



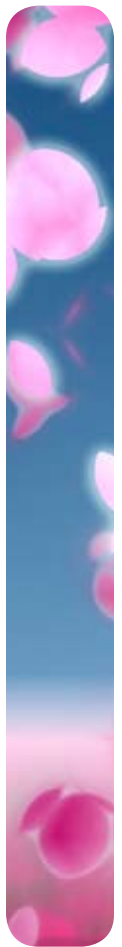
2009 Spring Festival

vendor/ exhibitor registration form

Saturday, May 16, 2009, 11 am to 5 pm

Richmond Elementary School

2276 SE 41st Avenue, Portland, OR 97214



Business / Organization/ Individual Name _____

Authorized Representative _____

Address _____

City _____ State ____ Zip Code _____

Phone _____ E-mail _____

Booth Fee: \$25 per table payable at time of registration
plus 25% of gross sales of dry goods and 15% gross sales of food items due at end of festival day.
- Includes one 6' table, table skirt, 2 chairs and booth signage.
If your booth is outside you will be assigned a 10' x 10' space.
(Each additional table is \$10)

•Item(s) to be sold/ exhibited: _____

•Additional equipment needed, i.e., electrical outlets, tables, chairs (We will try to accommodate your request):

•Vendors / Exhibitor may begin to set-up starting at 8:00 a.m. on May 16, 2009 and MUST stay set up until end of event.

•Food Vendors: Please contact Kim Tanada to make arrangements for electricity and refrigeration.

Communal water service will be available for all vendors. If perishable food will be prepared and sold, you must obtain a Temporary Restaurant Permit & Food Handlers License from Multnomah County.

•Please check-in at information table upon your arrival.

Security/Liability Waiver: It is mutually agreed that Richmond Elementary, Richmond PTA, Portland Public Schools (PPS) and all affiliates shall not be liable for any damage to, or loss or destruction of, exhibit displays or materials or injuries resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the vendor. I, the authorized representative, agree to the terms of fee as stated above.

Signature of authorized representative: _____ Date: _____

For more information, contact Kim Tanada at 503.804.9991 or kim.tanada@gmail.com
Please submit: Vendor Registration and check, made payable to **Richmond PTA**.

Mail registration form and payment to:
Richmond Elementary School – 2009 Spring Festival
2276 SE 41st Avenue
Portland, OR 97214

Sponsored by Richmond PTA, 501(c)3 Non-profit Organization. Richmond PTA, as an affiliated constituent of Oregon PTA, pledges that membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA. Portland Public Schools (PPS) does not fund, sponsor, or endorse this event. PPS is not responsible for conducting or supervising this event. PPS employees who choose to participate in this event are not acting in their capacity as PPS employees and do so at their own risk.