

Rockwood International Marketplace

2004 VENDOR APPLICATION

Thank you for your interest in participating as a vendor at the Rockwood International Marketplace. Below you will find event and vendor details along with information on a Vendor Orientation and Vendor Business Training Workshop Series. *(The training workshops are not required for vendor participation in the marketplace.)*

Event Description: The Rockwood International Marketplace is an outdoor market combining ethnic arts and crafts with music, food and farmer's market to occur one weekend a month this spring and summer in the parking lot of Kaiser Permanente's Rockwood Medical Building. The event organizer is East County One Stop with support of Mercy Corps Northwest, Mt Hood Community College and community partners.

Event Dates: This summer the Rockwood International Marketplace will be on five weekends once a month. Each weekend's entertainment will have a theme as follows: **May 22-23: Rock Soup, June 19-20: Juneteenth Summer Solstice, July 17-18: Sister City Celebration, August 21-22: Cultural Celebration and Native American Art, and September 18-19: Mexican Independence Day.** You may register to have a booth on all five weekends, all five Saturdays or Sundays, a single weekend, or a day. Please indicate on the registration form the contract that will work best for you.

Event Hours and Set-Up/Tear-Down Times: The Marketplace will be open on Saturdays from 10:00am-8:00pm and Sundays from 10:00am-7:00pm. Vendors are required to set-up between 8:00am and 10:00am. Vendors must not tear-down earlier than the market closing time and take no longer than two hours. Vendors may stay overnight from Saturday to Sunday with approval from the organizers. Please indicate if you are planning to do so.

Event Location: Kaiser Permanente has generously offered its Rockwood Facility grounds for this year's Marketplace. The address is 19500 SE Stark St, Portland, OR 97233.

Vendor Booths: The standard booth space is 10 feet x 10 feet. If a vendor needs a double space (10ftx20ft), a 10% discount will be applied to the second booth fee. Vendors are strongly encouraged to use a canopy for shade or shelter. It must meet fire code and safety requirements. Limited booth supplies and financing may be available. Please inquire on your application.

Electricity Requirements: Please indicate on the registration form electricity needed and how much.

Security: Vendors are encouraged to secure their booth when unattended.

Vendor Fees and Financing: Below is the fee structure for the Marketplace Vendors. Community-based organizations setting up information tables only are encouraged to participate and the fee will be waived. Electricity is additional.

<i>Marketplace Vendor Booth Contract Periods:</i>	Registration Fees:
<input type="checkbox"/> All five 2-day weekends	\$300.00
<input type="checkbox"/> All five Saturdays	\$200.00
<input type="checkbox"/> All five Sundays	\$200.00
<input type="checkbox"/> Single 2-day weekend	\$75.00
<input type="checkbox"/> Single Day	\$50.00

*Full payment must be made at time of application via mail or in person. If full payment is received by **May 22, 2004**, a **5% discount** will be applied. The fees are non-refundable. Financing may be available for vendor-related expenses. For more information, contact Joan Pasco at (503) 661-3981.*

Liability: *Vendor assumes responsibility and agrees to indemnify and defend East County One Stop and Kaiser Permanente and their respective employees and agents against any claims or expenses arising out of the use the Marketplace premises. The Vendor understands that neither ECOS nor Kaiser Permanente maintain insurance covering the Vendor's property and it is the sole responsibility of the Vendor to obtain such insurance.*

How to Register: Completed registration forms can be mailed with check made out to "East County One Stop" to: East County One Stop, 4031 NE 4th, Gresham, OR 97030

General Inquiries: For additional information about the Rockwood International Marketplace, please visit www.eastcountyonestop.org or contact Joan Pasco at (503) 661-3981 or jpasco@1stop.org.

2004 Rockwood International Marketplace Vendor Registration Form

Check one: Non-Food Vendor Food Vendor Non-Profit/Community Org

Name: (Last) _____ (First) _____ (MI) _____ SS#: _____ Today's Date: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Neighborhood: _____

Phone Number: (____) _____ Other Phone: (____) _____ Fax Number: (____) _____

Email Address: _____ Website: _____

Please provide a brief description of the product or service that will be promoted at the Marketplace. Attach additional information if available: _____

The 2004 Rockwood International Marketplace will be on five weekends (Saturdays 10am-8pm and Sundays 10am-7pm) this summer: **May 22-23, June 19-20, July 17-18, August 21-22, September 18-19.** You may register to have a booth on all five weekends, all five Saturdays or Sundays, a single weekend, or a day. You may register for the Vendor Business Training Workshops only or in addition to being a Marketplace Vendor. This training is not required to be a Marketplace Vendor. *The fees are nonrefundable. Financing may be available for vendor-related expenses.*

Please select the vendor contract period you would like to register for and total the fees owed. Also indicate if you will be participating in the Vendor Orientation and/or the Vendor Training Workshop Series.

Marketplace Vendor Booth Contract Periods:	Registration Fees:	Totals:
<input type="checkbox"/> All five 2-day weekends	\$300.00	
<input type="checkbox"/> All five Saturdays	\$200.00	
<input type="checkbox"/> All five Sundays	\$200.00	
<input type="checkbox"/> Single 2-day weekend: <i>Indicate dates:</i> _____	\$75.00	
<input type="checkbox"/> Single Day: <i>Indicate date:</i> _____	\$50.00	
Electrical Power Fee (optional) Circle one: Yes No	\$ tbd	
Advance Payment Discount	-5% if received by May 22, 2004	
Non-profit organizations: information tables only, no sales	No fee	
Vendor Orientation: Saturday, March 27 th , 1:30-4:30pm <i>Circle one:</i> I will attend this orientation session: Yes No	No fee	
Vendor Business Training Workshop Series: Saturdays, March 27 th 1:30-4:30pm, April 3 rd -May 15 th Saturdays, 1:30-3:30pm (No session on April 10 th) <i>Circle one:</i> I will attend this training series: Yes No	\$75.00	
	Total:	

Signature: _____ Date: _____

Please return completed form with check payable to: **East County One Stop** 4031 NE 4th, Gresham, OR 97030.
For more information, please visit www.eastcountyonestop.org

To be filled out by Marketplace Staff:

Participant Number: _____ Date Registration Form Received: _____ DHHS MFI: <80% <50%

Business Category: _____ Date Payment Received: _____ Ck #: _____
Cash: _____