

FREQUENTLY ASKED QUESTIONS

What is the Old Port Festival?

A tradition 46 years in the making, the Old Port Festival is a celebration of music, art, and community in the heart of beautiful downtown Portland, Maine. On event day, streets in the Old Port are closed to vehicle traffic so that attendees can enjoy live entertainment on multiple stages, local food, craft & retail vendors, a parade, a children's activity area, and more.

Who organizes the Old Port Festival?

The event is produced and managed by Portland Downtown, a nonprofit Downtown Improvement District dedicated to keeping downtown Portland clean, safe, and vibrant. For more information, visit portlandmaine.com.

When and where is the Old Port Festival?

The Old Port Festival is a one-day event taking place Sunday, June 9, 2019 from 11am to 5pm. The event footprint is roughly bordered by Congress, Pearl, Commercial, and Temple Streets in Portland's historic Old Port. *See attached map.*

How many people attend the Old Port Festival?

This family-friendly event attracts 35,000-40,000 annually. There is no admission cost for attendees.

How many vendors participate in the event?

Approximately 250 vendors participate including Food, Retail, Nonprofit, and Arts & Crafts Vendors.

What are the vendor booth fees?

All booth spaces are 10x10. The prices per 10x10 space are:

Arts + Crafts Vendor - \$150

This category includes independent, Maine-based artists only. Out-of-state artists must register as a Retail Vendor.

Nonprofit Vendor - \$250

This category includes nonprofit, grassroots, and religious organizations.

Retail Vendor - \$450

This category includes for-profit companies, corporations, and franchises. Out-of-state artists may also register in this category. Brick and mortar retail shops within the Portland Downtown District are eligible for a discount. Contact Adam at adam@portlandmaine.com for details.

Food + Beverage Vendor - \$500

This category includes any and all businesses what wish to sell food or beverages (please note: no alcohol may be sold). Food establishments within the Portland Downtown District are eligible for a discount. Contact Adam at adam@portlandmaine.com for details.

Do you provide tents and tables?

No. All vendors must bring their own tent, tent weights, tables, chairs, etc.

How do I register as a vendor and submit payment?

All vendors must register online through Eventbrite. In order to complete your registration, you will need to pay. Visa, MasterCard, AMEX, and Discover are accepted.

When is the deadline to register as a vendor?

Vendor registration will close at 11:30pm on Wednesday, May 1, 2019. Once closed, registration will not re-open.

Is my booth fee refundable if I can no longer participate?

Unfortunately, we are not able to provide refunds.

May I choose or request a specific location for my vendor booth?

No. Portland Downtown will be solely responsible for vendor placement and will have full discretion as to where vendors are located within the festival footprint.

Will electricity be provided/available during the event?

We have a limited number of spaces with electrical access. During online registration, you will have a chance to indicate if you need electricity.

Is water access/hook-ups available?

No.

Are there any items I cannot sell?

Vendors may not sell alcohol, marijuana, or vape products. Toy guns/weapons of any kind are also prohibited. Portland Downtown reserves the right to deny participation to vendors whose activities or products are inconsistent with the goals of the Old Port Festival.

Do I need insurance?

Yes. All vendors - with the exception of Arts & Crafts Vendors - must provide a valid Certificate of Liability Insurance indicating Portland Downtown, 549 Congress St, Portland, ME 04101 as the additionally insured (minimum coverage \$400,000). To obtain this document, please contact your insurance company and explain that you will be participating as a vendor at the Old Port Festival on June 9th. Certificates can be emailed to taffy@portlandmaine.com or faxed to 207-774-4640.

What permits will I need?

Portland Downtown staff and volunteers will hand out temporary sales permits to all vendors on the morning of the event. The cost of this permit is included in your registration fee.

Please Note: Food + Beverage vendors must obtain a State of Maine Mobile or Temporary food permit prior to the event (if you do not already have one). Additional fees may apply. For an application, email Adam at adam@portlandmaine.com.

When will I get my space number and details about setting up?

A detailed vendor packet will be emailed to all registered vendors by June 1. The packet will include your space number, a map indicating your location, a loading/unloading permit for your vehicle, and other important updates & reminders. Please keep in mind that:

- 6am is the earliest time we allow vendors to arrive and set up.
- Food Vendors should arrive by 7am and setup must be completed by 8am.
- Food inspections begin at 8am. A City representative will provide you with a temporary permit for the day. Please note: if you will be cooking food underneath a canopy, it must be flame retardant. Be prepared to show documentation to any inspector that asks.
- All Non-Food Vendors (Retail and Arts & Crafts) must be set up by 9am. A Portland Downtown representative will provide you with a temporary sales permit on the morning of the event.
- All vendors will set up on the street (not on the sidewalks). Your spot (space number) will be marked on the curb with brightly colored tape. Set up is only permitted in your assigned space(s).
- Your vendor loading/unloading permit must be displayed in your vehicle while loading/unloading. **Once you unload/set up, you must move your vehicle out of the festival zone by 10am.** Unfortunately, we cannot provide parking.
- Keep in mind that on-street parking is free on Sundays. Parking is also available in several nearby garages and lots.
- The festival runs from 11am to 5pm. Your sales must end at 5pm.
- We have a carry-in, carry-out policy. Vendors are responsible for any trash that accumulates in their space.

What happens in the event of inclement weather?

The Old Port Festival is a rain or shine event. Please plan for *all weather*, including high winds. We strongly suggest bringing weight bags for your tent(s).

Are sponsorships available?

Yes, Portland Downtown is seeking sponsors for several key areas of the festival, including the Parade and Children's Stage. Please email Adam at adam@portlandmaine.com for details.

Is smoking allowed?

No. For the health of all, the Old Port Festival is smoke- and tobacco-free. Smoking or vaping is prohibited within the event footprint.

Are pets allowed?

Leashed pets are allowed, but keep in mind that the streets and sidewalks get *very* busy.

Are bathrooms available?

Port-a-Potties are located throughout the festival zone.

Will there be security on-site?

In addition to Portland Downtown staff and volunteers, a team of security guards will be available to address your questions or concerns during the festival. You may also visit the information booth in Tommy's Park on Exchange Street for assistance.