

Festival Vendor Information
Updated November 7, 2016

Important Festival Dates & Times

Thursday, February 2, 2017
Vendor Move-In, Noon – 5 PM

Friday, February 3, 2017
Vendor Move-In, 8 AM - 1 PM. Must be complete by 1 PM.
Festival hours, 2 PM – 10 PM

Saturday, February 4, 2017
Festival hours, Noon – 10 PM
Vendor Move-Out, 10 PM – Midnight (no early departures allowed).

ALL VENDORS MUST BE MOVED OUT BY MIDNIGHT NO EXCEPTIONS

Show Office Phone Numbers at OCC

Our show office number, starting February 1 are:

Direct: 503-963-5720

Advertising

In addition to the advertising that the festival itself will arrange, we certainly encourage you to promote the festival as much as you can through social media, newsletters, websites, print advertising and radio spots that you may run around the time of the festival.

Booth Space, What is Provided?

The festival will provide you with booth space based on the size you contracted with your registration materials. Your space will include pipe & drape, one 8' table topped & skirted (per 10x10 space) 1 chair, a wastebasket. ***If you do not need the table and chairs, please let us know ASAP.***

Change

The show office will have some limited cash and quarter's on-hand to make change for exhibitors. Please be sure you are well stocked from your bank before the festival, but know that the show office **may be able** to assist.

Do Not Open Wine Sold by the Bottle

While sales of wine are allowed by the bottle and by the case, these sales are for off-site consumption only. Under no circumstances should any vendor open a bottle of wine for a patron. Sales for on-site consumption are only by the sample or by the glass.

Electrical, Phone, Natural Gas, Water

All arrangements for utilities must go directly through the OCC. This service may be ordered online with OCC with your booth number. The cost for these services are in addition to your booth space at the festival. **PLEASE NOTE:** The pricing for these services goes up significantly the closer we get to the festival. **Be sure to order at least 30 days before the festival for the best pricing.** 503-235-7575 or online at: www.oregoncc.org

Festival Age Limits

All ages are welcome to this event. Wristbands will be used for those patrons wishing to enjoy alcoholic beverages. ID checks and wrist banding will be done by festival security prior to entering the festival hall, but anyone looking 26 or younger should be re-I.D.'d. Vendors can easily be wrist banded each day by going to the main doors of the festival. No fee, just be sure to get banded if you wish to enjoy adult beverages.

Festival Exhibitor Passes

Each exhibitor will be provided with (4) Exhibitor Passes (restaurants will receive 8) for the festival upon check-in. Additional passes may be purchased for \$10 each. Passes are good for both days and gain you access to the festival hall.

Fire Extinguishers

Any vendors with heat or flame must have the correct approved fire extinguisher in your booth. These are not supplied by the event or OCC.

Restaurant Health Permits

All exhibitors serving food are required to obtain a special event permit from the Multnomah County Health Department. Please contact the health department directly or online.

Host Hotel

Coming Soon

I.D. Checks

Even though festival security will conduct ID checks and wrist banding for consumption of alcohol, each and every alcohol exhibitor is also required to double-check the ID of any patron that appears to be 26 or younger. A wrist band is **NOT** proof of age, per OLCC. Signage will be at the doors of the festival instructing patrons to keep their photo ID handy for spot checks.

Ice

The festival will have (3) 7-lb. Bags of ice available for vendors each day, free of charge.

Insurance Certificates

All exhibitors with food or beverage must provide Metropolitan Productions, Inc. with a Certificate of Insurance listing Metropolitan Productions, Inc. as a certificate holder and additional insured for the duration of the festival. Certificates must be received by January 6, 2017.

Liquor Liability and OLCC Permit

All exhibitors who are selling alcoholic products, whether samples or otherwise, must have liquor liability insurance listed on their certificate of insurance, and must provide Metropolitan Productions, Inc. with a special event permit application for the OLCC with a check made payable to the OLCC for the appropriate fee. **DO NOT SEND APPLICATIONS AND PAYMENTS DIRECTLY TO THE OLCC.** All applications and checks must be received by December 15, 2016. The City of Portland also has a fee for all vendors sampling selling alcoholic beverages. The City Permit fee is \$35 per booth. Please make check directly to **The City of Portland**. We will collect the fee and forward to the City and then to OLCC.

Need a Banner or Printed Material?

If you need a banner made for your booth or any printed materials to have on hand for the public, call Maddy at Columbia Litho at 360-834-4662. They can do most proofs over email and fax and have your order waiting for you at the OCC.

Neon Signage

Looking to add some color and excitement with neon, but not sure where to begin? Think that neon is way too expensive? Think again. We have arranged with Security Signs in Portland to help you design neon fixtures for use in your booth and in your place of business. Please call Carol Keljo at 503-232-4172.

Package / Case Wine Check

The festival will have a package check and case wine check area inside the festival hall. Patrons may check items for free and re-claim them prior to leaving the festival.

Parking

Some number of parking passes are included for each vendor for Friday & Saturday. See registration form for details. Additional daily parking passes, **if available**, will be sold in the festival office upon move in for \$20 on a first-come first-serve base. Passes do include in/out privileges. Parking passes for Thursday may be purchased from the OCC. RV's are no longer permitted in OCC parking lots.

Selling of Merchandise

All exhibitors are encouraged to sell merchandise to attendees. Wine glasses, shirts, hats and giveaways are all great ways to spread your name. Please note that the festival merchandise area will also be selling wine glasses.

Wine Competition

Coming Soon

Wine Sample Glasses

All wineries should have plastic glasses on hand for samples. Samples may be 1.5 ounces, per OLCC.

Wine Sample Pricing

There is to be no free wine/beer sampling. All samples must be purchased. The minimum price for a sample is to be \$.50. You may charge more for sampling as your product dictates, but the sample minimum shall be \$.50. Hopefully this will assist you in getting the most profit from your booth and help to curb over-sampling.

If you have any questions regarding the festival, please do not hesitate to contact us at 360-210-5275 or by email at katina@metroproductions.net. We look forward to meeting all of you soon!

Oregon Convention Center Address:
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Portland, OR 97232
Halls A & A1