



## Northwest Vegetarian Education and Empowerment Group

(503) 224-7380 [info@nwveg.org](mailto:info@nwveg.org) [www.nwveg.org](http://www.nwveg.org)

*The mission of NWVEG is to educate and empower people  
to make vegetarian choices*

*for a healthy, sustainable, compassionate world*

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# VEGFEST: A Compassionate Living Fair

May 10, 2008: 10am – 6pm

Benson High School, 546 NE 12th Ave, Portland, OR 97232

## Exhibitor Participation Opportunities, Agreement Terms and Application

### Participation Opportunities, page 1 of 3

(We welcome product sales from all categories except "Food Sampler Exhibitors")

#### **VEGFEST KEYNOTE SPONSOR - \$2,500 or more, or in-kind, as needed to bring in specific keynote speakers**

- **Name link:** Listed as Presenter of specific Keynote Talk; other sponsor benefits as listed below

#### **VEGFEST SPONSOR - \$1,500 or more; may include in-kind support**

- **Exhibitor tables:** two 8' \* tables and 2 chairs in prominent area; electrical access as arranged
- **Feature recognition:** (100 word including contact info) description published on the VegFest website\*\*; condensed version in NW VEG's newsletter and in the event program
- **Website Link:** to your website from our VegFest page
- **Featured name and/or logo placement:** on all press releases, programs, ads, flyers, posters and postcards produced after receipt of your application; and on VegFest website\*\*\*
- **Banner:** in prominent area (banner and stand provided by sponsor)

#### **GOLD PARTNER - \$1,000; may include in-kind support**

- **Exhibitor tables:** two 6' \* tables and 2 chairs, in prominent area; electrical access as arranged
- **Significant recognition:** (75 word including contact info) description published on the VegFest website\*\*; condensed version in the NW VEG newsletter and Event Program
- **Website Link:** to your website from our VegFest page
- **Featured name and/or logo placement:** on all press releases, programs, flyers, posters produced after receipt of your application; also on some media ads (dependent on size of ad) and on VegFest website\*\*\*
- **Banner:** in prominent area (banner and stand provided by Partner)

#### **SILVER PARTNER - \$400; may include in-kind support**

- **Exhibitor table:** one 6' \* table, 2 chairs, in prominent area of NW VEG's choosing; electrical access as arranged
- **Prominent recognition:** (50 word including contact info) description published on the VegFest website page\*\*; special listing with other Silver Partners in NW VEG's newsletter and in the Event Program
- **Website Link:** to your website from our VegFest page
- **Name and/or logo placement:** Logo displayed on the VegFest website\*\*\*; Name on all programs, flyers, posters produced after receipt of your application, and on Vegfest website
- **Banner:** in prominent area (banner and stand provided by Partner)

#### **COMMERCIAL EXHIBITOR - \$200; may include in-kind support**

- **Exhibitor table:** one 6' \* table, two chairs, in area of NW VEG's choosing; electrical access as arranged, if available
- **Recognition:** (50 word with contact info) description published on the VegFest website\*\*; listing in the Event Program
- **Website Link:** to your website from our VegFest page

#### **FOOD SAMPLES EXHIBITOR - fee and/or in-kind as negotiated**

- **Benefits** identical to commercial exhibitors, but NO sales allowed and exhibitor must provide a minimum of 1000 food samples. **PLEASE INQUIRE FOR MORE DETAILS ON THIS OPTION**

#### **NONPROFIT EXHIBITOR - \$100; may include in-kind support**

- **Exhibitor table:** one 6' \* table, 2 chairs, in area of NW VEG's choosing; no electrical access (unless there are still extra power slots available on April 28th).
- **Recognition:** (50 word with contact info) description published on the VegFest website\*\*; listing in the Event Program
- **Website Link:** to your website from our VegFest page

\* An additional table is available for Sponsors and Partners for \$100; for others on a space-available basis, 7 days prior to the event

\*\* Please submit article of appropriate length; NW VEG reserves editorial discretion. Send submission to [Jill@nwveg.org](mailto:Jill@nwveg.org).

\*\*\*Please provide logo in high res JPG, GIF, or PNG file. Send to [Jill@nwveg.org](mailto:Jill@nwveg.org).

## VEGFEST 2008 Exhibitor Agreement Details, page 2 of 3

**Event Exhibitor Coordinator Contact:** Jill Schatz, Jill@nwveg.org or 503-297-8435

**Event Information:** visit [www.portlandvegfest.org](http://www.portlandvegfest.org) for the latest event information, beginning in January 2008. Exhibitors are welcome to review the previous, 2007 event information, at the same website address.

**Northwest VEG welcomes Exhibitors who share and support our mission and the goals of VegFest; we require that all materials, literature and handouts reflect these values.**

- Exhibitor space is available from NW VEG by invitation only
- NW VEG reserves the right to decline any exhibitor at any time, at its discretion
- Please refer to information below, and "Participation Opportunities" (page 1) for specifics of agreement between Northwest VEG and all exhibitors, sponsors and donors, based on level of participation

**Application Deadline:** April 28; although it is anticipated space will fill early. Payment must be received with your application to reserve your space.

**Refund Policy:** Refunds of 50% will be provided to commercial and nonprofit exhibitors who submit written cancellation on or before April 28.

**NW VEG** will have coordinators and other volunteers on hand to answer questions and provide direction

**Exhibitors are responsible for setup & breakdown of their exhibits;** our volunteers will help cart in/out as available:

- Access to the building begins at 8 am Saturday morning; displays must be set up by 9:45 am
- Exhibitor displays must remain up — and staffed — until 6:00 pm; and removed by 7:15 pm
- Exhibitor parking: There is plenty of parking, both free and in pay lots nearby; we will email maps and directions by May 2nd.

### **Exhibiting Requirements and Expectations are:**

- All Exhibitors are expected and encouraged to promote VegFest through their websites, newsletters, e-mailings, calendars and other opportunities as available
- Commercial Exhibitors will be asked for a donation of merchandise to be used for Northwest VEG door prizes, drawings and silent auction. Consider a donation that you believe best represents your company and will help introduce you to new customers.
- Exhibit displays & signs must be on tables or freestanding
- Signage should be legible, easily visible and identifying of the organization or business
- Exhibitors are participating at their own risk. Exhibitors recognize that neither NW VEG, Portland Public Schools, nor any of the other sponsors, donors or participants for VegFest are responsible for any loss, damage or mishaps to their materials, equipment, volunteers or staff
- Exhibitors will not interfere with the safety, success and effectiveness of VegFest. This includes, but is not limited to behavior, display materials, literature, venue equipment or operations, unusual odors, or extending beyond exhibitor space and/or blockage of public passageways
- Electricity is extremely limited, by pre-arrangement only; no butane or open flames permitted
- A minimum of 1800 attendees is anticipated; plan accordingly. We require "Food Samples Exhibitors" to provide a minimum of 1000 free samples, and suggest this of "Commercial Exhibitors" selling food or beverages, except where impractical

### **All Food and Goods Sampled, Displayed or Sold at VegFest Must be Vegan**

- Samples and sales are welcome as listed and approved by Northwest VEG in the Application Form on page 3 and must be vegan (no meat, fish, dairy, honey, leather or animal-derived ingredients)
- Nonprofit groups may also solicit memberships

**VegFest 2008 Exhibitor Application, page 3 of 3**

**Event Exhibitor Coordinator Contact:** Jill Schatz, Jill@nwveg.org or 503-297-8435

**PLEASE CHECK OFF YOUR REQUESTED LEVEL OF PARTICIPATION:**

VEGFEST KEYNOTE SPONSOR - \$2,500 and up; may include in-kind support, as pre-arranged

VEGFEST SPONSOR - \$1,500 and up; may include in-kind support, as pre-arranged

GOLD PARTNER - \$1,000 and up; may include in-kind support, as pre-arranged

SILVER PARTNER - \$400 and up; may include in-kind support, as pre-arranged

COMMERCIAL EXHIBITOR - \$200; may include in-kind support, as pre-arranged

FREE FOOD SAMPLES/no sales - fee and/or in-kind as negotiated and approved

NONPROFIT EXHIBITOR - \$100; may include in-kind support, as pre-arranged

\$100 per each additional table. **Please confirm table availability before making payment.** Contact Jill Schatz at Jill@nwveg.org or 503-297-8435 for this option

**FOR PRE-ARRANGED, IN-KIND SUPPORT: Please describe the goods/services :** \_\_\_\_\_

**Payment Total** \_\_\_\_\_

**Please make checks out to Northwest VEG**

For Credit Card: circle one: VISA MC: #: \_\_\_\_\_ expiration: \_\_\_\_\_

**Mail completed forms with payment to:** NW VEG, c/o Jill Schatz, 533 NW Miller Rd, Portland, OR 97229

**AS REQUIRED FOR COMMERCIAL EXHIBITORS, I will contribute the following for the auction, door prizes, etc:**

**PLEASE FILL IN THE FOLLOWING AS APPLICABLE; AND DON'T FORGET TO SIGN YOUR APPLICATION!**

I will be handing out these food/beverage samples: \_\_\_\_\_

I will be selling food or other goods at VegFest; **here is the list of my sale items:** \_\_\_\_\_

**Yes**, I have pre-arranged for access to an electric outlet; I will need  amps for the following equipment \_\_\_\_\_

**Yes**, I would like day-of refrigerator space;  **Yes**, I would like day-of freezer space

**PLEASE COMPLETE THE FOLLOWING:** I, \_\_\_\_\_ (print name), representative

of \_\_\_\_\_ (organization name), have read, understood and agree to uphold the above Opportunities and Exhibitor Agreement Terms (pages 1-3) for Northwest VEG's VegFest: A Compassionate Living Fair, to be held on Saturday, May 10, 2008.

\_\_\_\_\_  
(Exhibitor representative signature) (position/title) (date)  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Website \_\_\_\_\_

\_\_\_\_\_  
(NW VEG representative signature) (position/title) (date)