



**THE 45<sup>th</sup> PORTLAND FESTIVAL, INC.**  
**May 31<sup>st</sup> and June 1<sup>st</sup> 2019**  
**APPLICATION AND CONTRACT FOR BOOTH SPACE**  
**PO Box 11124, Louisville, KY 40211**  
[portlandfestivalboothrental@gmail.com](mailto:portlandfestivalboothrental@gmail.com)  
**502.643.1471**

Name of organization \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Email \_\_\_\_\_

Type of Organization \_\_\_\_\_ Non-profit? Yes \_\_\_ No \_\_\_

Did you have a booth space last year? Yes \_\_\_ No \_\_\_

Number of spaces needed \_\_\_\_\_

Type of booth proposed (check one) Specify:  
 (a) Arts & Crafts \_\_\_\_\_ (a) \_\_\_\_\_  
 (b) Flea Market/Other Merchandise \_\_\_\_\_ (b) \_\_\_\_\_  
 (c) Game (For profit) \_\_\_\_\_  
 (d) Food\* \_\_\_\_\_ \*REQUIRES REFUNDABLE \$50 CLEAN UP FEE  
 (e) Non-Profit Publicity \_\_\_\_\_  
 (f) Non-Profit fundraiser \_\_\_\_\_

Food Booth only:

List types of food and prices

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**Contract**

The parties agree that, upon acceptance of the above application, the following contract terms shall be applicable:

- I. Rules and Regulations: The exhibitor agrees to abide by the Rules & Regulations of the Portland Festival, Inc. and acknowledge receipt of a copy of said Rules and Regulations.
- II. Event location held on public streets beginning at 33<sup>rd</sup> and Northwestern Parkway.

I hereby certify that I have been provided a copy of the Portland Festival, Inc. Rules and Regulations, that I have read and understand them and that my organization and I will abide by them, Further, I certify that all information provided on this application and contract is correct.

\_\_\_\_\_  
 Organization

The Portland Festival, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

**\*\*Please keep one copy for your records. You will need this on festival day.\*\***  
**Please return a completed, signed copy with a certified check or money order payable to:**  
**Portland Festival, Inc., PO Box 11124, Louisville, KY 40211**  
**Include booth rental fee and, if you are a food vendor, \$50 clean up fee.**



**RULES & REGULATIONS**  
**May 31<sup>st</sup> and June 1<sup>st</sup>, 2019**

1. Any prospective exhibitor must provide Portland Festival, Inc. with the following items (for organization approval) prior to the first day of the festival:

- Completed application and contract
- A list of all items to be sold in booth(s) on festival days
- A non-refundable reservation fee for your booth space(s) as noted below
  - Merchandise booth . . . . . \$175
  - Merchandise booth (Portland resident) . . . . . LIMITED. \$100
  - Non-profit booth (no sales, publicity only). . . . . LIMITED \$ 15
  - Non-profit booth (with sales excluding food/beverage) .LIMITED \$ 30
  - Food/beverage booth\*\* (multiple products). . . . . \$500
  - Food/beverage booth\*\* (single product). . . . . LIMITED. . . . . \$250

\*\*Clean -up fee deposit (refundable) – food vendors only. . . \$ 50  
 The Portland Festival, Inc has a no cancellation policy.  
 NO RESERVATIONS WILL BE ACCEPTED BY PHONE

Food vendors are required to provide Portland Festival Inc with a certificate of liability insurance with minimum combined limits of liability of \$500,000 for bodily injury and/or property damage in any one occurrence and hold harmless the Portland Festival Inc and have its representatives listed as a certificate holder. COI's can be mailed to Portland Festival Inc, PO Box 11124, Louisville, KY 40211, or emailed to portlandfestivalinfo@gmail.com.

2. Festival setup will begin on Friday at 10:00 am. Your reservation for booth space will be held until 2 pm. After this time, we will assume that you are forfeiting your space.
3. All vehicles must be out of the designated festival area by midnight on Saturday, June 1st, 2019. Event location held on public streets beginning at 33<sup>rd</sup> and Northwestern Parkway.
4. No vehicles will be permitted in the designated festival area during the hours of operation.
5. Hours of operation: Friday, May 31<sup>st</sup>, 5:00 pm – 11:30 pm, Saturday, June 1<sup>st</sup>, 1:00 pm to 11:30 pm.
6. No pull tab booths will be allowed. Portland Festival, Inc. will sponsor this booth exclusively.
7. The Louisville Metro Police Department prohibits the sale of: fireworks, obscene material, games of chance using dice, cards, or money for money, weapons, spray string, knives, snap pops, odor spray, or drug paraphernalia. No drug signs, belt buckles, mirrors, etc., or weapons allowed.
8. No alcoholic beverages will be allowed for sale, distribution, or personal use during festival hours. Violators will be closed down and will be escorted from the festival site.
9. You may bring your own non-alcoholic beverage. However, no glass bottles are allowed in or around the festival site.
10. Each booth space is twelve (12) feet by twelve (12) feet.
11. Each exhibitor must provide their own booth, table, chairs, cover, and garbage receptacles.
12. Portland Festival, Inc, cannot provide any electricity/water to any vendor. If you need this service, you must bring water and/or your own generator or purchase from a resident.
13. No booths containing rides will be permitted.
14. If you are serving food items, you must post your health department permit in a visible spot near the front of your booth.

15. Portland Festival, Inc. reserves the right to verify the existence of any non-profit organization and the affiliation of the person with the claimed organization. When you apply for your booth space, please provide a copy of your state non-profit certificate.
16. Merchandise with the Portland Festival logo or use of the Portland Festival name is strictly prohibited.
17. Booth assignments are not guaranteed unless you have paid for your booth in advance. There will be no refunds.
18. Portland Festival, Inc. reserves the right to reject any application, for any reason. You will be notified by phone if this occurs.
19. Each booth is required to maintain the cleanliness of the area surrounding their booth each night, or the clean-up deposit may be forfeited.
20. No personal checks will be accepted. Certified checks or money orders only.
21. Portland Festival, Inc. is not responsible for any items left in vendor spaces overnight.