



10A GLECKLER ROAD, PORTLAND, ME 04103

PHONE: (207)536-0800 EMAIL: WOMINI@AOL.COM

FESTIVAL OF NATIONS WILL CELEBRATE ITS 21ST YEAR

DATE: SATURDAY, JULY 29, 2023 TIME: 10:00AM – 6:00 PM

April 1, 2023

SUMMER IN MAINE We hope you can join us SATURDAY, July 29, 2023 in celebrating the 21ST Annual Greater Portland Festival of Nations. The festival is a collaboration with our co-sponsor the City of Portland as well as 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.

REGISTRATION DEADLINE: SATURDAY, JUNE 16, 2023

Vendor Policies and Guidelines for a Smooth and Happy Festival For ALL

- All booth spaces are 10” x 10”
- Spaces must be reserved in 10” x 10” increments only
- Vendors must provide their own booth and display (tent, table, chairs etc), as well as hand trucks, if needed, for setup and back down
- Parking is not available in the festival area and vehicles MUST VACATE the festival grounds by 9:30am. There are many PARKING PLACES throughout the park.
- We have a carry-in, carry-out policy. Vendors are responsible for any trash, used cooking oil, etc that accumulates in their space.
- NO CARS are allowed on the grass. City Parking Patrol and Police will enforce this order.
- THIS IS A RAIN OR SHINE EVENT. We are not able to refund any vendor who cancels
- Mugadi Foundation, Women In Need Industries, Inc., ESM Global Productions, LLC and the event organizers reserve the right to deny participation to vendors whose activities or products are inconsistent with the goals of the Festival of Nations.

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.)**

1. All **Food and Beverage vendors** must complete the City of Portland Temporary Food Service Establishment License. Application attached in pdf (no fee to city required)
2. All **Crafters/Exhibitors/Demonstrators** must complete the City of Portland Street Goods Vendor Permit application. Application attached in pdf(no fee to city required)
3. Only gas grills are allowed. No charcoal grills or open fires are allowed.



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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 access to a licensed Kitchen, please let us (FON) know so we can assign you to a licensed kitchen near your home or business.

NO EXCEPTIONS

IMPORTANT: Please return completed FON registration and fee along with the applicable City of Portland Permitting form. We will obtain licenses from the city.

VENDOR'S APPLICATION DUE June 16, 2023

VENDOR APPLICATION

BUSINESS NAME: _____

BUSINESS CONTACT: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ BUSINESS FAX: _____

E-MAIL: _____

VENDOR INSURANCE NBR: POLICY (FOOD VENDORS ONLY) _____

(if vendor has no insurance, you can purchase insurance for the day from FON \$200.00)

SIZE OF SETUP/FEEES

Food/Beverage Vendor Fees: First 10 ft: \$350. _____

Craft Vendor Fee First 10 ft: \$50. _____

Exhibit / Demonstration Fees: _____

*Local Community Organizations/Neighborhood Organizations-\$50. _____

*Municipal/State Agencies/Corporations - \$200 _____

FON Insurance \$200.00 _____

TOTAL DUE _____

VENDOR FEES AND SPACE REQUIREMENTS

*All vendors' licenses for the City of Portland will be obtained by the FON.

*All vendors are advised to provide their own booth and display and hand-trucks to transport your set-ups. *All space is 10x10 ft* (measured in width and depth) and must include trailer hitch space in your measurements.



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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 AN ADDITIONAL FEE OF \$200.00, FESTIVAL OF NATIONS WILL INSURE YOU FOR THE DAY.**

APPLICATIONS DUE JUNE 16, 2023

In order to process your Festival of Nations application, please mail all of the following to:
Festival of Nations, 10A Gleckler Rd, Portland, Maine 04103

- A. Completed FON application with check payable to Festival of Nations for registration fee
- B. Copy of Certificate of insurance **or** a check payable to Festival of Nations for \$200 for coverage by the Festival of Nations for the day of the event
- C. Food/Beverage Vendors – Completed City of Portland Temporary Food Service Events application
- D. Crafters/Exhibitors/Demonstrators - Completed City of Portland Street Goods Vendor application

____ Certificate of Insurance enclosed
____ Certificate being sent by (insurance co.):

VENDOR AGREEMENT

The undersigned Vendor agrees 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 SAT, JULY 29, 2023;**
- 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;



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Food Vendors agree to arrive by 8:00AM, to be set up and ready for inspection by 10:00AM.

Craft and Exhibit/Demonstration agree to arrive by 9:00 to set up, NO EXECPTION

The Festival will begin at 10:00AM.

All sales should cease at 6:00 pm.

- 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, Industries** as certificate holder and additionally insured for a minimum of **\$1,000,000; (FOR AN ADDITIONAL FEE OF \$200.00 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, July 29, 2023**

Shalom Odokara – Coordinator
Festival of Nations

Date