# HOW TO APPLY TO BE A CONCESSION VENDOR

Step by Step instructions on how to submit an application to be a concession vendor at the 2024 Portland Pride Waterfront Festival





# WHEN TO APPLY

Applications will be accepted starting Friday, February 2<sup>nd</sup> at 12:00 PM.

Applications are accepted on a first come, first serve basis.

Once the festival has reached capacity for concession vendors applications will close.

# STEP 1 — Go to the Event Registration page and click "Create Account"



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#### Portland Pride Waterfront Festival 2024

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🗂 Jul 20 - Jul 21, 2024

Tom McCall Waterfront Park, 98 SW Naito
Parkway,
Portland, OR 97204

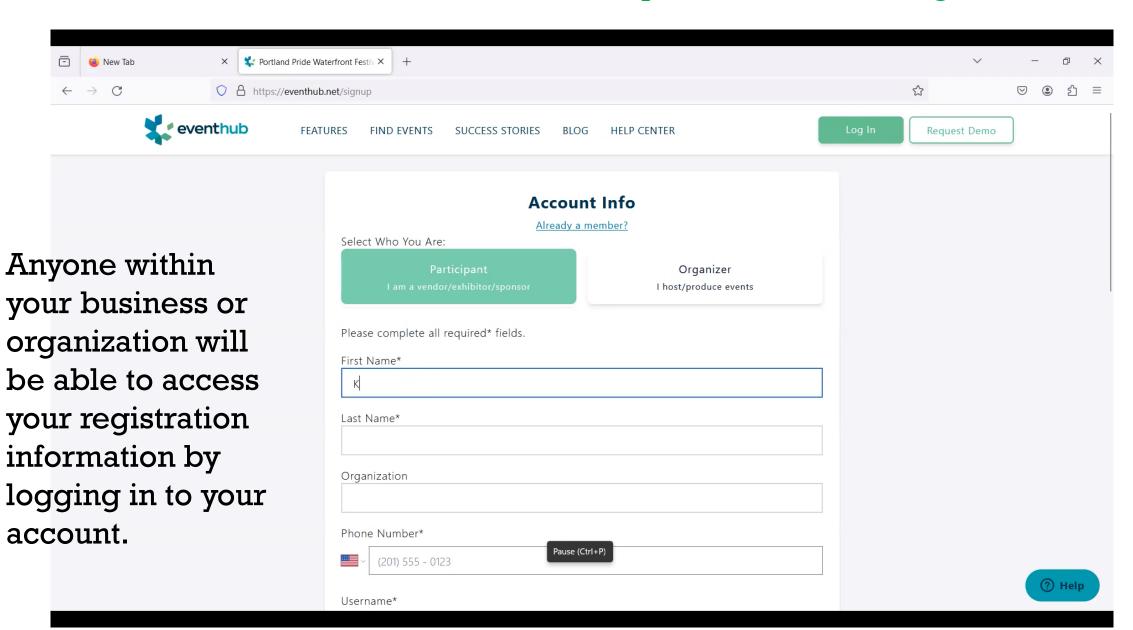
© Reg. Deadline: Jun 10, 2024



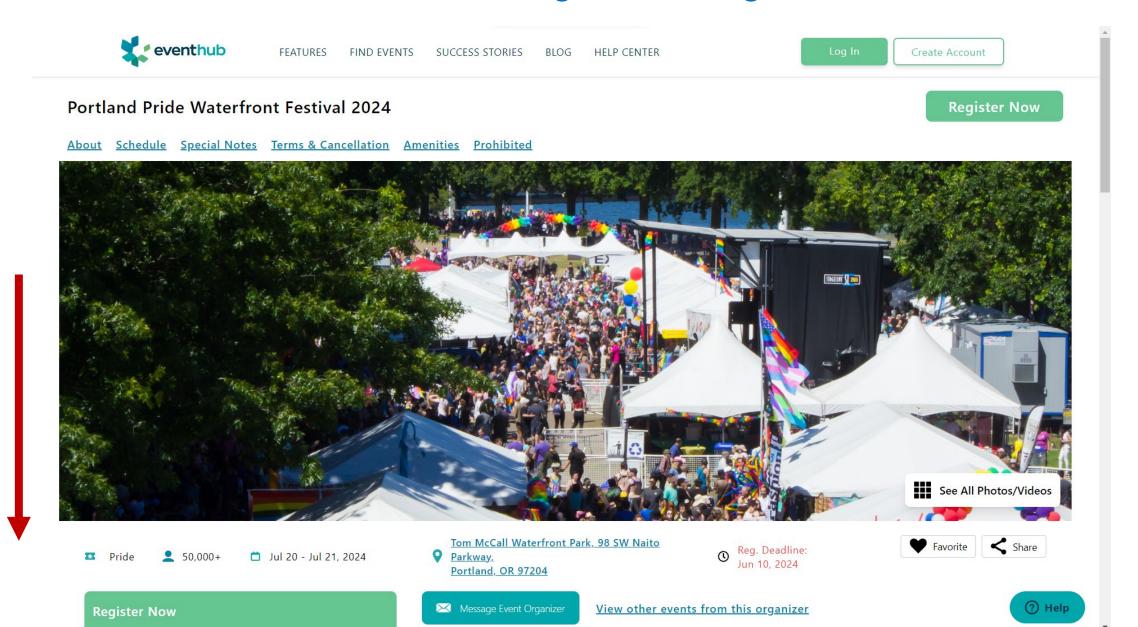




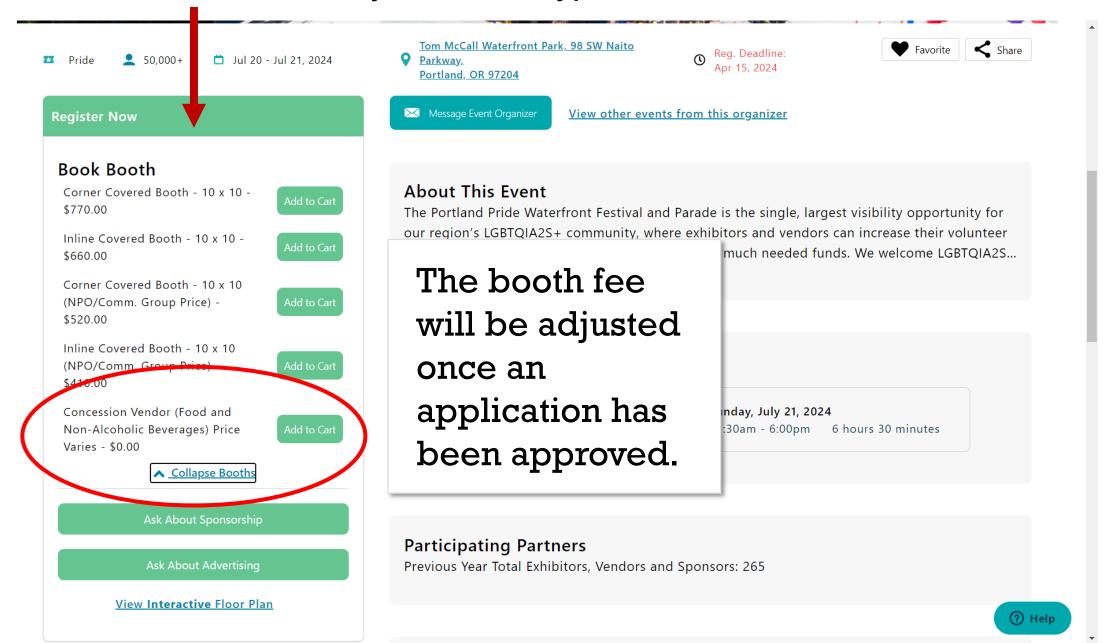
## STEP 2 — Create an account for your business/organization



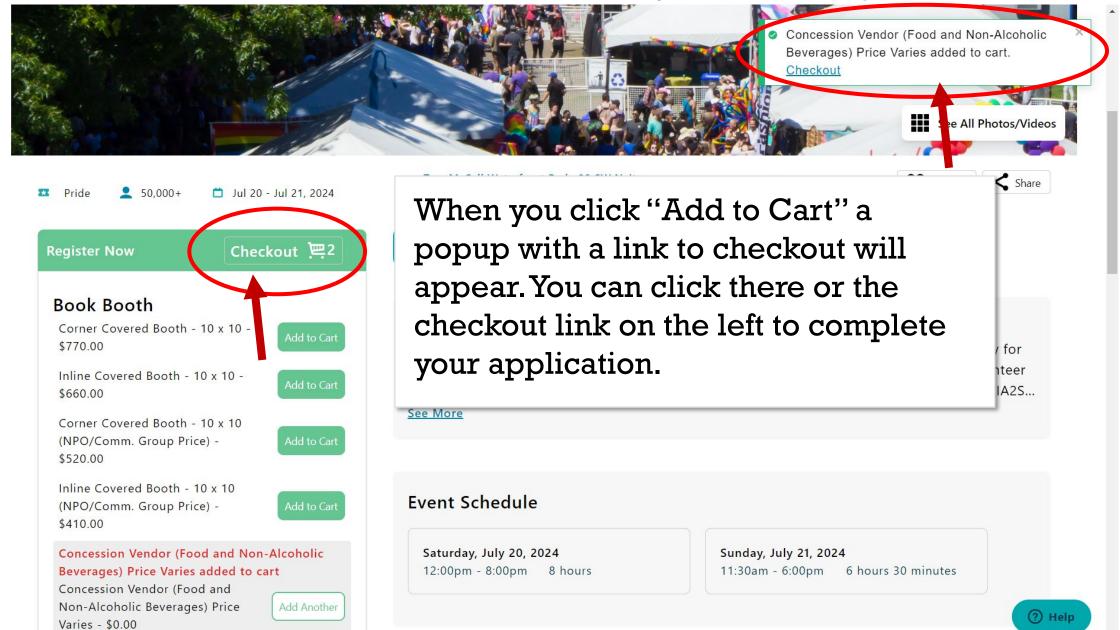
### STEP 3 - Go back to the Registration Page and scroll down



### STEP 4 - Select your booth type and click "Add to Cart"



### STEP 5 – Go to Checkout to View your Shopping Cart



### STEP 6 – Review Shopping Cart

Do NOT select a booth preference.

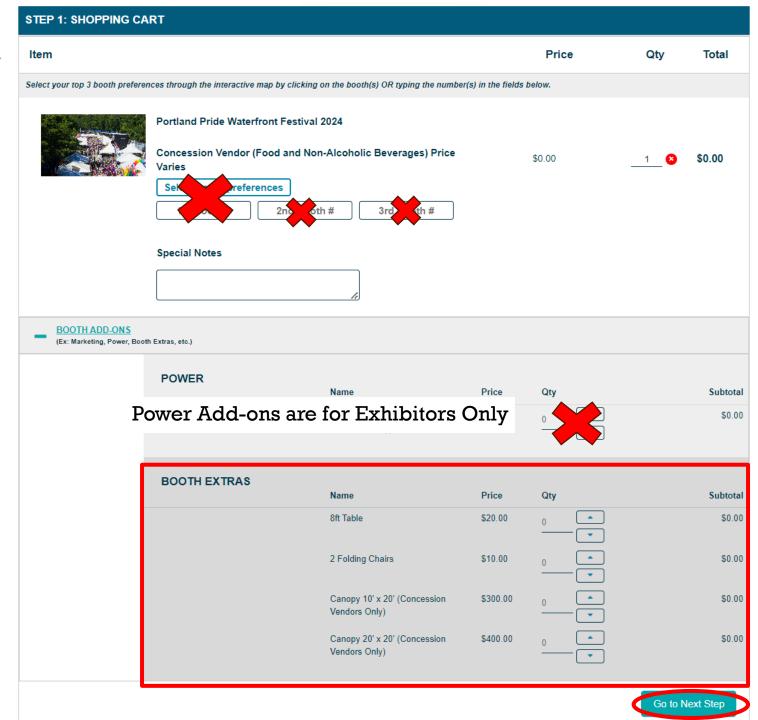
Concession Vendors are placed by Pride Northwest.

Location depends on several variables including booth setup needs.

Additional power can be purchased through Hollywood Lights with their direct link to their website.

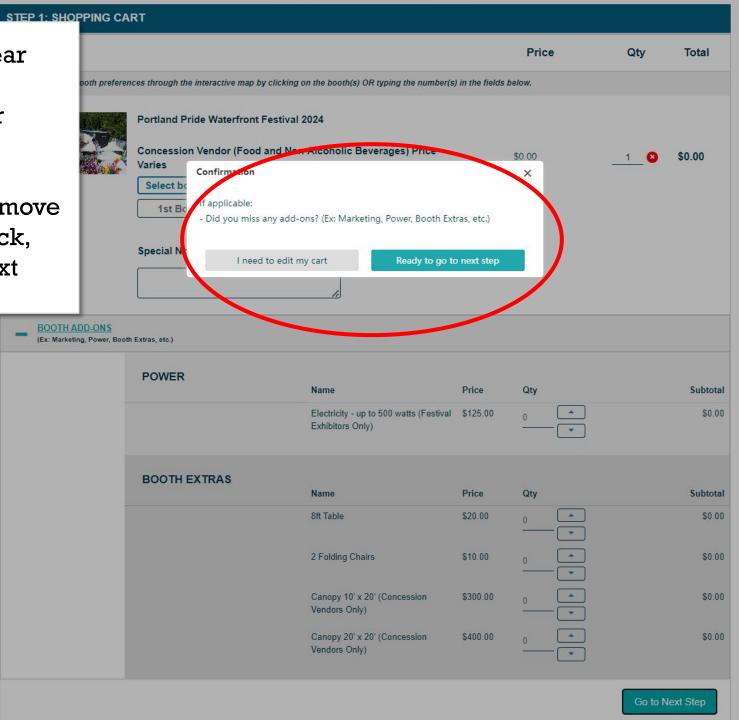
Booth Extras such as tables, chairs, and canopies can be reserved now or at a later time.

Once you've completed your review of the shopping cart click the "Go to Next Step" button in the bottom right corner.



A pop up will appear giving you one last chance to edit your cart.

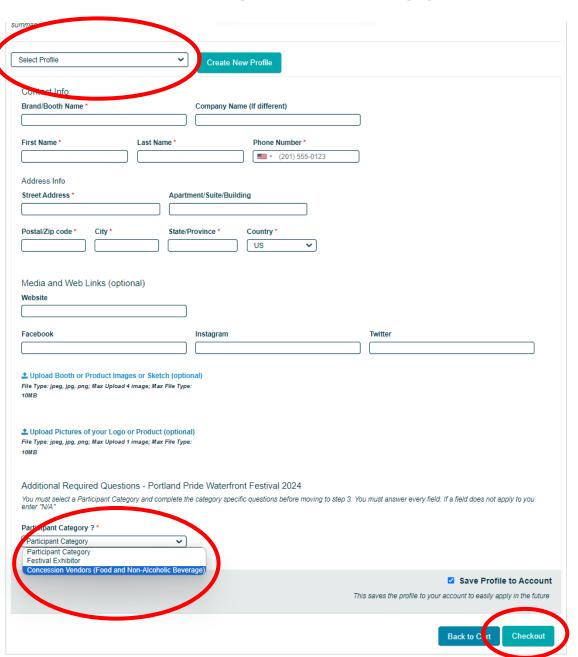
If you are ready to move forward, please click, "Ready to go to next step"



### STEP 7 – Complete the Application

Select your profile from the drop down menu. If you haven't created a profile yet then fill out the info below and a new profile will be created.

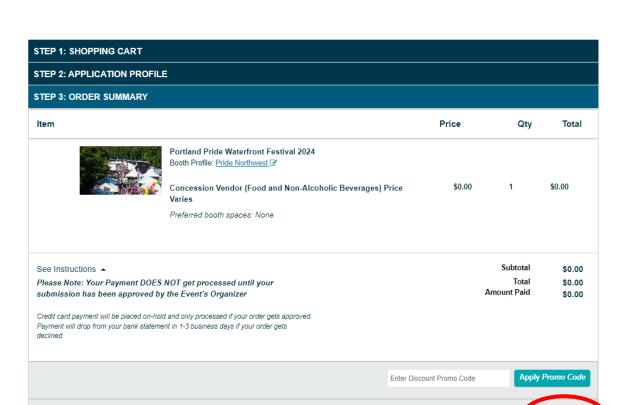
Select "Concession Vendor" from the drop down menu.



Once you've completed the application click "Checkout"

### STEP 8 – Submit Order





By submitting this order, exhibitor agrees to the posted Event Terms and scellation Police

Your payment does not get processed until your submission has been approved by the event's organizer.

Select "Submit Order"



Back to Car

Pride Northwest

**1** 

Submit Order



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MY HUB



MY ORDERS



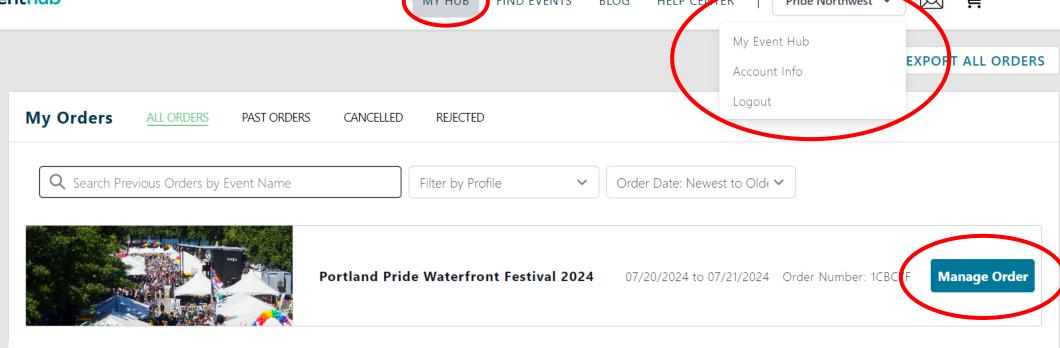
**FAVORITES** 



SAVED **APPLICATIONS** 



**MARKETPLACE** 



Once your application has been submitted your order can be viewed from the My Event Hub area of your account. From here you can click on your order and view any actions you may need to take to complete your registration.

Click on "Manage Order" to access your order, your floor plan public profile, payment info, e-sign document, event logistics info (booth # and load-in & out details)

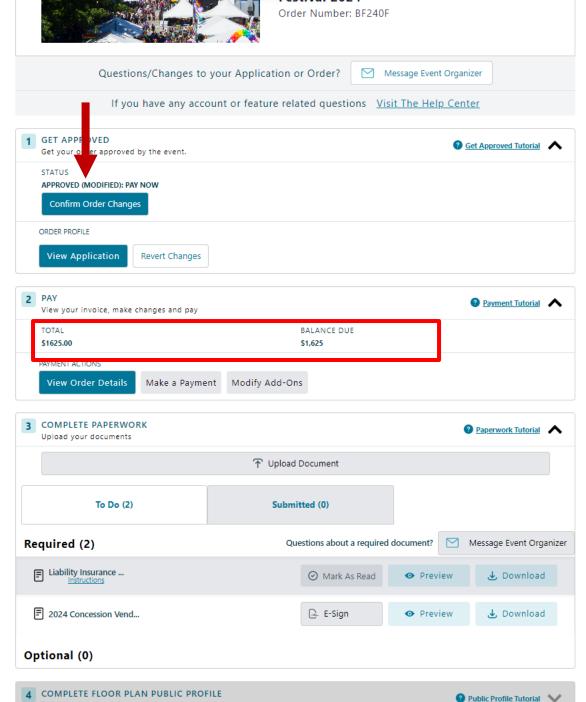






From "Manage Order" you can:

- View whether your application has been approved.
- Make payments or view your invoice
- E-Sign or submit required documents and download signed docs
- 4. Enter information for the Floor Plan Public Profile. This option becomes available once you've been assigned a location on the interactive sitemap.



Edit/view public profile on floor plan

If approved as a vendor, the total balance due will be updated by the event organizers. Vendors will be notified via email that they need to login into their account and "Confirm Order Changes".



After confirming the approval of the change in price a vendor can then move forward with payment.

Payment must be received by May 15<sup>th</sup> to complete your registration process and hold your booth at the festival.



Please select one of the below payment options to secure your request, and complete any required documents via the folder icon in the "My Events" section of your EventHub account.

#### **Order Summary**

See Instructions Subtotal \$1,625.00

Please Note: Your Payment DOES NOT get processed until your submission has been approved by the Event's Organizer Total \$1,625.00 Amount Paid \$0.00

Credit card payment will be placed on-hold and only processed if your order gets approved. Payment will drop from your bank statement in 1-3 business days if your order gets declined

Download the event W-9 form for accounting purposes.

#### **Accepted Payment Methods:**

ACH or Check or Money order

#### **Payment Terms:**

For Money Order or Check Payments please make Check Payable to:
"Pride Northwest. Inc"

#### ACH Payments:

Contact Karianne at khorton@pridenw.org to receive a link for ACH processing.

#### Payment Address:

Pride Northwest P.O. Box 6611

Portland, Oregon, 97228

Pay By Credit Card

Add-ons for canopies and electricity must be submitted by June 15<sup>th</sup>

Canopies, chairs, and tables can be added by going to Manage Your Event and selecting "Modify Add-Ons" under the "2. Pay" section.

Additional electricity must be ordered through a link provided by Hollywood Lights.



## HELPFUL LINKS

- Please contact Karianne at <a href="khorton@pridenw.org">khorton@pridenw.org</a> if you have any questions about being a festival exhibitor or the application process.
- How to Access my Hub and Manage My Orders
- For questions related to your EventHub account or how to use the features on EventHub please email <a href="help@eventub.net">help@eventub.net</a>