



2012 World Beat Festival Vendor & Exhibitor Guidelines

Greetings! We are looking forward to bringing people together to share their culture and heritage at the 15th Annual World Beat Festival on June 30 and July 1, 2012. We've updated our materials this year, so please read through everything carefully. Thanks!

How To Apply

1. Read *all* Guideline items fully.
2. Complete the appropriate Application Form including contact details, fees and description. Remember to include all relevant forms: i.e. city liability insurance as needed)
3. Total the fees and include a check payable to "Salem Multicultural Institute" or "World Beat Festival"
4. Review the checklist
5. Send to us at Attn: Vendors & Exhibits, World Beat Festival, P.O. Box 4611, Salem, OR 97302 to arrive **no later than April 15, 2012**. For early bird discount, must be postmarked by March 15, 2012.
6. Email exhibits@worldbeatfestival.org or call (503) 581-2004 with questions.

Criteria for Acceptance

The following criteria are taken into consideration in selecting vendors and exhibitors. Vendors and exhibitors should ensure that their booths:

1. Serve our mission – to promote harmony and understanding through innovative, educational cultural programs and activities
2. Are cultural - help the festival to enhance its authentic cultural experience
3. Are high quality – clean, well-kept goods, presentation and decoration, cultural authenticity.
4. Are in good standing – does not have bills outstanding from prior attendance, pays in a timely manner.

We strive to give our vendors the best possible opportunity to succeed during the Festival. For that reason we allow a limited number of vendors and exhibitors to sell any particular item. We reserve the right to strike specific items from vendors' menus or product inventories. Only menus and products listed in the application and approved by the exhibits team are allowed to be sold at the festival. We also work to maintain a sustainable balance of food, non-food, cultural exhibitors and dragon boat vendors.

World Beat Festival reserves the right to decide who is selected to participate. The festival is not the venue to promote, oppose or debate political, social, religious or other related issues.

Hours of Operation

1. Riverfront Park Space Set Up – Friday, June 29, 2012, from 1pm to 9pm; Saturday, June 30, from 6am to 9am
2. Festival Opening – Saturday, June 30, 2012, from 10am to 11pm; Sunday, July 1, from 9am to 6pm
3. Space Tear Down – not before 6pm Sunday, July 1
4. Dragon Boat Race Vendors only – Set Up Sunday, July 30, 2012, from 6am to 8am. Tear down not before 6pm

Basic Provision & Vendor/Exhibitor Categories

Individual basic provision of your space depends on your vendor/exhibitor category. There are four categories:

- A. **Food & Beverage Vendors – you sell either cultural foods and/or beverages**
 - a. 10' x 20' space minimum for food vendors.
 - b. 10' x 10' space for beverage/snack only vendors.
- B. **Non-Food Vendors – you sell cultural merchandise or other non-food goods**
 - a. covered 10' x 10' space as a shared tent space (½ of a 10' x 20' tent, or 10' x 10' space in a larger tent, depending on location) or stand-alone dependent on availability.
- C. **Exhibitors – you do not sell anything. Your space displays elements of culture**
 - a. Covered 10' x 10' space as a shared tent space (½ of a 10' x 20' tent, or 10' x 10' space in a larger tent, depending on location) or stand-alone dependent on availability.
- D. **Sports Vendor (Sunday only)– you sell goods related to dragon boat racing only**
 - a. If you sell dragon boat items, you will be located in a cement-floored, covered picnic shelter with electrical plugs at the north end of the park. No extension cord or tent will be provided, but tables and chairs are available for rent ahead of time.

Additionally, for all selling or vending any item, a Short-Term Concessionaire's Permit Form is required by the City of Salem. Complete this form (print from our web site at WorldBeatFestival.org if not included here) and send in with your application to us. The fee required by the City is already included in the fees the festival charges you.

Vending & Exhibiting Costs

1. The base fees cover the Basic Provision. Basic Provision for food vendors is different than Basic Provision for non-food vendors and exhibitors.
2. A discount is available to all vendors and exhibitors who submit a full application by the early-bird deadline. A full application means all fees, menus, photos are included. **See check list on the last page of your application.**
3. Additional costs include optional equipment and services supplied by SMI.
4. SMI requires all vendors (food and non-food) to pay 15% of gross receipts by July 15, 2012.
5. SMI requires all food vendors to pay a \$200 damage deposit, that will be returned upon satisfactory inspection by the City of Salem of the turf area associated with that booth, and the receipt of the 15% payment indicated above.
6. Food and Beverage vendors must order a minimum of 2400 watts/20 amps of electricity.
7. Submit **ALL** fees (except the 15% of sales) with initial application.
8. Acceptance into the festival is indicated by an e-mail or letter to the vendor or exhibitor, not deposit of the applicant's check.
9. Applicants not selected will have all funds returned.

10. Applicants that are selected but then withdraw will not be eligible for a full refund. If no replacement can be found, all fees will be kept. If a suitable replacement is found, a \$50 administration charge will be deducted from the fees returned.

Optional Equipment & Services You Can Order From Us

1. Increased space – additional 10'x10' as needed
2. Tables – 8' or 7' rectangular, 5' or 4' rounds (both according to availability)
3. Chairs – standard folding outdoor, pre-order encouraged
4. Apply for a corner location, selection subject to \$75 payment received, date of receipt and seniority
5. Electricity – purchase using the Electric Order Form. Your use is audited during the event by our supplier, Hollywood Lights. You are audited to see what devices you have plugged in, and how much electricity each device pulls. **Call Mike Pratt at 503.232.8855 for all supply questions.** Send form to us with your application. You will be billed at the event at floor rates for any extra power you use.

Optional Equipment & Services You Can Bring Yourself

1. Use Your Own Tent – *Only at SMI's discretion*

You must

- Apply by March 15, 2012
- Enclose photos
- Provide dimensions and description
- Show liability insurance coverage

2. Tables

3. Chairs

All Tents Must Be

- White
- In good repair, commercial quality
- A staked tent, not a pop-up or tarp
- In place by 7pm on Friday June 29, 2012
- Have a California Fire Stamp

Application Deadline

- **Early bird deadline: *completed* with *all* fees and postmarked by March 15, 2012**
- **Final deadline: *completed* with *all* fees and arrive in the office by April 15, 2012**

Fully completed applications received after this date will be considered only on a space-available basis.

Insurance & Health Permit Needs

1. Food Vendors are required to submit a Certificate of Liability Insurance meeting the standards set by the City of Salem at least 30 days before the festival. This Certificate is generally the level carried by Food Vendors everywhere, but it must have specific language to protect the City, its employees, etc. Print examples and explanation is included in this packet or available from our web site online at WorldBeatFestival.org. Send this form to us.
2. Food Vendors are required to hold a Marion County (Oregon) Health Department Food Handlers Permit. This can be obtained online at www.orfoodhandlers.com. There is a \$10 fee. For additional information, contact the Health Dept. at 503-588-5617.
3. Food Vendors are required to hold a Marion County (Oregon) Health Department Temporary Restaurant License which can be found at: www.co.marion.or.us/HLT/PH/EHS/insp/temp.htm Additional fees are necessary, but must be paid directly to the county to obtain these permits.
4. The Vendor and/or Exhibitor agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon. Vendor and/or Exhibitor further agrees to defend, save and hold harmless the World Beat Festival and Salem Multicultural Institute, their officers, agents and employees from all claims, suits or actions of whatsoever nature resulting from or arising out of the activities of the Vendor and/or Exhibitor or its contractors, subcontractors, employees, patrons or guests. **Vendor and/or Exhibitor shall secure at their expense and keep in effect during the term of this agreement Comprehensive General Liability with Broadening Endorsement from an insurance company authorized to do business in the State of Oregon.**

Booth Set Up, Operation and Tear Down

1. No move-in or move-out shall be permitted during opening hours. All items or supplies not in place before opening time must be hand-carried into the park, keeping the rights of the public in full consideration. Vehicles are not permitted to be parked on grounds without the express permission of SMI.
2. The Vendor and/or Exhibitor agrees to occupy space as assigned and to be open and staffed during all regular festival hours. In the event the Vendor and/or Exhibitor shall not occupy said space, the Salem Multicultural Institute is expressly authorized to occupy or cause said space to be occupied in such manner as it may deem best for the interest of the festival without any rebates or allowances whatsoever to the Vendor and/or Exhibitor and without in any way releasing the Vendor and/or Exhibitor from any liability thereunder. The Vendor and/or Exhibitor agrees not to sublet or apportion anyone else said space without written permission of Salem Multicultural Institute.
3. All Vendors and Exhibitors are asked to decorate their booth and/or wear clothing that reflects the culture or ethnicity they are representing. All tables must be covered.
4. All Vendors and Exhibitors are asked to refrain from encroaching on common areas. No vendor or exhibitor will be permitted to have any merchandise, displays, signs, etc. that extend more than 3 feet **from the front** of their booth. Absolutely no merchandise, displays, signs, etc. may be placed on the side of corner booths.
5. Food vendors in 10 x 20 spaces will be allowed a 10 x 10 prep area behind their tents.
6. It is the sole obligation of the Salem Multicultural Institute to furnish above exhibit space plus general guard service. All other services of any nature shall be ordered in advance by the Vendor and/or Exhibitor on the forms provided.
7. Flags will be provided by Salem Multicultural Institute. We make every effort to have the appropriate flag for each booth. You may not arbitrarily switch your flag with that of another booth.

8. The Vendor and/or Exhibitor shall be required to have any and all business licenses and other permits needed for the conduct of business.
9. The Vendor and/or Exhibitor shall not nail, staple, or otherwise affix in an injurious way to the structure or equipment provided, any object, display or sign. Vendor and/or Exhibitor shall be fully responsible to the owners of said structure or equipment for any damage done as a result of negligence or intentional disregard for said items.
10. The Salem Multicultural Institute shall have and retain the right to determine the acceptability of any Vendor, Exhibitor, Exhibit or Display to the overall festival. It shall have the right to remove any display that is inconsistent with the flavor the festival and shall only be liable for refund of fees paid if Vendor and/or Exhibitor has fully complied with the rules and regulations herein set forth.
11. The Vendor and/or Exhibitor shall promptly remove all displays, merchandise, debris and other materials from the park at the close of the festival and shall leave the area as nearly like it was at the time of move-in as possible. Should any expense for such removal be incurred by the Salem Multicultural Institute, Vendor and/or Exhibitor agrees to pay all costs of said removal and any and all items left shall be considered abandoned by the Vendor and/or Exhibitor and shall become the sole property of the Salem Multicultural Institute. Vendor and/or Exhibitor further agrees to pay all fees charged by the City of Salem for additional rents as a result of overstaying the lease agreement times.
12. The Vendor and/or Exhibitor agrees to have all merchandise and displays in good order no less than one hour before the published festival hours, and if bringing a tent to have it set up by 7:00 p.m. on the evening prior to the festival opening, and maintain booth in good repair and well-staffed during festival hours. No debris or other items shall be allowed in the public walkway areas of the festival and should such violation of the rules occur, Vendor and/or Exhibitor agrees to promptly remedy said violation in the interest of the general public and the overall festival.
13. The Vendor and/or Exhibitor agrees to abide by all state and local regulations, including fire regulations
14. Donation Jars, or similar revenue-generating devices, are prohibited without specific approval of the Salem Multicultural Institute.
15. Beverages & Food may only be sold by approved Food Vendors, and the Salem Multicultural Institute. ***SMI reserves the right to stop sales of any food item being sold not included in the application.***
16. Vendors and Exhibitors who are selected will receive additional information with details about such things as set-up times and procedures, tear-down, ice, water, garbage, and parking.

Signage

1. All signage must clearly indicate the name of your organization in large letters. Your menu is not your sign. Please see our website for examples of what we're looking for.
2. All signage must be professionally printed or painted and ***should reflect the cultural heritage of the exhibit or vendor.***
3. A-frame signs and awnings are allowed, but cannot stretch or be placed beyond 3 feet in front of the vendors allotted space.
4. Floating signs or signs that otherwise are 'flying' above the booth are forbidden.
5. The festival reserves the right to remove any signage, awning or item deemed inappropriate or hazardous by festival staff.

Other Rules & Regulations

1. SMI shall have final choice on booth selection and location.
2. Vendor and/or Exhibitor agrees to hold World Beat Festival and Salem Multicultural Institute, their officers, agents or employees harmless from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons including but not limited to persons

to whom the Vendor and/or Exhibitor may be liable under any Worker's Compensation Law and the Vendor and/or Exhibitor personally, from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares or merchandise caused by, arising out of, or in any way connected with the exercise by the Vendor and/or Exhibitor of the privileges granted herein. "Hold harmless clause" includes the serving and sale of food items and any claims arising there from.

3. Alterations or variations from this contract shall be in writing and approved by Festival management and shall otherwise hold no legal value.
4. The Salem Multicultural Institute shall not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons that the park the festival is being held in before or during the festival is destroyed by fire or other calamity, or by any act of God, public enemy, strikes, statutes, ordinances or any legal authority, or any other cause beyond the control of the Salem Multicultural Institute.
5. No alcoholic beverage consumption, loud, boisterous or unbecoming behavior shall be allowed by any Vendor and/or Exhibitor, and festival manager shall have the right to have such persons removed from the festival without recourse and shall not be liable for any damages or suit as a result of such removal.
6. This document constitutes the entire contract between the parties and no waivers, modifications or amendments shall be valid unless written upon or attached hereto and shall be approved in writing by an officer of the Salem Multicultural Institute.