

## Portland Brunch Festival

Sunday, March 10th,

2019

### Location:

Leftbank Annex 101 N. Weidler, Portland, OR 97227

Parking for the festival is located in the East garage of the Rose Quarter.

Parking for vendors is free and is located across the street at 1661 N. Weidler.

### Tickets:

Tickets are being advertised and sold by [tickettomato.com](http://tickettomato.com). 100 VIP tickets and 700 general admission tickets will be available.

### Hours:

The festival will be from 10am to 3pm. Load in for vendors will start at 6am. Load out is from 3pm to 6pm. Please do not leave the festival before 3pm. For vendors with food trucks please email [alanna.mandrour@JK25.org](mailto:alanna.mandrour@JK25.org) for information about parking.

### Parking:

You may use the parking lot attached to the building for loading. All vendor vehicles must be out of the parking lot by 9am. Please park in the vendor parking during festival at 1661 N. Weidler (corner lot across from Leftbank)

### Booth Space:

Booth size will be 8' x 8' and will include two tables and linen. If you would like more space or tables please let us know. We also have limited space for food trucks.

### Cooking:

Prep and cooking may be done at the booths or in prep kitchen as space allows. Tabletop cooking, microwaves, toaster ovens, hot plates etc., can be used. Please bring your own extension cords. Please no open flame or frying. A walk-in fridge is located downstairs and may be used by vendors. Ice is available upstairs and downstairs for free to all vendors. There is also a walk-in fridge located downstairs. Electricity is included and free Wifi will be available.

### Other Vendors:

This year we are welcoming vendors selling other goods besides alcohol and/or food. These booth spaces will be limited. When filling out the vendor form below please write in a description of your booth in the "Type of Food," section. For consideration please email Alanna at [alanna.mandrour@JK25.org](mailto:alanna.mandrour@JK25.org) or call 971-344-2885

#### Signage:

There will be pipe and drapes at 8 booths. Signage may be hung from drapes or tables. Please let us know what type of signage you will have so we may assist you in displaying them. Signs, decorations, and related material may not be taped, tacked, stapled, nailed or affixed to painted surfaces, windows or other surfaces. Logos from all vendors and sponsors will appear on all event media. If you would like your logo included please send your logo in jpeg format to [alanna.mandrour@JK25.ORG](mailto:alanna.mandrour@JK25.ORG)

#### Publicity:

Participants may be included in promotional materials including posters, brochures, press releases, ads, website, and social media. We encourage all participants to further promote the festival and notify others of our event. [www.portlandbrunchfestival.com](http://www.portlandbrunchfestival.com)

#### Selling samples:

All vendors may sell samples up to \$5. We encourage you to sell a range of sample sizes. An email will be sent to vendors one week prior to the event with the number of tickets sold up to that point. You are responsible for taking credit cards and cash.

#### Fees:

The cost for vendors this year is an optional donation of \$100. If your company would like to sponsor part of this event please email [teri.kersey@jk25.org](mailto:teri.kersey@jk25.org). Your company will be featured in more areas of the event and in media if you become a sponsor.

#### Permits:

If your booth requires a temporary restaurant permit please follow all rules set by Multnomah County. If you need help with hand washing station setup please let us know as we have a limited number of handwashing stations available for setup. For more information: <https://multco.us/services/temporary-food-events> or call 503-988-3400

#### Selling and Sampling Alcohol:

To sell or sample alcohol permits must be acquired from OLCC. A plan to manage will need to be signed by each vendor sampling or selling alcohol. This form will be emailed when it becomes available. Please contact Alanna for questions concerning alcohol permits. [alanna.mandrour@jk25.org](mailto:alanna.mandrour@jk25.org) or 971-344-2885.

Please let us know if you will need anything else for your booths or any other special requirements you will need. We will happy to help to ensure a great time for all!

## VENDOR APPLICATION

Name:

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Booth Name/Company:

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Email:

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Phone Number:

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Address:

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City, State, Zip:

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Business Name:

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Website:

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Type of Food (please describe menu items and price \$0 to \$5):

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Comments/Requests:

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Please email application to [alanna.mandrou@jk25.org](mailto:alanna.mandrou@jk25.org)