insurance at no charge.

All orders are governed by  
**Tea Events PDX Inc. Payment Policy  
and Limits of Liability & Responsibility.**

**Please read carefully.**

1. This application is not a contract. Once you have been accepted into the Festival, an email notifying vendor of the acceptance will be sent to you.
2. Tea Events PDX Inc. and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, damage to uncrated materials, materials packed improperly, glass breakage or concealed damage. Claims for loss or damage must be submitted to Tea Events PDX Inc. by the close of the show. No suit or action shall be brought against Tea Events PDX Inc. or its subcontractors more than six months after the cause of action accrues.
3. Tea Events PDX Inc. and its subcontractors are not responsible for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are Tea Events PDX Inc. and its subcontractors responsible for Exhibitor's freight before it is picked up from Exhibitor's booth for loading after the show. Exhibitors must submit a Tea Events PDX Inc. bill of lading for all outbound shipments. All bills of lading covering outgoing shipments submitted to Tea Events PDX Inc. or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
4. It is agreed that Tea Events PDX Inc. and its subcontractors are not insurers. Insurance, if any, shall be obtained by Exhibitor. Amounts payable by Tea Events PDX Inc. hereunder are based on the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further agreed that Tea Events PDX Inc. and its subcontractors do not provide for full liability should loss or damage occur. In the event that Tea Events PDX Inc. should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound/per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause of origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by Tea Events PDX Inc., its subcontractors or their employees.
5. At the close of show, if carriers fail to pick up or refuse to accept shipment, Tea Events PDX Inc. reserves the right to reroute such shipment or move shipment to our warehouse pending advice from Exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling. Thus, in order to expedite removal of materials from the show site, Tea Events PDX Inc. shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by Exhibitor, materials will be disposed of and Exhibitor agrees to be responsible for payment of charges relating to such handling. Tea Events PDX Inc. assumes no liability as a result of such rerouting or handling. Tea Events PDX Inc. will also have the authority to dispose of materials left behind and to charge the vendor.

6. Tea Events PDX Inc. and its subcontractors shall not be liable for shipments received without receipts, freight bills or bill of lading, such as UPS or van lines, these shipments will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.
7. Tea Events PDX Inc. and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or Exhibitor personnel which may make it impossible or impractical to exhibit same.
8. The Exhibitor agrees, in the event of a dispute with Tea Events PDX Inc. or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Tea Events PDX Inc. for freight handling services or any other services provided by Tea Events PDX Inc. or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Tea Events PDX Inc. prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Tea Events PDX Inc. or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
9. Tea Events PDX Inc. and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events.
10. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that Tea Events PDX Inc. and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Tea Events PDX Inc. or its subcontractors shall be authorized to sign a delivery receipt, bill of lading or other document, the parties agree that Tea Events PDX Inc. or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
11. Tea Events PDX Inc. will handle receiving, storage, and delivery of vendor materials to the show as space/resources allow and that we reserve the right to bill for any of these services.

## Exhibitor/Vendor Application and Registration Form:

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Company/Organization Name to Appear on any Show Signage and Literature:

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: (on site at show) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

Description of Products/Services:

Description of Educational Component of Your Exhibit:

Exhibitor Categories (please check all that apply)

- Tea education materials       Tea  
 Tea ware       Tea related products and services  
 Other products and services

Interested in being a Presenter (one 45 minutes presentation): \_\_\_\_\_

Topic of Presentation: \_\_\_\_\_

### Please read all accompanying information -

Before completing and signing this application, please read carefully all the information accompanying this application including Exhibitor Categories, Exhibit Regulations, Miscellaneous Specific to the Tea Events PDX Inc., Exhibit Payments, Cancellation Policy and the Tea Events PDX Inc. Payment Policy and Limits of Liability & Responsibility.

Please sign below to confirm that you have read and agree with the Exhibit Regulations, Exhibit Payment sections and the Limits of Liability & Responsibility.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



# Application Deadlines and Fee Schedules:

***Last date for vendor applications is May 31<sup>st</sup>, 2023 to be included in the Festival printed material and schedule.***

Registration fees are based on the date application is received by TeaFestPDX

## Booth Rates:

### ***Cheatham Hall***

**Outer Ring Booth Rate:** (booth size – 8 ft x 6 ft) (11 spaces available)

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**Cheatham Patio:** (booth size – 10ft x 10ft) (2 available)

- \$400

## Discount offers

**Presenter Fee Discount \$50**

Presenter discount (-\$50)      \$ \_\_\_\_\_

## Concessionaire Fee:

Small Mobile Beverage Vendor (inside venue Plaza area) Fee of \$50.00      \$ \_\_\_\_\_

Full Food Cart Vendor (near Plaza in event)      Fee of \$150      \$ \_\_\_\_\_

***Total of All Registration and fees paid  
(Minus any discounts):***

\$ \_\_\_\_\_

**Note: Any fees due for additional Equipment or Services (extra table(s), electrical lines, etc.) will be billed separately as needed.**

## **Vendors will be assigned final booth locations after March 1<sup>st</sup>, 2023.**

- Booth location is based on sponsorship level and on a first come, first served basis for fully paid booths.
- Requests for specific booth locations, while not guaranteed, will be honored as space permits. Festival management reserves the right to adjust booth location assignments as required by existing conditions.
- Extenuating circumstances will be considered if presented in writing.
- *No space will be assigned until the booth payment is received. If booth payment is not received by 30 days after invoice is sent, the booth application will be suspended and booth given to next in line unless arrangements are made.*

E-mail this application and once the approved email is sent, a Paypal invoice will be send. You can make payment using check, money order, or Paypal.  
(Visa and MasterCard Accepted via Paypal)

### **Payment by Check or Money Order:**

Make checks and money orders payable to: Tea Events PDX Inc.

**Please make payment in U.S. funds drawn on a U.S. bank.**

You are advised to complete the application as soon as possible as it is anticipated the festival booth space will sell out early.

There will be a \$35 charge for returned (NSF) checks. Returned checks or declined credit cards will result in suspension of application.

### **Send checks to:**

TeaFestPDX (c/o Jenn Brenner)  
2920 NW Roosevelt Dr  
Corvallis, OR 97330

Phone: 503.290.4730

Email: [teafestpdxvendors@gmail.com](mailto:teafestpdxvendors@gmail.com) or [teafestpdx@gmail.com](mailto:teafestpdx@gmail.com)