

8th ANNUAL GREATER PORTLAND FESTIVAL OF NATIONS (FONS)

PH: (207) 541-3666 E-mail: womini@aol.com

Website: <http://www.wini.us/festival.htm>

February 13, 2010

Dear potential Vendor:

We hope you will be joining us **July 31-August 1, 2010 in celebrating the Eighth Annual Greater Portland Festival of Nations.** The festival is collaboration with many corporations, agencies and foundations in Greater Portland. The Annual Greater Portland Festival of Nations is now recognized as one of the most outstanding Family oriented cultural festivals in the State of Maine. The Festival celebrates and highlights Maine's ethnic diversity and traditions, encourages ethnic understanding, and promotes a healthy Maine.

We are excited because the festival is **NOW A TWO DAYS EVENT.** *Saturday -The festival and gospel Festival on Sunday.* The two days event is open to all vendors. The events will held on July 31st from 2:00-9:00PM and Sunday, August 1, 2010 from 11:00AM-4: 00PM. The cost to vendors participate on July 31st will be as follows: **Food vendors-\$100.00, Craft Vendors -\$75.00 and Exhibit Vendors-\$25.00.** The Sunday Gospel Festival will be **FREE** to all register vendors

Last year we attracted over 3,000 participants and this year we are expecting 5,000. Each year we are growing. Our goal is to position each vendor in such a way that the vendor and the Festival are truly successful and accommodating for all. To make it easier on our vendors, this year we will tables and chairs for lease. *To celebrate our vendors, each vendor this year, will receive a **FREE Festival T-shirt as a token our appreciation for your participation, support and understanding.***

NOTE: If you interested in being a Food and Beverage vendor, all food must be from an approved source and prepared in a licensed kitchen or on site. Preparation of food within a home kitchen is prohibited. If you have no assess to licensed Kitchen, please let us (FONS) know so we can assigned you to a licensed kitchen near your home or business. NO EXEMPTION.

Enclosed, please find the 2010 registration packet. *If you are interested in being a Food/Beverage Vendor, please complete pages 2-3 plus the city of Portland Temporary FSE or a Non-Food vendor, complete pages 2-3 and Craft Permit in the packet. Exhibit/Demonstration, fill out pages 2-3 ONLY.*

In order to process your application, please mail a completed application. City of Portland vendor license application that applies to you and your check payable to **Festival of Nations 68 Exeter Street, Portland, Maine 04101. Attn.: Festival of Nations. The deadline for submitting this form is June 1, 2010.**

If you have any questions, please feel free to contact us at (207) 541-3666, or by email at womini@aol.com. We look forward to joining us and making this a great festival.

Sincerely,

Michael Okigbo
President
Greater Portland Annual Festival of Nations

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VENDOR APPLICATION

BUSINESS NAME: _____

BUSINESS CONTACT: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ **BUSINESS FAX:** _____ **E-MAIL** _____

VENDOR INSURANCE NBR: _____

NOTE DAYS AND TIMES OF EVENTS
SATURDAY, JULY 31, 2:00PM – 9:00 PM
SUNDAY, AUGUST 1, 11:00 AM-4PM

SIZE OF SETUP/FEES

Food/Beverage Vendor Fees: First 10 ft: \$100. Add 10' increments: \$75 each. total _____

Are you Participating _____ Saturday/Sunday _____ Saturday Only

Craft Vendor Fees: First 10 ft: \$50. Add 10' increments: \$75 each. total _____

Are you Participating _____ Saturday/Sunday _____ Saturday Only

Exhibit / Demonstration Fees: First 100 ft: \$25. Add 10' increments: \$25 each. total _____

Are you Participating _____ Saturday/Sunday _____ Saturday Only

Insurance	\$50.00	_____
Lease table: 6' Banquet table	\$15 each	total _____
Lease Chair: Black folding samsonite chair	\$ 5 each	total _____
	TOTAL DUE:	_____

NOTE: EVERY VENDOR WILL RECEIVE A FREE FESTIVAL OF NATIONS T-SHIRT (CIRCLE THE SIZE YOU WANT) FREE T-SHIRTS SIZES: SMALL MEDIUM LARGE X-LARGE

FOOD/BEVERAGE VENDORS: PLEASE SPECIFY ALL ITEMS TO BE SOLD, AND THEIR APPROXIMATE COST (USE BACK OF FORM IF NECESSARY). (** **Please note: All vendors must prepare the food either a) on-site at the Festival/event b) in a state or municipally licensed kitchen or c) from some other approved source i.e. pre-packaged source.**)

CRAFT/NON-FOOD VENDORS: PLEASE SPECIFY ALL ITEMS TO BE SOLD, AND THEIR APPROXIMATE COST (USE BACK OF FORM IF NECESSARY).

NO items may be sold without pre-approval by WINI. You will be notified only if an item is NOT approved.

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VENDOR FEES AND SPACE REQUIREMENTS

All vendors fees include City of Portland license, which FON will obtain. All vendors are advised to provide their own booth and display and hand-trucks to transport your set-ups. All space are by 10-foot increments (measured in width and depth) and must include trailer hitch space in your measurements.

This year, WINI will have tables and chairs available for lease with prior notice.

ELECTRICITY/ WATER AVAILABILITY

Electricity will not be available. Generators are allowed only with ADVANCE permission of FON, with noise being a factor in placement location. **We encourage the use of gas-generated appliances.**

WATER IS NOT SUPPLIED.

INSURANCE REQUIREMENT

Insurance will be required for food vendors ONLY. Certificate of insurance must list **Women In Need, Industries as additionally insured** and must be for a minimum of **\$1,000,000.** **FOR ADDITIONAL FEES OF \$50.00, FESTIVAL OF NATIONS WILL INSURE YOU FOR THE DAY.** In order to process your application, please mail a completed application, certificate of insurance and your check payable to Festival of Nations by **July 10, 2010** to Festival of Nations, 68 Exeter Street, , Portland, Maine 04102, Attn.: Festival of Nations.

Certificate of Insurance enclosed

Certificate being sent by (insurance co.): _____ Tele: _____

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VENDOR AGREEMENT

This must be mailed to our office by: July 10, 2010

I, the undersigned Vendor, agree to abide by all of the obligations listed below. I understand that my signed agreement is necessary for acceptance of my Vendor application.

I hereby acknowledge and agree to the authority of Festival of Nations:

- To determine who shall participate in the Festival of Nations on July 31-Aug.1, 2010;
- To revoke, at any time, the right to participate of anyone deemed to promote activities inconsistent with the goals of the Festival of Nations;
- To revoke, at any time, the right to participate of anyone who fails to comply with the obligations listed herein, or with other reasonable requirements which may be imposed by officials of the festival;

_____ (“Vendor”) agrees to sell items in accordance with the terms hereof:

- I will display and sell only the inclusive list of merchandise stated on my Vendor application;
- **Food Vendors agrees to arrive by 12 noon, to be set up and ready for inspection by 1:00 pm. The Festival will begin at 2 pm. All sales should cease at 8:30 pm.**
- **Craft and Exhibit/Demonstration agree to arrive by 12:30 to set up**
- Vendor agrees not to occupy any space other than the that assigned to you by the Festival Committee and no space other than that paid for in advance;
- Vendor understands no refunds will be awarded for vendor cancellations or rain;
- Vendor agrees not to sell **T-shirts, baseball caps, or tote bags** unless Vendor has received specific permission by Festival Committee prior to event;
- Vendor agrees to display the **Festival of Nations Vending Permit** throughout the event;
- Vendor (if serving food/beverages) agrees to issue a valid **Certificate of Insurance** for the day of the festival, including **Women In Need, Inc.** as certificate holder and additionally insured for a minimum of **\$1,000,000; FOR ADDITIONAL FEES OF \$50.00 FESTIVAL OF NATIONS WILL INSURE YOU FOR THE DAY**
- Vendor agrees not to sub-let vending space. If any space is occupied by any person(s) other than the Vendor, officials of the festival will remove the illegal Vendor(s). There will be no refund of the festival fees.

Business name—**Please Print**

Vendor Signature

Date

Festival of Nations agrees to engage the Vendor name herein as an independent contractor for the Festival of Nations on Saturday/or, July 31, 2010-August 1, 2010

Michael Okigbo, President
Festival of Nations

Date