



VENDOR APPLICATION & CONTRACT
Just Between Friends Portland, September 25-27, 2009

Organization:
Contact Name:
Address:
Website: Email:
Phone:

Please briefly tell us about the service or product you wish to promote and how it relates to families/kids/babies:

Advertising Options:

- PROMINENT PLACEMENT BOOTH X \$450 \$ (limited availability)
10' x 10' BOOTH OPTION X \$300 \$
(Includes 8' undraped table, chair, back & side curtains, booth sign, one 3-day parking pass, 2 Vendor Pre-Sale passes)
ACCESS TO ELECTRICITY X \$125 \$
AD in 500 JBF GOODY BAGS X \$50 \$

Discounts (for Booths Only):

RECIPROCAL WEBLINK: Place a link on your website to www.portland.jbfsale.com & save \$20 (only available until Sept. 1)! (\$ )

CONSIGNOR: If you consign items with us (min of 25 items or \$100 value), we will reimburse you \$20 in your consignor check! (Discount offered after sale)

NON-PROFITS: 50% OFF for shared booths & goody bags (\$ )

TOTAL DUE: \$

NOTE: Booth placement is determined by event coordinators and is partially based on the order in which applications were received.

Reservations are non-refundable.

Payment:

- Check Enclosed (payable to Just Between Friends Portland)
Credit Card

Card No. Exp. Date: / 3 Digit Code:

Complete Billing Address:

Authorization: I have read & agree to the JBF Vendor Waiver included with this application & agree to pay the above amount.

Signature:

Please return form to: Just Between Friends Portland, 4741 NE 18th Avenue, Portland, OR 97211

**Just Between Friends Vendor Waiver:**

1. *Just Between Friends, the Portland EXPO Center, and its participants cannot guarantee safety of any vendor's items left out supervised or unsupervised. Just Between Friends, the Portland EXPO Center, and its participants will not be held responsible, financially or otherwise, for any theft or damage to any articles occurring at our event. Exhibitor agrees to hold harmless Just Between Friends, the Portland EXPO Center, sponsoring organizations and volunteers from any and all liabilities and damages to and from your product. We recommend that all exhibitors contact their insurance companies to confirm proper coverage of all exhibit materials.*
2. *Just Between Friends, the Portland EXPO Center, its participants, volunteers and all other event sponsors shall not be held responsible for any injury that may occur to the exhibitor or any individuals participating in the exhibitor's space from any cause whatsoever. The exhibitor, upon signing this waiver, expressly releases the aforementioned from any and all loss, damage or injuries.*
3. *All exhibits, supplies & materials must be set up no later than 10am on Friday, September 25 (although they can be set up as early as Thursday, September 24 between 10am-8pm) and remain in place until Sunday, September 27 at 1:00pm.*
4. *Vendors must remove all items no later than 5:00pm on Sunday, September 27. If exhibits or items are not removed by the stated time, vendor will be responsible for all costs incurred by Just Between Friends Portland for removal and storage.*
5. *It is highly recommended that exhibitors staff booths for all sale hours. The busiest hours will be Friday afternoon & evening as well as Saturday morning and early afternoon.*
6. *Exhibitors agree not to obstruct aisle views of their neighboring exhibitors (side displays no taller than 3'). Just Between Friends, Portland has final decision making authority in any disputes between vendors.*
7. *Just Between Friends shall not be liable for any damage or expense incurred by vendors in the event that the Sale is delayed, interrupted, or not held as scheduled due to any reason beyond the control of Just Between Friends Portland.*
8. *The exhibitor is responsible for the space leased and shall not deface or mar the space in any way. No tape, nails, hooks, tacks or screws can be used on any part of the building. The walls of the building cannot be used to affix any advertisements or signs. The exhibitor agrees to reimburse the facility for any damage or loss to the space leased by the exhibitor.*
9. *Placing of advertising materials on or in automobiles at the Expo Center is prohibited.*
10. *No food or beverages may be sold or provided anywhere on the premises.*
11. *No helium balloons are allowed anywhere on the premises.*
12. *Just Between Friends does not guarantee any attendance figures for the event.*
13. *Space is limited and applications will be reviewed on a first come, first served basis, as well as the level of appropriateness for this event. We reserve the right to deny vendors of a particular type of service if that service is already over-represented at this Event. Just Between Friends has the right to refuse exhibitors that are in direct competition with its Sale.*
14. *A \$50 fee will be charged for any checks that are returned for insufficient funds.*
15. *Participants in the JBF Goody Bags will supply & deliver 500 ads, coupons, free gifts or other literature to JBF no later than September 11, 2009. Ads must be smaller than 8.5"x11".*

I understand that I, as a vendor representing \_\_\_\_\_, am fully responsible for my own product and equipment while on the premises of the JBF event and agree to all the above mentioned conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Company: \_\_\_\_\_