

# PORTLAND SEAFOOD & WINE FESTIVAL

## *Show Details*

**Festival Dates & Times:** Friday February 5 2 PM - 10 PM  
Saturday, February 6 NOON - 10 PM

**Move-In Days** Thursday, February 4 NOON - 5 PM (MUST BE IN BY 4:30PM)  
Friday, February 5 7 AM - 1 PM

**Move-Out** Saturday, February 6 10 PM – MIDNIGHT  
**\*\*NO EXCEPTIONS\*\***

**Included with Space and booth info:** Curtain dividers, one topped and skirted 8' table and one chair per 10x10 space, wastebasket. When designing your booth space do not create a wall between you and the adjacent booth spaces, there needs to be line of site for the attendees to see to the next booth space. Metro Productions Inc. has final say at the event for booth set up. If questions send us a diagram of your space (does not need to be fancy).

**Electrical, phone lines, and natural gas are additional.** Additional tables and chairs are also available for a nominal fee. Corner booths will receive one additional 6' topped/skirted table.

**Booth Assignments:** Booth assignments and locations are at the sole discretion of PS&WF. Priority is given to sponsors, and then by date of deposits.

**Food and Liquor Vendors:** Any exhibitors dealing with food or alcoholic beverages must have the proper food handler's permits and / or liquor permits. All food and beverage vendors must have proof of liability insurance of at least \$500,000 at the time of the Festival. Metropolitan Productions, Inc. and the Oregon Convention Center must be named as an Additional Insured. Any exhibitors handling alcohol must also have liquor liability insurance of at least \$500,000. **Multnomah County Health Department** does require a special event permit for **ALL** food booths. Cooking/heating will also require proper fire extinguishers in your booth. OLCC forms will be mailed out in October to all booths requiring them.

**Hold Harmless:** By submitting paperwork and payment for booth space, exhibitors are agreeing to hold Metropolitan Productions, Inc. and the Oregon Convention Center harmless for any claims arising out of any actions related to exhibiting.

**Electrical, Gas & Phone Lines:** Are additional to your booth rental and are arranged through OCC. **CONTACT OREGON CONVENTION CENTER AT LEAST 30 DAYS IN ADVANCE FOR BEST PRICING.** [www.oregoncc.org](http://www.oregoncc.org) or 503-235-7575. Utility prices increase the closer we get to the event.

**Merchandise Sales:** The PS&WF reserves the right to sell Festival related merchandise including, but not limited to, wine and beer glasses, shirts and other items. Exhibitors are encouraged to offer for sale your own merchandise that does not have reference to the PS&WF. For questions on merchandise, please contact Metro Productions, Inc. for approval before ordering.

**Move-Out:** All items must be removed from OCC by midnight on the last day of festival

**Parking Passes:** Due to limited parking available for exhibitors, parking passes are available for the first 75 registrants who pay in full. After we reach that maximum, parking is on your own.

Metro Productions, Inc. reserves the right to refuse any vendor application or exhibitor items and displays that do not fit with the atmosphere that is created with the Portland Seafood & Wine Festival.

### **NEW MAILING & SHIPPING ADDRESS**

**Metropolitan Productions, Inc.**  
**4604 S. 16<sup>th</sup> Drive**  
**Ridgefield, WA 98642**  
**360 309-5975**