

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 2nd 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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[Pride](#) [50,000+](#) [Jul 20 - Jul 21, 2024](#)

[Tom McCall Waterfront Park, 98 SW Naito Parkway, Portland, OR 97204](#)

[Reg. Deadline: Jun 10, 2024](#)

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STEP 2 – Create an account for your business/organization

Anyone within your business or organization will be able to access your registration information by logging in to your account.

The screenshot shows a web browser window with the URL <https://eventhub.net/signup>. The page features the EventHub logo and navigation links: FEATURES, FIND EVENTS, SUCCESS STORIES, BLOG, and HELP CENTER. There are 'Log In' and 'Request Demo' buttons in the top right. The main content area is titled 'Account Info' and includes a link for 'Already a member?'. Under 'Select Who You Are:', there are two buttons: 'Participant' (highlighted in green) with the subtext 'I am a vendor/exhibitor/sponsor', and 'Organizer' with the subtext 'I host/produce events'. Below this, a message states 'Please complete all required* fields.' The form contains several input fields: 'First Name*' with the letter 'K' entered, 'Last Name*', 'Organization', and 'Phone Number*' which includes a country dropdown (USA) and the number '(201) 555 - 0123'. A 'Pause (Ctrl+P)' button is visible over the phone number field. The 'Username*' field is partially visible at the bottom. A 'Help' button is located in the bottom right corner.

STEP 3 – Go back to the Registration Page and scroll down



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Pride 50,000+ Jul 20 - Jul 21, 2024

[Tom McCall Waterfront Park, 98 SW Naito Parkway, Portland, OR 97204](#)

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STEP 4 – Select your booth type and click “Add to Cart”

The screenshot shows the registration interface for the 'Pride' event. At the top, event details include 'Pride' with 50,000+ attendees, dates 'Jul 20 - Jul 21, 2024', and location 'Tom McCall Waterfront Park, 98 SW Naito Parkway, Portland, OR 97204'. A 'Reg. Deadline: Apr 15, 2024' is also noted. A red arrow points to the 'Register Now' button. Below this, a list of booth options is shown, with the 'Concession Vendor (Food and Non-Alcoholic Beverages) Price Varies - \$0.00' option circled in red. Other booth options include 'Book Booth' with various configurations and prices. To the right, there are buttons for 'Message Event Organizer' and 'View other events from this organizer'. A text box on the right contains the text: 'The booth fee will be adjusted once an application has been approved.' Below this, there is an 'About This Event' section with a description of the festival and parade, and a 'Participating Partners' section stating 'Previous Year Total Exhibitors, Vendors and Sponsors: 265'. At the bottom right, there is a 'Help' button.

Register Now

Book Booth

- Corner Covered Booth - 10 x 10 - \$770.00 [Add to Cart](#)
- Inline Covered Booth - 10 x 10 - \$660.00 [Add to Cart](#)
- Corner Covered Booth - 10 x 10 (NPO/Comm. Group Price) - \$520.00 [Add to Cart](#)
- Inline Covered Booth - 10 x 10 (NPO/Comm. Group Price) - \$410.00 [Add to Cart](#)
- Concession Vendor (Food and Non-Alcoholic Beverages) Price Varies - \$0.00 [Add to Cart](#)**

[Collapse Booths](#)

[Ask About Sponsorship](#)

[Ask About Advertising](#)

[View Interactive Floor Plan](#)

Message Event Organizer [View other events from this organizer](#)

About This Event
The Portland Pride Waterfront Festival and Parade is the single, largest visibility opportunity for our region's LGBTQIA2S+ community, where exhibitors and vendors can increase their volunteer and raise much needed funds. We welcome LGBTQIA2S...

The booth fee will be adjusted once an application has been approved.

Monday, July 21, 2024
10:30am - 6:00pm 6 hours 30 minutes

Participating Partners
Previous Year Total Exhibitors, Vendors and Sponsors: 265

[Help](#)

STEP 5 – Go to Checkout to View your Shopping Cart



Pride 50,000+ Jul 20 - Jul 21, 2024

[Register Now](#) [Checkout !\[\]\(bfe64b3b99d726c20cb41da66e0bcb5a_img.jpg\) 2](#)

Book Booth

- Corner Covered Booth - 10 x 10 - \$770.00 [Add to Cart](#)
- Inline Covered Booth - 10 x 10 - \$660.00 [Add to Cart](#)
- Corner Covered Booth - 10 x 10 (NPO/Comm. Group Price) - \$520.00 [Add to Cart](#)
- Inline Covered Booth - 10 x 10 (NPO/Comm. Group Price) - \$410.00 [Add to Cart](#)

Concession Vendor (Food and Non-Alcoholic Beverages) Price Varies added to cart

Concession Vendor (Food and Non-Alcoholic Beverages) Price Varies - \$0.00 [Add Another](#)

When you click "Add to Cart" a popup with a link to checkout will appear. You can click there or the checkout link on the left to complete your application.

[See More](#)

Event Schedule

Saturday, July 20, 2024
12:00pm - 8:00pm 8 hours

Sunday, July 21, 2024
11:30am - 6:00pm 6 hours 30 minutes

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.

STEP 1: SHOPPING CART

Item	Price	Qty	Total
<i>Select your top 3 booth preferences through the interactive map by clicking on the booth(s) OR typing the number(s) in the fields below.</i>			
 Portland Pride Waterfront Festival 2024 Concession Vendor (Food and Non-Alcoholic Beverages) Price Varies	\$0.00	1  	\$0.00
Select <input type="text"/> preferences			
1st Booth # <input type="text"/> 2nd Booth # <input type="text"/> 3rd Booth # <input type="text"/>			
Special Notes <input type="text"/>			
BOOTH ADD-ONS (Ex: Marketing, Power, Booth Extras, etc.)			
POWER			
Name	Price	Qty	Subtotal
Power Add-ons are for Exhibitors Only			\$0.00
BOOTH EXTRAS			
Name	Price	Qty	Subtotal
8ft Table	\$20.00	0 <input type="text"/>	\$0.00
2 Folding Chairs	\$10.00	0 <input type="text"/>	\$0.00
Canopy 10' x 20' (Concession Vendors Only)	\$300.00	0 <input type="text"/>	\$0.00
Canopy 20' x 20' (Concession Vendors Only)	\$400.00	0 <input type="text"/>	\$0.00

[Go to Next Step](#)

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"

booth preferences through the interactive map by clicking on the booth(s) OR typing the number(s) in the fields below.

Portland Pride Waterfront Festival 2024

	Price	Qty	Total
Concession Vendor (Food and Non-Alcoholic Beverages) Price Varies	\$0.00	1	\$0.00

Confirmation

If applicable:
- Did you miss any add-ons? (Ex: Marketing, Power, Booth Extras, etc.)

BOOTH ADD-ONS
(Ex: Marketing, Power, Booth Extras, etc.)

POWER

Name	Price	Qty	Subtotal
Electricity - up to 500 watts (Festival Exhibitors Only)	\$125.00	0	\$0.00

BOOTH EXTRAS

Name	Price	Qty	Subtotal
8ft Table	\$20.00	0	\$0.00
2 Folding Chairs	\$10.00	0	\$0.00
Canopy 10' x 20' (Concession Vendors Only)	\$300.00	0	\$0.00
Canopy 20' x 20' (Concession Vendors Only)	\$400.00	0	\$0.00

Help

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.

summary

Select Profile

Contact Info

Brand/Booth Name * Company Name (If different)

First Name * Last Name * Phone Number *

Address Info

Street Address * Apartment/Suite/Building

Postal/Zip code * City * State/Province * Country *

Media and Web Links (optional)

Website

Facebook Instagram Twitter

[Upload Booth or Product Images or Sketch \(optional\)](#)
File Type: jpeg, jpg, png; Max Upload 4 image; Max File Type: 10MB

[Upload Pictures of your Logo or Product \(optional\)](#)
File Type: jpeg, jpg, png; Max Upload 1 image; Max File Type: 10MB

Additional Required Questions - Portland Pride Waterfront Festival 2024
You must select a Participant Category and complete the category specific questions before moving to step 3. You must answer every field. If a field does not apply to you enter "N/A"

Participant Category ? *
Participant Category
Festival Exhibitor
Concession Vendors (Food and Non-Alcoholic Beverage)

Save Profile to Account
This saves the profile to your account to easily apply in the future

Select “Concession Vendor” from the drop down menu.

Once you've completed the application click “Checkout”



STEP 8 – Submit Order



STEP 1: SHOPPING CART

STEP 2: APPLICATION PROFILE

STEP 3: ORDER SUMMARY

Item	Price	Qty	Total	
 <p>Portland Pride Waterfront Festival 2024 Booth Profile: Pride Northwest</p> <p>Concession Vendor (Food and Non-Alcoholic Beverages) Price Varies</p> <p><i>Preferred booth spaces: None</i></p>	\$0.00	1	\$0.00	
See Instructions 			Subtotal	\$0.00
Please Note: Your Payment DOES NOT get processed until your submission has been approved by the Event's Organizer			Total	\$0.00
<i>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</i>			Amount Paid	\$0.00

Enter Discount Promo Code [Apply Promo Code](#)

[Back to Cart](#) [Submit Order](#)

By submitting this order, exhibitor agrees to the posted [Event Terms and Cancellation Policy](#)

Select "Submit Order"

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

[MY HUB](#)[MY ORDERS](#)[FAVORITES](#)[SAVED APPLICATIONS](#)[MARKETPLACE](#)[EXPORT ALL ORDERS](#)**My Orders**[ALL ORDERS](#)[PAST ORDERS](#)[CANCELLED](#)[REJECTED](#)

Filter by Profile



Order Date: Newest to Old

**Portland Pride Waterfront Festival 2024**

07/20/2024 to 07/21/2024

Order Number: 1CBC F

[Manage Order](#)

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:

1. View whether your application has been approved.
2. Make payments or view your invoice
3. 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.

Festival 2024
Order Number: BF240F

Questions/Changes to your Application or Order? [Message Event Organizer](#)

If you have any account or feature related questions [Visit The Help Center](#)

1 GET APPROVED [Get Approved Tutorial](#)

Get your order approved by the event.

STATUS
APPROVED (MODIFIED): PAY NOW

[Confirm Order Changes](#)

ORDER PROFILE

[View Application](#) [Revert Changes](#)

2 PAY [Payment Tutorial](#)

View your invoice, make changes and pay

TOTAL	BALANCE DUE
\$1625.00	\$1,625

PAYMENT ACTIONS

[View Order Details](#) [Make a Payment](#) [Modify Add-Ons](#)

3 COMPLETE PAPERWORK [Paperwork Tutorial](#)

Upload your documents

[Upload Document](#)

To Do (2) **Submitted (0)**

Required (2) [Questions about a required document?](#) [Message Event Organizer](#)

<p>Liability Insurance ... Instructions</p>	<p>Mark As Read</p>	<p>Preview</p>	<p>Download</p>
<p>2024 Concession Vend...</p>	<p>E-Sign</p>	<p>Preview</p>	<p>Download</p>

Optional (0)

4 COMPLETE FLOOR PLAN PUBLIC PROFILE [Public Profile Tutorial](#)

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 15th 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](#) ▲

Please Note: Your Payment DOES NOT get processed until your submission has been approved by the Event's Organizer

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

Subtotal	\$1,625.00
Total	\$1,625.00
Amount Paid	\$0.00

Add-ons for canopies and electricity must be submitted by June 15th

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.

[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](#)

HELPFUL LINKS

- Please contact Karianne at khorton@pridenw.org 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 help@eventub.net