

**30<sup>th</sup> ANNUAL OREGON ASIAN CELEBRATION  
COMMUNITY FOOD VENDOR  
BOOTH SPACE TERMS AND CONDITIONS**

These terms and conditions are an agreement between the Asian Council/Asian Celebration Committee. Hereafter called Celebration, and food vendors, thereafter called Vendors, to display and/or sell food to visitors from **10:00 am until 7:00 pm on Saturday February 14 and 10:00 am until 6:00 pm on Sunday February 15, 2015** at the Lane County Convention Center, 796 W.13th Avenue, Eugene, Oregon.

**1. SPACE AND UTILITIES**

**Celebration will provide each Vendor a space 10 feet wide by 10 feet deep with 3 tables, each 8 feet by 30 inches, and 2 chairs (see fees on next page for additional equipment).** Additional spaces may be purchased. The space fee includes two (2) 110-volt electric lines. A 220-volt line will be provided for an additional charge. **ONLY ONE APPLIANCE MAY BE CONNECTED TO EACH 110-VOLT LINE.** Extra 110 and 220-volt lines will be provided upon timely request. Because additional electrical service cannot be provided during the Celebration, please indicate electrical requirements on your Application. Propane stoves with tanks not exceeding five (5) pounds are allowed **ONLY** in the patio area outside the building. Vendors shall supply their own water tubs, carriers for water and approved hand-washing facilities. Please note, each booth inside the building must provide their own separate hand washing station as the hand washing station in the center is considered insufficient by the food inspector.

THE CELEBRATION COMMITTEE WILL MAKE SPACE ALLOCATION. THE COMMITTEE WILL TAKE INTO CONSIDERATION SPECIAL REQUESTS AT THE TIME OF RECEIPT OF VENDOR APPLICATION/CONTRACT AND PAYMENT IN FULL.

**2 FIRE AND SAFETY**

**All Vendors are required to comply with fire and safety regulations of the city, county and state.** The Celebration reserves the right to terminate immediately this contract if vendor is not in compliance with said regulation. Displays/food shall be kept within the booth and/or table area. Do not extend stands, furniture or goods beyond ends of table or aisles.

**A MINIMUM (10 LB.) 2A10BC FIRE EXTINGUISHER FOR EACH FOOD BOOTH AND 40BC EXTINGUISHER FOR EACH COOKING AREA PER VENDOR IS REQUIRED.**

**ONLY 14 GAUGE OR LARGER EXTENSION CORDS ARE ALLOWED.**

**ALL DECORATIONS AND CANOPIES USED IN COOKING AREA SHALL BE EFFECTIVELY FLAMEPROOFED OR OF A TYPE ACCEPTABLE TO THE FIRE MARSHALL. ALL TENTS OR MEMBRANE STRUCTURES MUST BE ANCHORED IN ACCORDANCE WITH THE FIRE CODE.**

**PORTABLE SPACE HEATERS OF ANY TYPE ARE NOT ALLOWED INSIDE THE BUILDING.**

**OPEN FLAME OR ELECTRIC GRILLING OR FRYERS IS NOT ALLOWED INSIDE THE BUILDING.**

**PLEASE REFER TO ATTACHED FIRE SAFETY REQUIREMENTS AND TECHNICAL ADVISORY.**

**3 SET-UP AND TAKE -DOWN**

**Vendor may set-up between 3:00pm and 6:00pm on Friday February 13, 2015 and/or from 8:00am to 10:00am on Saturday, February 14, 2015. Vendor may set-up the cooking area from 1:00pm on Friday February 15, 2015 at the designated space.** Vendor shall be open by 10:00 am on Saturday, February 14, 2015 and **BE REQUIRED TO BE PRESENT FOR THE ENTIRE CELEBRATION.**

Vendor shall not take down and clean up until after close of Celebration. Take-down is from 6:00 pm to 8:00 pm on Sunday, February 15, 2015. Vendor shall be financially responsible for any clean-up charged to the Celebration

by the Lane County Fairgrounds especially those who use the outside patio for cooking. **CHILDREN AND PETS ARE NOT PERMITTED IN THE BUILDING DURING SET-UP OR TAKE-DOWN.**

4. **FOOD TICKETS**

**Vendor shall only accept Asian Celebration food tickets for payment from all customers.** The redeemed tickets shall be turned in at the Asian Council Food Court Ticket Booth prior to 7:15 pm on Saturday February 14, 2015 and 6:15 pm on Sunday February 15, 2015 for payment. A check will be issued to each vendor within 5 business days after the Celebration. A service charge of 10% will be assessed on the total amount exceeding \$1000 prior to final payment.

5. **SALE OF DRINKS**

**Vendor shall not sell cold carbonated drinks.** The vendors may sell hot tea, coffee and cold beverages.

6. **LICENSE AND PERMITS**

Each vendor shall obtain a **Temporary Restaurant License** from Lane County Environmental health at least one week prior to the opening of the event and comply with all rules pertaining to the operation of a **Temporary Restaurant**. In addition, there must be at least one person in the booth at all times who possesses a current **Food Handler's Card**.

7. **MANDATORY MEETING**

**ATTENDANCE AT A MEETING WITH LANE COUNTY DEPARTMENT OF HEALTH IS REQUIRED OF ALL FOOD VENDORS. YOU MUST ATTEND THIS MEETING IF YOU INTEND TO PARTICIPATE IN THE CELEBRATION. IF YOU CANNOT ATTEND PLEASE CONTACT US IMMEDIATELY. THE DATE OF THIS MEETING SHALL BE INFORMED TO EACH VENDOR AT A LATER DATE.**

8. **FEES**

\*10' X 10' Booth space is **\$500.00** each. Each booth space includes 3 (8' by 30") tables, 3 tablecloths, 2 chairs and two 110-volt outlets.)

ADDITIONAL TABLE & TABLECLOTH IS \$12.00 EACH  
ADDITIONAL CHAIR IS \$3.00 EACH

ADDITIONAL POWER REQUIREMENT  
110 VOLT SINGLE OUTLET AT \$90.00 EACH--\$110 EACH IF NOT ORDERED PRIOR TO 2/6/15  
220 VOLT SINGLE OUTLET AT \$230.00 EACH--\$240 EACH IF NOT ORDERED PRIOR TO 2/6/15.

9. **ADDITIONAL TERMS:** (Please read carefully)

- i) **NO VEHICLES ARE ALLOWED** IN THE BUILDING INCLUDING DURING SET UP AND TAKE DOWN. BRING YOUR OWN HAND TRUCK. THERE MAY BE VOLUNTEERS PROVIDED FOR ASSISTANCE.
- ii) VENDORS ARE **REQUIRED** TO PROVIDE A SAMPLING PLATE OF **NOT MORE THAN \$2.00.**
- iii) ALL FOOD ITEMS SOLD AT THE FOOD COURT MUST BE IN **\$1.00 INCREMENTS.** NO CHANGE SHOULD BE PROVIDED TO CUSTOMERS.
- iv) EACH VENDOR WILL RECEIVE **ADMISSION PERMIT** FOR THE VOLUNTEERS.
- v) THE VENDORS CAN SELL HOT TEA, COFFEE AND OTHER COLD BEVERAGES. **BOTTLED WATER MUST BE OF PEPSI BRAND** TO SELL AT THE FAIRGROUNDS. **NO COLD CARBONATED DRINKS** ARE TO BE SOLD BY THE VENDORS.
- vi) LIKE OTHER MAJOR EVENTS, THE OREGON ASIAN CELEBRATION IS BECOMING MORE ENVIRONMENTALLY CONSCIOUS BY TAKING ACTION TO REDUCE WASTE SENT TO THE COUNTY LANDFILL. **PLASTIC FOAM PRODUCTS SUCH AS STYROFOAM AND POLYSTYRENE FOOD CONTAINERS WILL BE BANNED.** THESE PRODUCTS, WHEN PRODUCED, EMIT POLLUTING CHEMICALS AND

CREATE WASTE IN LANDFILLS WHICH TAKES THOUSANDS OF YEARS TO DEGRADE.

- vii) LAST YEAR THE KITCHEN SINK DRAIN WAS CLOGGED SEVERAL TIMES DUE TO CARELESS VOLUNTEERS DRAINING FOOD (ESPECIALLY NOODLES AND RICE) IN SPITE OF SIGNS PROHIBITING THEM. THE BASEMENT OF THE FAIRGROUNDS WAS FLOODED BECAUSE OF THIS AND WE WERE CHARGED EXTRA FEE FOR CLEANUP. EACH VENDOR IS EXPECTED TO INSTRUCT YOUR VOLUNTEERS TO NOT DRAIN FOOD OR WILL BE FINED ACCORDINGLY.

DEADLINE FOR APPLICATION TO BE LISTED IN THE PROGRAM GUIDE IS **DECEMBER 15, 2014**. Applications will be accepted after the deadline date pending space availability but may not be listed in the Program Guide.

I AGREE TO THE TERMS AND CONDITIONS OF THIS CONTACT.

ORGANIZATION NAME

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SIGNATURE

PRINT NAME

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DATE \_\_\_\_\_

IF THERE ARE ANY QUESTIONS ABOUT THIS CONTRACT, PLEASE CONTACT MIKE TAKAHASHI AT (541) 689-7122 OR EMAIL TO [mtakahashi@kiocompany.com](mailto:mtakahashi@kiocompany.com).