



Vendor Application

August 7, 2026 from 5 p.m to 9:00 p.m.

August 8, 2026 from 10:30 a.m. to 8:30 p.m

Location: University of Portland, 5000 N. Willamette Blvd., Portland, Oregon

The 9th Annual Vanport Jazz Festival promises to be another great festival experience. This year's lineup will be world class, and we're looking for quality vendors. Please complete the application and submit to be considered

If you have any questions or comments, contact: Melvin Broadous at 503-680-6293 or send us an email at info@vanportjazzfestival.com. Additionally, please visit our website at www.vanportjazzfestival.com

The Vanport Jazz Festival Policies & Procedures

Application Procedure: Complete your application and submit for processing. Once your application is approved, your required payment to Vanport Jazz Festival will become due. Deposits/payments will not be processed until your application is approved. Agreements must be accompanied with your payment, along with a copy of your business license and applicable insurance documents. There is a \$35.00 charge for any returned checks. For faster approval, documents (not payment), can be emailed to info@vanportjazzfestival.com Vendor locations will be determined solely by the event Producers. All fees are Non-Refundable once your application has been accepted.

Space: The Vanport Jazz Festival is **only providing space to Vendors** therefore you are responsible for all tenting, tables, chairs, etc. for your space. All food carts should be self-contained, with onboard water and generator. Grey water disposal service will be provided by the festival at no cost. If you are needing a generator, please make that known at the time of your application. It is important that we maintain a quality appearance, therefore all vendors shall be required to submit photos of their food cart/booth, along with a menu, product/pricing and images of your signage. All tables with a public view must be skirted and/or covered to ground level. Additionally, the health inspector requires that all food vendors must have ground cover in their space.

Community Services Vendor: If you are a Non-Profit, Health, Social, Community Service provider. **Artisan Vendor:** If you sell items that are **100% handcrafted.**

Food Vendor: If you sell food or beverage

Permits: All Vendors must have any and all permits needed to vend in the City of Portland; any required seller's permit, business license, and if selling food or beverage a Health permit. You must return all of these permits with your vendor application.

Insurance: All food Vendors must provide liability insurance and name the following as additional insured: *Sequoia Investment Capital, LLC dba Vanport Jazz Festival.*

****Additionally, all vendors must provide proof of auto insurance for all vehicles entering the property.**

Parking: Each Vendor will receive **(1) one vehicle pass to park in a designated area.** Any vehicles parked in an unauthorized area of the event site will be cited and/or towed at the owner's expense. You may not park near your booth. You must park in the designated area for vendors.

Set Up & Break Down: All vendors must be setup and ready for business by 9:00 a.m. the day of the event (Saturday) and you may not break down until 5 minutes after the event closes, ***Note: ALL VENDORS MUST LOAD IN AND SET UP ALL STRUCTURAL MATERIAL THE DAY BEFORE THE EVENT BEGINNING AT 2 P.M. (I.E. FOOD CARTS, TENTS, TABLES, CHAIRS, SIGNAGE, ETC...).** EACH VENDOR WILL BE PROVIDED PASSES FOR WORKING STAFF PRIOR TO THE EVENT (4 FOR FOOD VENDORS, 2 FOR MERCHANDISE VENDORS).

Clean Up: Each Vendor is responsible for the condition of his/her space during and after this event. Each space must be kept neat and clean at all times during the event. Each vendor is responsible for bagging and disposing all garbage and waste in designated festival dumpster.

Security & Liability: You are responsible for your booth, merchandise and belongings at all times. Security will be present at the event site, but no representation as to the relative safety of your equipment or merchandise is implied. We will provide overnight security the night prior to the event, and security during the event.

Food Vendors

Food Handling: All Food Vendors must at all times follow all food handling requirements as ascribed by the City of Portland. Any breach in the food handling policy is a violation of the terms of this agreement, which may result in the immediate termination of this agreement, forfeiture of fees paid, and immediate closure of your booth.

Transactions: Vendor is responsible for all transactions/exchanges with Customers.

Menus: All Food Vendors must include a copy of their menus and pricing along with the Vendor application for approval.

Business Name

Signature: _____

Date _____

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Vendor Application

Please fill out all information. Incomplete applications may be rejected.

First Name: _____ Last Name: _____

Business Name: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Website: _____

Type of Vendor: _____

Describe items to be sold:

Contact Name the Day of the Event: _____ Cell Number: _____

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VENDOR REQUIREMENTS

Please Check Choices Below:

- _____ 10' x 10' Community Service Vendor (\$300.00) \$ _____
- _____ 10' x 10' Artisan Vendor (\$400.00): \$ _____
- _____ 10' x 10' Corporate Vendor (\$500.00): \$ _____
- _____ Food Cart Vendor Space (\$500.00): \$ _____

Total \$ _____

Community Services Vendor: If you are a Non-Profit, Health, Social, Community Service provider.

Artisan Vendor: If you sell items that are **100% handcrafted or made in the northwest**

Corporate Vendor: 50 or more employees

Food Vendor: If you sell food or beverage

Booth locations will be determined solely by the event Producers. All fees are Non-Refundable once application has been processed.

Form of Payment

Money Order _____ Check _____ Credit Card _____

Signature: _____

Make payments payable and mail to:

Vanport Jazz Festival, 6411 S.E. Thorburn Street, Portland, OR 97215

For further information please contact us at Vanport Jazz Festival

Email: Info@vanportjazzfestival.com Website: www.vanportjazzfestival.com

VENDOR RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between Sequoia Investment Capital, LLC (Producer) dba Vanport Jazz Festival (Event) and the person filling out, signing, and returning the application (Vendor).

The "Producer" is in the business of providing space at the Vanport Jazz Festival for the display and sale of arts or crafts, commercial items, food and beverage.

Vendor agrees to participate and/ or allow its name and image to be shown in all media. Vendor agrees to cooperate in any venture arranged by the "Producer" including but not limited to the following promotions; A.) Radio & Television promotion B) Print/Newspaper (Vendor may provide the "Producer" complimentary product at its discretion for promotional purposes).

The Vendor hereby indemnifies and holds the "Producer", "Event", Sequoia Investment Capital, dba Vanport Jazz Festival, harmless from any and all claims, including but not limited to costs and attorney's fees resulting there from, arising out of said Vendor's participation in this event. For the purpose of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and product to their designated location, the set up and display of any such structure and arts or crafts, and the dismantling and removal of all such items from the area provided by or through the "Producer" or its agents, employees and service providers, contractors, volunteers or the Client or its subsidiaries, agents, employees and service providers, contractors, volunteers and Clients.

The Vendor hereby expressly assumes any risk of harm to the Vendor arising out of their participation and the participation of other "Vendor" in the "Event", including any risk resulting from the particular location of the space designated to them by the "Producer". Insurance to cover these risks should be carried by the participants at no cost to the "Producer".

This agreement shall be effective immediately upon execution and shall continue in effect throughout the event period.

By:

Business: _____

Signature: _____ Date _____

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Permits, Licenses and Insurance

Insurance - As a Food Vendor you must provide the “Producer” with a copy of your certificate of insurance. You must carry a \$1,000,000 liability policy, as well as an automobile liability insurance (if required) including the business listed below as “**Additional Insured**”

Additional insured:

Sequoia Investment Capital, dba

Vanport Jazz Festival

6411 S.E. Thorburn Street

Portland, OR 97215
