



2024 Portland Pride Waterfront Festival

Festival Exhibitor Registration Info

Portland Pride Waterfront Festival
Saturday, July 20, 2024 12:00 PM - 8:00 PM
Sunday, July 21, 2024 11:30 AM - 6:00 PM

Tom McCall Waterfront Park
Between the Morrison Bridge and SW Ash st

Introduction

As a program under Pride Northwest, Inc., a 501(c)3 nonprofit organization, the Portland Pride Waterfront Festival and Parade relies on the generous support of corporations, businesses, individual donors, and volunteers. With your partnership, we will continue to increase the visibility and prosperity of Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, 2 Spirit people and all those under the rainbow alphabet umbrella (LGBTQIA2S+). Your partnership supports our ability to celebrate the diversity, accomplishments, and contributions of Oregon and Southwest Washington's LGBTQIA2S+ community.

In this packet, you'll find information about:

- Who Should Apply
- Exhibitor FAQs
- Exhibitor Rules and Regulations
- Festival Code of Conduct
- Exhibitor Booth Application (Example)

Who Should Apply?

We seek involvement from exhibitors who affirm and demonstrate alignment with our mission and the history and purpose of Pride:

- Pride Northwest seeks to empower every LGBTQIA2S+ person to live as their true self and to create a future where all people are valued and celebrated for who they are.
- Pride commemorates and continues the fight against discrimination and the struggle for equality, for LGBTQIA2S+ persons and their families.
- Pride Northwest is committed to creating inclusive spaces that intentionally honor the intersectional identities of our BIPOC community members, and celebrating this cultural diversity.

Festival Exhibitor FAQs

The Portland Pride Waterfront Festival features multiple entertainment stages and community spaces, a mix of local, regional, and national exhibitors including small and large businesses, restaurants, churches, nonprofit organizations, and local artists, makers, and authors.

When/Where is the Portland Pride Waterfront Festival?

The Portland Pride Waterfront Festival is a 2 day event in downtown Portland, Oregon. Exhibitors are required to be present and open both days, for the entirety of the festival.

- Saturday, July 20, 2024 from 12:00 PM - 8:00 PM
- Sunday, July 21, 2024 from 11:30 AM - 6:00 PM

The Festival is at the Tom McCall Waterfront Park, nestled against the Willamette River in downtown Portland and spans from the Morrison Bridge to SW Ash St between SW Naito Parkway and the Waterfront Trail.



When and How do I apply?

In order to provide a more equitable and transparent process, Pride Northwest is moving to an application based registration process in 2024. We are prioritizing the LGBTQIA2S+ nonprofit and business community by offering a period of early registration. In addition, in alignment with our commitment to help connect the LGBTQIA2S+ community with local resources, allied nonprofits will also be eligible for an earlier registration date.

See below for a list of dates of priority registration. If you are not sure which registration date applies to you, please contact Kari Anne at khorton@pridenw.org. Applications that don't fall under the early registration qualifications will be returned and requested to apply at the correct date and time.

LGBTQIA2S+ focused local/regional nonprofits and local community groups

- Friday, February 2, 2024 at 12:00 PM

LGBTQIA2S+ owned businesses

- Friday, February 9, 2024 at 12:00 PM

Allied local/regional nonprofit and local community groups

- Friday, February 16, 2024 at 12:00 PM

Registration Opens for Everyone

- Friday, March 1, 2024 at 7:00 AM



Application Process

Step 1 - Submit Exhibitor Application

Step 2 - Pride Northwest Staff Reviews your Application

Step 3 - Email Notification within two business days

Apply by going to the Portland Pride website (portlandpride.org), select the **Get Involved button** in the top menu and select Be a **Festival Exhibitor**. Follow the instructions from there on how to apply to be a festival exhibitor. The earlier an application is submitted the better chance you have of being approved.

How will I know my application was approved?

Festival Exhibitors will receive an email notification after their application has been reviewed by Pride Northwest staff. In some instances, we may be limited in who we can accept as an exhibitor (i.e. exclusivity contracts) and/or we may limit exhibitors based on similar products.

How much are booth fees?

- Corner Booth - \$770
- Inline Booth - \$660
- Corner Booth w/ nonprofit discount - \$520
- Inline Booth w/ nonprofit discount - \$410

Nonprofit organizations and not for profit local community groups without their IRS recognized nonprofit status are eligible for a \$250 discount off the price of booth fees. Government related groups and entities do not qualify for the discount unless they are a registered nonprofit with the State of Oregon.

Payment is required when applying. Payment options include Bank Card (Credit or Debit), ACH, Check, and Money Order.

What's Included in my Booth?

Festival exhibitor booth spaces include a covered, 10'x10' booth space with 2 chairs and one 8' table. Corner booths receive two 8' tables. The footprint of your booth must stay within the assigned 10'x10' space.

You may bring your own tables and chairs, and additional chairs and tables can be reserved ahead of time for a small fee. Exhibitors must use canopies provided. Exhibitors may reserve up to two 10'x10' consecutive booth locations, booths must be next to each other, or have written permission from Pride Northwest, Inc.

Is there electricity?

For an additional fee of \$125, electricity (up to 500w) is available. Electricity must be reserved ahead of time.

When can I set up?

Set up is available on Friday afternoon for a limited number of exhibitors and the majority of exhibitors will load in on Saturday morning. When you fill out your application you will be asked how much time you will need for setup and we will do our best to accommodate your request.

When is teardown?

Exhibitors are required to stay open and staffed for the entirety of the festival. At the end of the festival, exhibitors can load out once the OLCC sweep is completed and gates have reopened. . This can take as much as an hour. More information will be provided following registration.

What is your refund policy?

Refunds are assessed a \$20 fee and provided on the schedule below. The refund amount is the percentage paid for the booth minus the refund fee.

100% Refund available until April 1, 2024

50% Refund available until May 15, 2024

25% Refund available until June 15, 2024

No refunds available after June 15, 2024



Exhibitor Rules and Regulations


AGREEMENT. Festival Exhibitors agree to comply with the rules of the Portland Pride Waterfront Festival and Parade as listed in this form and additional rules deemed necessary for the safe conduct of the Portland Pride Waterfront Festival and Parade and related activities. Failure to comply may cause denial of entry to the parade, festival, and/or jeopardize future participation with Pride Northwest and the Portland Pride Waterfront Festival and Parade. Your registration signals agreement and compliance with the aforementioned Rules and Regulations.

AGREEMENT MODIFICATIONS. Pride Northwest, Inc. reserves the right to adjust reservations and policies at their discretion, or as needed, in order to manage the Portland Pride Waterfront Festival and Parade.

BEVERAGES AND FOOD. Festival Exhibitors shall not sell, distribute, or in any way disseminate alcoholic or non-alcoholic beverages. Festival Exhibitors may not sell food. Festival Exhibitors may not distribute or hand out samples of prepared food. Festival exhibitors may pass out pre-packaged sample foods (i.e. water bottles, snack bars, etc.). No food containing cannabis, CBD, or their derivatives are allowed to be handed out or sold at the Portland Pride Waterfront Festival.

BOOTH ACCESS. Pride Northwest, Inc. and its agents shall have access to the aforesaid described space and premises at all times. Booth space cannot be assigned or leased by any organization other than Pride Northwest, Inc.

CANCELLATION. The Portland Pride Waterfront Festival and Parade (PPWFP) may be suspended or canceled in the event of strikes, threats or acts of terrorism, bioterrorism and war, plague, acts of civil or military unrest, flood, fire, earthquake, severe weather, Covid-19 restrictions and other Acts of God or in the event Festival location is not available to Pride Northwest, Inc. during the Event Period.




CANCELLATIONS CONTINUED. In the event Pride Northwest, Inc. cancels or terminates all or any portion of the PPWFP, Festival Exhibitor shall be obligated to pay for the Festival Exhibitor's space only for the period the space was or could have been used by the Festival Exhibitor. Pride Northwest, Inc. including its agents, coordinators, officers, directors and employees are hereby released from any and all claims, liabilities, suits, or damages which Festival Exhibitor may suffer or incur arising out of or in connection with the cancellation or termination of the PPWFP, or any portion thereof, and in no event shall Pride Northwest, Inc. have any liability for Festival Exhibitor's lost profits or consequential damages, even if advised of the possibility of such loss or damages.

CONDUCT. No Festival Exhibitor or participants, shall use alcohol, marijuana or other controlled substances while participating in any capacity in Festival Exhibitor booth/space(s) or Festival grounds and shall remain free from the influence of such substances while participating in any capacity with the Portland Pride Waterfront Festival and Parade. Since 2015 all parks run by Portland Parks and Recreation are Smoke & Tobacco-Free.

COVID-19 SAFETY. Festival Exhibitors and associates must adhere to all local, state, and federal COVID-19 guidelines. Additional regulations may be implemented by Pride Northwest.

ELECTRICAL SERVICES. Electrical services are available for a fee. Electricity must be purchased through Pride Northwest, Inc prior to the festival weekend. There will be no external power, generators, trailers, vans or other such mechanical devices allowed without the express written consent of Pride Northwest, Inc.

FESTIVAL DISPLAYS. Pride Northwest, Inc. reserves the right to locate any exhibit or display where it is in the best interest of the Festival. Pride Northwest, Inc. reserves the right to cancel any exhibit or display that is not in the best interest of the Festival.




GOVERNING LAWS. This Agreement shall be governed by the laws, as well as health, sanitation, and fire regulations of the State of Oregon, Multnomah County, and the City of Portland.

HOURS OF OPERATION. Festival Exhibitor's Booth(s) must be and remain fully staffed and open, Saturday, July 20, 2024 from 12:00PM to 8:00PM, and Sunday July 21, 2024 11:30 AM - 6:00 PM. Failure to do so may result in fines and/or exclusion from future Portland Pride Waterfront Festivals. Festival Exhibitors are responsible for communicating this information to those managing their booth(s). Festival Exhibitors understand that the Festival will be held regardless of weather.

LIABILITY. Festival Exhibitor agrees to hold harmless Pride Northwest, its officers, directors, employees, agents, coordinators representatives, successors and assigns (collectively and individually referred to as "Indemnatee") from any and all losses, damages, claims, suits, actions and liabilities of any nature whatsoever incurred or suffered by Indemnatee arising out of or related to any act or omission of the Festival Exhibitor, its employees, officers, directors, and agents, or any condition of the property of the Festival Exhibitor in the possession of or under the control of the Festival Exhibitor and regardless of whether the Indemnatee shall be a contributing cause of the injuries or damage.

LOAD IN & LOAD OUT. Set up is available on Friday afternoon for a limited number of exhibitors and the majority of exhibitors will load in on Saturday morning. A schedule for load in will be provided. No vehicles are allowed on the festival grounds. 15-min parking is permitted in the bike lane on SW Naito Parkway.

There will be NO load in or out allowed once the festival is open to the public, so Please Be on Time! Merchandise and exhibitor materials may not be transported through the park while the festival is open to the public, or until the OLCC sweep is completed at the day's end (both Saturday and Sunday). Violation of this policy may result in expulsion from the festival grounds and forfeiture of booth(s), as well as potential exclusion from future Portland Pride Waterfront Festival exhibitor opportunities.



LOAD IN & LOAD OUT CONTINUED. No Load out is allowed until the OLCC sweep is completed and gates have reopened. Nothing can be removed from the festival site until after closing each day and the OLCC sweep has been completed. Leaving a booth empty during festival hours or before the OLCC sweep is complete may result in restrictions to registration in future festivals or parades.

PAYMENT. Festival Exhibitors must provide payment in full for booth space by Monday, July 1, 2024. Festival Exhibitors whose payment has not been received and processed by Pride Northwest, Inc. prior to this date may lose their reservation. Payment for booth space must be received prior to load-in at the festival.

REFUND POLICY.

Refunds are assessed a \$20 fee and provided on the schedule below. The refund amount is the percentage of the refund for the booth fee, minus the refund fee.

100% Refund available until April 1, 2024

50% Refund available until May 15, 2024


25% Refund available until June 15, 2024

No refunds available after June 15, 2024

SECURITY. Festival Exhibitors are responsible for the security of their own property at all times. Pride Northwest, Inc. shall not be held responsible for loss, theft, or damage to any property left on the Festival grounds at any time. Limited 24 hour security will be provided on festival grounds.

SIGNAGE. Festival Exhibitors may only display their own business signs and banners within the assigned booth space.

SPACE SIZE. Festival Exhibitors booths are a canopy covered, 10' by 10' space with two folding chairs and one 8' table. Corner booths receive two 8" tables. Exhibitors may reserve up to two 10'x10' consecutive booth locations, booths must be next to each other, or have written permission from Pride Northwest, Inc.



STORAGE. There will be no storage allowed outside the booth space for any supplies, equipment or inventory.

SUBLETTING. No subletting of booth space shall be permitted. Festival Exhibitors may not share booth space. One entity per booth, unless express written consent has been given by Pride Northwest, Inc.

VIOLATIONS. Festival Exhibitor acknowledges that a breach of any of the terms of this Agreement may result in the termination of this Agreement and the preclusion of the Festival Exhibitor's participation in the Portland Pride Waterfront Festival. In the event this Agreement is terminated as a result of any breach by Festival Exhibitor, Festival Exhibitor shall not be entitled to any refund but shall forfeit all amounts previously paid as liquidated damages.



Code of Conduct

Portland Pride Code of Conduct for Parade Contingents, Festival Exhibitors, Concessions Vendors, Event Staff, Volunteers and all persons associated with Pride Northwest or the Portland Pride Waterfront Festival and Parade:

- Provide service to individuals without regard to an individual's sexual orientation, gender identity or expression, HIV/AIDS status, race, color, national origin, ancestry, creed or religion, sex, physical or mental abilities, age, marital status, veteran status, citizenship or any other protected classification in accordance with state, federal, and municipal laws.
- Interact with guests and each other in a respectful manner at all times and in accordance with the non-discrimination statement.
- Remain free from the influence of alcohol, marijuana or other controlled substances while participating in any capacity
- Follow all health codes and regulations and be suitably attired and maintain acceptable personal hygiene.
- Not engage in any behavior that is determined to threaten the safety of anyone participating in the parade or festival in any capacity nor engage in any disruptive behavior that interferes with the right of anyone to conduct appropriate business or freely enjoy the Portland Pride Waterfront Festival and Parade
- Any issues of concern must be directly addressed with the appropriate Pride Northwest, Inc. representative.
- Pride Northwest, Inc. in its sole discretion shall determine whether an act is unsuitable.

Acceptance of Rules & Regulations

By submitting this application, you acknowledge the following:

- a) I have had the opportunity to review and will abide by this Agreement;
- b) I have had the opportunity to consult with legal counsel if desired; and
- c) I fully understand the terms and conditions set forth herein and agrees to be bound by the same name.

Non-Discrimination Policy

Portland Pride Waterfront Festival and Parade contingents, exhibitors, concession vendors, contractors, sponsors, Pride Northwest, Inc. staff and volunteers, and all personnel associated with the parade and festival agree at all times to honor and abide by the following statement of non-discrimination in word and action: Anyone associated with the parade and festival, or their employees or associates in violation of this agreement will be asked to leave festival grounds or parade immediately and will forfeit all entry fees, rental fees, sponsorship fees, and deposits as applicable. Additionally, any actions taken or statements made to individuals or groups contrary to this policy or the spirit and intention of this policy are not permitted in the parade or on festival grounds, or in any communication associated with the parade or festival:

All persons associated with the Portland Pride Waterfront Festival and Parade and Pride Northwest, Inc. will provide service to individuals without regard to an individual's sexual orientation, gender identity or expression, HIV/AIDS status, race, color, national origin, ancestry, creed, religion, sex, gender, gender presentation, physical or mental abilities, age, marital status, military status, veteran status, citizenship or any other protected classification in accordance with state, federal and municipal laws.

Pride Northwest, Inc. does not tolerate sexism, racism, colorism, homophobia, biphobia, interphobia and transphobia or hostility, anti-Semitism, Islamophobia, white supremacist activity, age discrimination, ableism as well as other and/or intersectional forms of discrimination.

Exhibitor Application

This year's application has been revised and updated. Please review for the necessary information to have on hand when filling out your application.

Contact Info

Brand/Booth Name*
Company Name (if different)
First Name*
Last Name*
Phone Number*

Address Info

Street Address, APT
Zip Code

Media and Web Links

Website
Facebook
Instagram
Twitter

Upload Booth or Product Images or Sketch (optional)
Upload Logo (optional)

Submission specific Categories

- Participant Categories
- Festival Exhibitors

Additional Required Questions

Primary Email to Send Event Updates
Event Weekend Contact Name
Event Weekend Contact Cell Number
Event Weekend Contact Email

Type of Entity

- Artist
- Educational Entity
- Nonprofit Organization
- Government Related Entity
- Retail / Sales
- Other

If answered "Other" in the previous question, please include your entity type below.



Annual Fiscal Budget

- Less than \$100,000
- \$100,000 – \$500,000
- \$500,000 – \$1,000,000
- \$1,000,000 – \$5,000,000
- More than \$5,000,000

How will you utilize your space?

Why are you interested in participating in the Portland Pride Waterfront Festival?

How are you centering LGBTQIA2S+ individuals and/or issues through your leadership, volunteers, clients, and services?

What is your Company or Organization's Mission or Inclusion Statement?

Do you have a DEI Statement? If yes, please include below.

Have you participated in the Portland Pride Waterfront Festival before? If so, when?

Is this a BIPOC owned business or focused organization?

Is this a LGBTQIA2S+ owned business or focused organization?

Is this a womxn owned business or focused organization?

How much time do you need for booth setup?

If you need accommodation for load-in due to accessibility needs or large equipment, please contact our Program Assistant, KariAnne at khorton@pridenw.org

- < less than 1 hour on Saturday morning
- We need as early load in time on Saturday morning as possible
- We have a large amount of setup and request Friday afternoon load-in
- We do not need curbside load-in. Parking nearby or using a wagon or similar to bring in booth supplies.