



2010 North American Festival of Wales  
GŴyl Gymreig Gogledd America  
September 2-5  
Portland, Oregon

Dear Potential Marketplace Participant,

We are pleased to send you details of the 2010 North American Festival of Wales, and invite you to join us as a vendor in our Marketplace. We are always looking for vendors of quality Welsh and Celtic products or services who can provide the unique shopping experience our festival-goers have come to expect.

The Marketplace has always been a very popular part of the NAFOW and our attendees form the perfect target group for your business. This year, the Marketplace will once again be adjacent to the Welsh Tea Room and Lounge area, providing high traffic past your display each day and creating a spacious and relaxing shopping experience for your customers.

If you would like to experience a taste of NAFOW, or read what others are saying, please check our website, [www.nafow.org](http://www.nafow.org) or join our fans on Facebook at [www.facebook.com/naflow](http://www.facebook.com/naflow) or on Americymru, <http://americymru.ning.com> for a preview of the concerts, seminars and other special events planned for Portland.

Please use the Vendor Contract (enclosed) to reserve your space now for this popular festival. Marketplace space is reserved on a first-come, first-served basis. We've also included advertising information for the NAFOW Program Booklet, for your consideration. In the event you are unable to come to Portland this year, we would still like to extend the opportunity to advertise in the Program Booklet.

Marketplace hours will be:

Set-up: Wed., Sept. 1- 3 p.m.-midnight. Or if only a short amount of time is needed, starting at 8a.m. on  
Thurs., Sept. 2

Open: Thurs., Sept. 2- 12:00 p.m.- 5:00p.m.

Fri., Sept. 3- 9:00 a.m.- 5:00 p.m.

Sat., Sept. 4- 9:00 a.m.-5:00 p.m.

Sun., Sept. 5 9:00 a.m.- 2:00 p.m.

Take-down: Sun., Sept. 5 2:00 p.m.- 7:00 p.m.

Shipments will be accepted no more than three (3) days prior to Sept. 2, 2010. All shipments are governed by and must conform to the Shipping and Receiving Guidelines of the Doubletree, which are listed on the enclosed form. The hotel form may answer other questions you may have, or you may contact our NAFOW contact person: Michelle Kim.

She may be reached at [mkim2@portlanddoubletree.com](mailto:mkim2@portlanddoubletree.com) or 1-503-331-4903.

The Festival hotel is the Doubletree at Lloyd Center, 1000 NE Multnomah Street, Portland, Oregon. Discounted room rates of \$114 (US) plus tax, are available August 28-Sept. 10. For reservations, call 1-503-281-6111 and mention code "WNG" to take advantage of these rates. **The special rate will be available only until all rooms have been reserved, or August 11<sup>th</sup>, whichever comes first.**

We look forward to seeing you in Portland!

Sincerely,

**Janet Figini**

Janet Figini, Chair, WNGGA Portland Local Committee

VENDOR CONTRACT

A signed paper copy of this application form, or its electronic equivalent, accompanied by a deposit- check, money order or credit card information, must be received by WNGGA International Headquarters before table space can be reserved.

Name of your business/organization:

\_\_\_\_\_

Name of contact person:

\_\_\_\_\_

Street address or postal box:

\_\_\_\_\_

City, State, Zip/Postal code

\_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: Please include all area and country codes (if applicable) with your number(s)

Work: \_\_\_\_\_ Home \_\_\_\_\_

Name of person responsible at the Marketplace: \_\_\_\_\_

\*Additional Needs or comments: \_\_\_\_\_

\_\_\_\_\_

Initial table (includes tablecloth & chairs) @ (\$110.00) \$ \_\_\_\_\_

Additional tables @ (\$80.00) \_\_\_\_\_ x (\$80.00) = \$ \_\_\_\_\_

Optional table skirt(s) \$3.00 each per day  
# of skirts \_\_\_\_\_ plus # of days \_\_\_\_\_ x \$3 = \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Minus 25% deposit (non-refundable) included with application \$ \_\_\_\_\_

Minus any additional payment included with application \$ \_\_\_\_\_

Balance due (pay by August 1, 2010 to avoid late fee) \$ \_\_\_\_\_

\*Special vendor needs: Any additional items/services for the Marketplace, such as telephone lines, electricity, computer hookups or other special needs must be arranged by the vendor with the hotel. Contact Michelle Kirn at the hotel at 1-503-331-4903 if you have questions. Vendor agrees to pay any charges imposed by the Doubletree for these additional items/services.

VENDOR CONTRACT

Sign and return this form along with your payment made out to WNGGA to: WNGGA International Headquarters, PO Box 410, Granville, OH 43023.

A signed copy of this contract will be returned to you for your files.

**Payment methods (in US funds):**

\_\_\_\_\_ Check or money order enclosed for \$ \_\_\_\_\_

\_\_\_\_\_ Charge my credit card. Circle card type:        MC    Visa

Amount: \$ \_\_\_\_\_

Name on card: \_\_\_\_\_

Account Number: \_\_\_\_\_

Exp. Date: mm/dd/yyyy \_\_\_\_\_

Payment by PayPal will be available soon. If you wish to pay using PayPal, please check our website, [www.wngga.org](http://www.wngga.org) for information which will be posted as soon as it is available. Please direct payment questions to WNGGA International Headquarters.

- ❖ The Marketplace will be closed at 2:00 p.m. on Sunday, Sept. 5. Vendors may take down their stalls on Sunday, Sept. 5, but **MUST BE FINISHED BY 7 p.m.** Vendors are responsible for the set-up and breakdown of their merchandise.
- ❖ Table size: 6' X 30" (includes table cloth and chairs) No limit on number of tables per vendor.
- ❖ Table skirts available at an extra charge of \$3 each per day.
- ❖ All tables are on a first-come, first-served basis.
- ❖ Vendor placement is solely the right of the North American Festival of Wales 2010 Committee. The North American Festival of Wales 2010 Committee, the WNGGA and the Doubletree Hotel, Portland, are not responsible for fire, theft or accident.
- ❖ Table fee: \$110.00 first table, \$80.00 each additional table.
- ❖ A non-refundable deposit of 25% must accompany this contract.
- ❖ Balance due by August 1, 2010. Payments received after August 1, 2010, will be assessed a \$25.00 late fee.

This letter agreement, when signed by both the Vendor and the WNGGA Executive Director constitutes the entire binding contract between the parties and supersedes all prior and contemporaneous communications between the parties, whether in oral, written or electronic form and merges all prior and contemporaneous discussions among the parties. Any electronic or faxed signature by either or both parties will also be legally binding.

Vendor Name (Please print) \_\_\_\_\_

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

WNGGA Executive Director: Stacy Evans

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