



Food & Merchandise Vendor Manual

DragonSports USA
PO Box 8233
Portland, OR 97207

2024



2024 Portland Dragon Boat Festival Food & Merchandise Vendor Manual Contents

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Welcome to the 2024 Portland Dragon Boat Festival

The Portland Dragon Boat Festival is an action-packed two-day event with up to 72 international teams and over 1,400 paddlers participating. The race is scheduled for September 7th and 8th and is set at the Tom McCall Waterfront Park in the heart of Portland, Oregon.

Participants travel from California, Washington, British Columbia, and beyond to compete in 500 and 2000-meter races on the Willamette River. The venue features a food and merchandise vendor area, canopies for race participants, a large spectator area, and the best Beer Garden of any west coast US race featuring only local brands.

The goals for the 2024 Portland Dragon Boat Festival are:

- To be the region's premier dragon boat race;
- To welcome a broad cross section of family demographics from the Portland metro area;
- To present a safe, welcoming, enjoyable, and entertaining environment; and
- To enhance a positive awareness of dragon boat paddling in Portland and to promote new members.

IMPORTANT NOTICE: It is each Vendor's responsibility to become familiar with the following information, conditions, and regulations. All vendors are *strongly* encouraged to thoroughly read this manual, as there is important information including event changes, new policies, and procedures.

All policies, procedures, and other information set forth in this manual are subject to change at the discretion of DragonSports USA, based in good faith, as long as any such changes do not materially change the terms and conditions of your contract.

Contact Information

Sid Smith - Board President

Samuel Eilers - Vendor Manager (360) 904-8383

festival@dragonsports.org

Mail completed forms to:

DragonSports USA

PO Box 8233

Portland, OR 97207



General Event Information

On-Site Support

The 2024 Portland Dragon Boat Festival Command Center is located in a large canopy on the south side of the Waterfront Park bowl. Throughout the application process, vendors are encouraged to utilize the festival's designated email address: festival@dragonsports.org. Following the approval of your application, a dedicated vendor manager will contact you to discuss specific requirements and address any inquiries. The same vendor manager will be onsite during all days of the festival to provide continuous support and assistance to vendors, ensuring a smooth and successful experience for all involved.

Sponsorship Opportunities

As part of our commitment to enhancing our festival experience, we're actively seeking financial partners to support our programs, including this cherished event. By becoming a sponsor, not only will you contribute to the success of our festival, but you'll also gain significant exposure and benefits for your organization.

Explore the diverse sponsorship opportunities tailored to suit different budgets and objectives by visiting our website at <https://portlanddragonboats.com/sponsors/>. Whether you're looking to increase brand visibility, engage with our diverse audience, or demonstrate your commitment to community involvement, there's a sponsorship option perfectly suited for you.

Your consideration and support are vital in making our festival an unforgettable experience for all attendees. Together, let's showcase your brand and contribute to the vibrancy of our event and the communities we serve.

For any inquiries or to learn more about how you can become a sponsor, please don't hesitate to reach out. Join us in making a lasting impact through partnership and collaboration.

As a vendor, we encourage you to consider the unique benefits of becoming a sponsor. For more information, feel free to contact us at festival@dragonsports.org



Event Dates and Hours

Festival Dates	Festival Hours	Suggested Vendor Hours
Saturday, September 7th, 2024	8:00 am to 8:00 pm	8:00 am to 4:00 pm
Sunday, September 8th, 2024	8:00 am to 8:00 pm	8:00 am to 4:00 pm

Note: Event staff will be onsite as early as 6:00 am each day, with paddlers and festival-goers typically arriving from 7:00 am onwards. You are welcome to open earlier than 8:00 am but you must be closed by 8:00 pm.

Most paddlers will have departed by 4:00 pm; you are not required to stay open after 4:00pm

Vendor Load-In and Hours

For health and safety reasons, vendors are not permitted to have vehicles in the vendor area after 8:00 am or before 4:00 pm. Vendors will be allowed to load-in and setup per the below chart. All vehicles must be removed from the festival grounds by 8:00 am each day. Please let the Vendor Manager know if you wish to set-up on Friday.

Festival Dates	Load-In and Load-Out Hours
Friday, September 6th, 2024	12:00 pm to 8:00 pm (Setup Only)
Saturday, September 7th, 2024	6:00 am - 8:00 am; 4:00 pm - 8:00 pm
Sunday, September 8th, 2024	6:00 am - 8:00 am; 4:00 pm - 8:00 pm

Event Demographics

The Portland Dragon Boat Festival prides itself on its inclusive atmosphere, welcoming people of all ages, backgrounds, and identities. BIPOC and LGBTQ+ vendors are not only accepted but embraced as part of our diverse community. With attendees coming from both out of town and local areas, the festival attracts a broad spectrum of individuals. Many paddlers bring their families, adding to the family-friendly environment, while locals strolling along the waterfront contribute to the bustling atmosphere. While the majority of paddlers are women, the participant pool remains coed, reflecting a diverse and inclusive community of individuals united by their passion for dragon boating. Food vendors offering healthier options often experience higher sales, catering to the health-conscious preferences of many attendees. Additionally, merchandise vendors specializing in paddling or water sport-specific items are highly encouraged to participate, as they resonate well with our active and adventurous audience.



Park Access

With the exception of specifically located food trucks, vehicles are not allowed in the park during festival hours without explicit permission. The vendor manager and selected volunteers have golf carts and can assist with equipment or personnel transportation upon request.

Large Vehicles

Larger vehicles cannot access the vendor area from the Hawthorne Bridge parking area due to low clearances. If you have a larger vehicle or food truck, please let us know so that we can provide you with directions for safely accessing the vendor area directly from Naito Parkway.

Automobile Parking

Each vendor will receive one (1) parking pass that will allow one automobile to park, at no cost, underneath the Hawthorne Bridge in the vendor parking area. The pass is transferable and valid through the festival. All other vehicles must park elsewhere. Note: the parking lot in the lower area (closest to Naito Parkway) is a paid lot and you must purchase a ticket to park in this area. Parking passes are not valid in the lower parking lot. Automobiles without paid parking in the lower parking area are subject to ticketing and/or towing by the city of Portland.

Security

The Portland Dragon Boat Festival is known for its safe and enjoyable environment. However, we advise all vendors to take precautions to safeguard their merchandise, cash, and valuables from potential loss or damage. Vendors are responsible for providing insurance to cover any such losses. Please ensure the security of your equipment and products, and consider removing valuables each night. If you have any security concerns, please inform both the on-site security team and event management promptly. A professional security team will be present on-site from Friday night through Monday morning.

No Smoking

Just a friendly reminder that all City of Portland parks, including Tom McCall Waterfront Park, is smoke and tobacco free! This includes, but is not limited to, "bidis, cigarettes, cigarillos, cigars, clove cigarettes, e-cigarettes, nicotine vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco, and marijuana."

Violation is a misdemeanor which could lead to citation, the primary method of enforcement will be education. Patrons who refuse to comply with the policy may also be subject to a parks exclusion. Enforcement will be administered by PP&R staff and other Park Officers who have the authority to enforce park rules.



Festival Amenities

Water, Ice, and Alcohol

- The festival will be the exclusive alcohol seller on site.
- Water refill stations are located at two locations within the venue, and patrons are encouraged to use reusable water bottles and cups.
- There are no direct water connections available for vendors.
- Five-gallon water coolers are available, if requested. Volunteer operated golf carts are available to ferry water as needed.
- Please note that we do not have the ability to provide ice. We apologize for any inconvenience this may cause.

Non-alcoholic beverages such as soda, soft drinks, coffee, and other non-alcoholic options are permitted within the festival area. However, the sale or distribution of alcoholic beverages is strictly prohibited. Alcohol is only allowed in the beer garden and is exclusively sold by the festival.

Electrical

Electricity is available at an additional cost. Hollywood Lights, the official electrical contractor at Waterfront Park, must make all electrical connections. Please indicate on your application if you need electricity for your booth or cart. **Generators are not allowed in the Waterfront Park.**

Power options are:

- One 20 Amp 110 Volt outlet (\$150 charge on top of your space fee)

Hollywood Lights is the official electrical contractor at Waterfront Park, providing essential electrical services for vendors. **Advance ordering is required for all electrical connections.** Should you have any questions regarding electrical usage, please contact Hollywood Lights at (503) 232-9001. If your booth exceeds the electricity supplied or if faulty equipment requires an electrician, you will be billed directly by the electrician for their time.

Garbage and Disposal

All vendors are mandated to adhere strictly to event guidelines concerning grey water disposal. A designated large dumpster will be positioned underneath the Hawthorne Bridge exclusively for garbage disposal purposes. Furthermore, 50-gallon garbage and recycling bins will be strategically placed throughout the festival site to ensure participants' compliance with waste management regulations.



Vendor Booth Information

Space Types & Details

Please note that standard vendor spaces accommodate a single 10x10 canopy – if additional space will be required, please indicate the dimensions or number of 10x10 canopies you plan to bring in your application. Additional charges apply for additional space.

Food Vendor Definition

A Food Vendor is a person or business contracted to sell food items (such as sandwiches, bowls, entrees, desserts, and snacks) and beverages (such as coffee and soft drinks but not alcohol). Food vendors are required to carry their own insurance and health permits for this event.

Merchandise Vendor Definition

A Merchandise Vendor is a person or business contracted to sell merchandise items (such as gifts, paddling gear, jewelry, crafts, photographs, or other items approved by the Vendor Committee). Merchandise Vendors may not sell items with the Portland Dragon Boat Festival logo, including apparel, without a license from DragonSports USA.

Non-Profit Vendor Definition

A Non-Profit Vendor is a tax-exempt organization contracted to promote their cause or raise funds through non-commercial activities at the event. Non-profit vendors are expected to adhere to the guidelines set forth by the Vendor Committee and may be requested to provide relevant documentation of their non-profit status. Additionally, non-profit vendors are encouraged to engage with festival attendees in a manner consistent with their mission and goals.

Canopies and Structures:

Canopies, sidewalls, flooring, and other amenities are available for additional fees. Please contact the Vendor Committee by emailing festival@dragonsports.org for information on products and costs.

Booth Set-Up, Signage & Banners

Please design your booth with maximum visual impact, functionality, safety, and security in mind. Well-designed banners, menus, and pictures will help catch visitors' attention and make your booth stand out, increasing your success both at our and other events. Display cases, counters, skirted tables, etc. all help add to the visual appeal of your booth. DragonSports USA strongly encourages all Vendors to put an increased effort into the visual appeal of your booth.

Specialty Graphic Solutions is our recommended vendor for signs and banners. They can assist with all your sign and graphic needs. Contact Kelly Campbell at (360) 635-5556 or visit www.sgsgraphic.com.



Opening & Closing Procedures

Unless otherwise notified, vendors are expected to be ready to open for business by 8:00 am. Previous vendors have noted significant sales in the early hours of each day. While vendors have the flexibility to determine their closing time, it is requested that they remain operational until the conclusion of the last race each day, and refrain from closing before 4:00 p.m. For food vendors offering non-breakfast items, it is recommended to commence operations no later than 10:00 am, considering that our paddlers often adhere to different meal schedules.

Vendor Fees

Space Type	Description	Price
Merchandise or Exhibition Space	10x10 Space; Vendor's own canopy	\$300.00
Food & Beverage Vending Space (no alcohol)	Vendor's own cart or Vendor's own 10x10 canopy	\$300.00
Non-Profit Exhibition Space	Vendor's own 10x10 canopy or Festival provided 10x10 canopy	No Charge
Each Additional Space (Merchandise and Food Vendors)	Each additional 10x10 space	\$50.00 each
Electricity Service	One 20 Amp 110 Volt outlet	\$150.00
Festival Provided Canopy Set	10x10 canopy plus one provided table and two provided chairs	\$100.00 per set



Travel Information

Travel Tips

When driving in downtown Portland, it is helpful to remember that streets are often one way. Streets running parallel to Waterfront Park are numbered according to the number of blocks they are away from the Willamette River (1st Ave. is one block from the river; 10th Ave. is 10 blocks from the river).

Parking and Public Transportation

Each vendor will receive one pass allowing them to park one vehicle underneath the Hawthorne Bridge in the upper parking area, (near the river).

Parking near Waterfront Park is limited. Please make your own arrangements for parking all vehicles, storage units, and RVs. Most parking lots located in downtown Portland are owned by either the City of Portland and managed by [Smart Park](#) or [City Center Parking](#).

Portland offers several public transportation options. Portland’s light rail system runs within a few blocks of Waterfront Park and bus stops are conveniently located nearby as well. For more information on routes, stations, and Park and Ride locations please visit www.trimet.org or call (503) 238-RIDE.

Portland Weather in September

The weather in Portland during the month of September is usually mild with typical temperatures ranging from 60–80 degrees. However, the climate in Portland can be unpredictable and can change quickly. Please come prepared for all types of weather, including rain.

Hotels

Portland offers many hotels in a variety of price ranges. Please contact Travel Portland at www.travelportland.com for more information on where to stay. Please note the hotels listed are preferred members of the 2024 Portland Dragon Boat Festival.

Hotel Name	Contact Info	Details
University Place Hotel	310 SW Lincoln St Call the Hotel at 503-221-0140 and ask for the Dragon Boat Block.	King rooms or double/double rooms at \$96 plus tax (16%). Breakfast included for up to two guests and parking is \$13 overnight.
Residence Inn Portland Downtown/RiverPlace	2115 SW River Parkway (503) 522-9500; www.marriott.com	Nearby to the Waterfront; great amenities
Portland Marriott Downtown Waterfront	1401 SW Naito Parkway (503) 226-7600; www.marriott.com	Nearby to the Waterfront; great amenities
Hotel Rose - StayPineapple	50 SW Morrison St (503) 221-0711 www.staypineapple.com	Nearby to the Waterfront; great amenities



Insurance

By August 15th, 2024, each Vendor must make sure that their insurance carrier has provided a Certificate of Insurance to DragonSports USA that includes the additional insured statement below.

The City of Portland, DragonSports USA, its officers, directors, volunteers, and agents and any other persons or entity, including government units designated by the organization are additionally insured.

The following coverage limits are required on a General Liability (Occurrence Basis) Policy: DragonSports USA, its officers, directors, volunteers, or agents are not liable to any Vendor or any other person for any damage or loss whatsoever, arising from any cause or the failure of the Vendor to obtain such insurance or failure of such insurance to cover any loss.

Each Occurrence	\$1,000,000	Personal & Adv Injury	\$1,000,000
Damage to Rented Premises (Occ)	\$100,000	General Aggregate	\$1,000,000
Med Exp (Any One Person)	\$5,000	Products Comp Op Aggregate	\$1,000,000

Legal Considerations

Vendor Requirements

- All vendor packet and application terms and conditions must be strictly adhered to throughout the event.
- All financial and insurance arrangements must be completed prior to arrival and/or as otherwise stated in the vendor packet and application.
- Failure to follow event policies and procedures may result in either temporary or permanent booth closure and/or removal from the event without refund.
- Every event participant must follow all safety and security guidelines set by DragonSports USA, Portland Police, and the City of Portland.

Management Permissions

The management of the Portland Dragon Boat Festival reserves the right to change the location of allocated space, alter the site plan, entrances and exits, and undertake other structural alterations if critical circumstances call for it. This includes the right to change the event's operational hours for weather, security, safety, and other circumstances as deemed appropriate. Any changes will be communicated in a timely manner to those who are affected.

Free Speech Rights

DragonSports USA respects free speech rights but does not endorse the messages of all individuals/groups present at the 2024 Portland Dragon Boat Festival.



Advance Checklist

Each Vendor should coordinate these details in advance. Failure to complete this checklist may jeopardize your participation in this year's event.

Menu List and Prices

- Submit a complete list of menu items with prices to the Vendor Committee with your application.

Contract

- Signed Vendor contracts are due by August 15th, 2024. Your space is confirmed only after the contract is fully executed, returned to our office, and fees paid.

Insurance

- Certificate of Insurance is due by August 15th, 2024. Complete information is listed on page 10 of this packet.

Fire Prevention Bureau Permit

- Fire Permits are required for all vendors using propane gas equipment. Permits may be acquired in person at 1300 SE Gideon Street, Portland, OR 97202. Permit forms are available online at <https://www.portlandoregon.gov/fire/58368>.

Multnomah County Environmental Health Permit

- All Food Vendors selling food items must acquire a Temporary Restaurant License.
- Food Vendors must read and be familiar with the Oregon Health Division Temporary Restaurant Guidelines, Temporary Food Service Establishment Rules, and Food Handlers Certificate information.
- The Multnomah County Environmental Health Licensing unit is located at 847 NE 19th Avenue. Information can be found online at <https://multco.us/services/temporary-food-events> or email mfoodsafety@multco.us.



2024 Vendor Rules and Regulations

DragonSports USA strives to maintain a welcoming, safe, and respectful family environment where event participants conduct themselves in a professional manner. We appreciate your patience, cooperation, and workability.

Vendors must abide by the following rules and regulations set forth by DragonSports USA:

1. All Vendors must complete an Application Form.
2. Vendor applicants must note all special requirements and considerations for space assignment on their applications.
3. Event management reserves the right to select Vendors based on proposed items (food, merchandise, and exhibition items) to be sold or distributed, space and utility needs, and past experience.
4. Vendors will be selected on a first-come, first-served basis until all available space is filled based on the date the Application is received and approved by the Vendor Committee.
5. Vendors are responsible for obtaining and maintaining all necessary permits or licenses as needed to legally operate their business.
6. All booth and service fees must be paid as per contract before being allowed to set up.
7. Only approved Vendors will be allowed to sell and/or distribute food, merchandise, and exhibition items at the Festival.
8. Vendors are expected to attend the event BOTH days.
9. All booths are recommended to be open, staffed, and operational during racing hours (generally 8:00 am to 4:00 pm).
10. Vendors are prohibited from blocking aisles in any manner. This restriction is in place for safety reasons and to ensure unobstructed pathways for all park visitors.
11. Signs/product may not extend outward and/or upward from your designated booth space except as designated by prior approval by the Vendor Committee.
12. Vendors are not allowed to place any items on the cement walkways.
13. Per Portland City regulations, surfaces on the lawn may not be covered with tarps or other groundcover.
14. No digging or trenching on the park property.
15. No alcoholic beverages are to be served outside of the Beer Garden.
16. No Styrofoam containers are allowed on the premises.
17. No balloons or confetti is allowed.
18. Free sampling of food and non-alcoholic beverage products is acceptable.
19. Food Vendors are required to use propane for all gas cooking/heating equipment.
20. Generators are not permitted.
21. Smoke and heat from any cooking source must be a safe distance from people, other structures, and park trees.
22. Hot coals and/or grease may NOT be placed in dumpsters.
23. All waste, oil, soaps, or other pollutants must be dumped in the designated areas. Oil, grease, and other spills on park soil may result in fines.



24. No illegal drugs or drug paraphernalia may be present on property. Vendors may not sell tobacco or tobacco paraphernalia.
25. No person shall smoke or use tobacco in any form in any place in any Portland Park. For purposes of this requirement: smoking and tobacco are defined to include, but are not limited to: bidis, cigarettes, cigarillos, cigars, clove cigarettes, e-cigarettes, nicotine vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco, or marijuana.
26. No animals are permitted within the food vendor service, storage, or preparation areas for health and safety reasons. Exceptions may be made for licensed service animals only.
27. No motorized or electric vehicles, except those used by event management, may be actively used in the Park. Non-event vehicles may be parked for display as long as there is no risk of damaging the park, oil pans must be placed under parked cars.
28. Sound devices including but not limited to speakers, musical instruments, and radios are subject to approval by the event management. If allowed, sound devices must be controlled so as not to interfere with others. The privilege for use of such sound devices may be revoked at any time.
29. Please keep the front and back area of your booth clean at all times.
30. Vendors must leave the area clean, free of trash and debris. All trash and recyclable objects are to be removed to the appropriate bins located underneath the Hawthorne Bridge.
31. All cardboard boxes must be flattened before being placed in designated dumpsters.
32. In the sole discretion of the event management, educational and informational exhibits and demonstrations that do not involve the sale of food or merchandise may be exempt from exhibitor fees.

Event management reserves the right to refuse space or remove any Vendor that it deems unsuitable by violating community standards of decency or otherwise infringing upon the rights of our patrons, exhibitors, other vendors, visitors, or members of the public.



2024 Vendor/Exhibitor Application

Return to: DragonSports USA, PO Box 8233, Portland, OR 97207
 or festival@dragonsports.org

**An electronic version of this application is available
 through the official race website**

<https://portlanddragonboats.com/vendors/>

Vendor Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Contact Name: _____

Product Name & Description: _____

Space Required: _____

Electrical Required: _____

Please note that standard merchandise vendor spaces accommodate 10x10 canopies – if additional space will be required, please indicate dimensions or number of 10x10 canopies you plan to bring. Additional charges apply for additional space.

Other special requirements: _____

Space Type	Description	Price	QTY	Total Price
Merchandise or Exhibition Space	10x10 Space; Vendor's own canopy	\$300.00	x _____	\$ _____
Food & Beverage Vending Space (no alcohol)	Vendor's own cart or Vendor's own 10x10 canopy	\$300.00	x _____	\$ _____
Non-Profit Exhibition Space	Vendor's own 10x10 canopy or Festival provided 10x10 canopy	No Charge	x _____	\$ _____
Each Additional Space (Merchandise and Food Vendors)	Each additional 10x10 space	\$50.00 each	x _____	\$ _____
Electricity Service	One 20 Amp 110 Volt outlet	\$150.00	x _____	\$ _____
Festival Provided Canopy Set	10x10 canopy plus one provided table and two provided chairs	\$100.00 per set	x _____	\$ _____
Total Amount Enclosed <i>Please makes checks payable to DragonSports USA</i>				\$ _____