Mid-Autumn Moonlight Market 2023
Vendor Application

To apply, please fill out the application below & submit via e-mail at programs@lansugarden.org by Wednesday, Aug. 9th.

Learn more about Mid-Autumn Festival celebrations at Lan Su at www.lansugarden.org/MidAutumn

For any questions or inquiries, please contact Maggie Lim or Iris Zhang at programs@lansugarden.org
Mid-Autumn Festival – Moonlight Market

About Mid-Autumn Festival
Mid-Autumn Festival is one of the main holidays celebrated in China and around the world. It is a time for families to gather, share mooncakes, and celebrate the fall harvest and the new moon. This year, join Lan Su in celebrating Mid-Autumn Festival and experience this festive and magical evening in the garden with illuminated lion dance, story time, rabbit lanterns, share a mooncake with family and strolling at the garden to experience bustling Moonlight Market!

This is our 2nd year hosting Mid-Autumn Festival Moonlight Market. We are anticipating 3000 - 4000 attending this 3-day event!

If you are interested in participating, please submit your application by Wednesday, August 9th, 2023.

Event Date: Friday, September 1st, Saturday, September 2nd and Sunday, September 3rd, 2023.

Festival Time: 2:00 p.m. to 9:00 p.m.

Festival Location: Lan Su Chinese Garden, 239 NW Everett St., Portland OR 97209

Vendor Fee:
- Each vendor space has a $150 fee for the three-day event.
- Fees are paid to Lan Su Chinese Garden within a week of notification that you have been accepted to participate in the festival.

Vendor Space:
- We have 14 vendor spaces available.
- Vendor space will either be inside one of our pavilions or on the main terrace. Lan Su will determine the location for each participating vendor.
- Please provide your own tent.
- Lan Su will provide one table and two chairs for each space.
- The garden has Wi-Fi, but we cannot guarantee uninterrupted usage so please have your Hotspot available for sale transactions.
- You will have to bring your own stand-alone accessories for hanging or displaying your products. We do not allow anything to be hung on the walls or any structures inside the pavilion.
- If needed, we can provide one (1) electrical outlet per vendor. You must provide your own extension cord and power strip.
- There will be a shared trash-can for every two vendors.

Cancellation Policy
No refunds for cancelation excepting cancelation of the festival due to state Covid law changes. In which case a full refund will be available to the vendor.
Vendor Participation Requirements

Vendor Behavior

The Mid-Autumn Festival is a family community event, and it is our goal that all our participating vendors will provide a safe and healthy fun family-oriented presentation of your booth and the staff working your booth will be clean and presentable.

Retail Vendors
- Participating retail vendors are requested to provide family friendly products. All items provided for sale or free must be safe for children.

Food Vendors
- All food vendors must take out their own temporary restaurant license permits and provide Lan Su a copy prior to the day of the event.
- Each member of staff must have a current food handlers permit card.
- Our pavilion is not equipped for cooking so all food must be precooked and boxed.
- There is no washing station, so food must be in compostable to-go boxes and utensils.
- If your food requires drinking water, you must provide your own. The tap water in the garden is not for consumption.

Set-up and Take Down:
- Load-in can begin by 10:00 a.m.
- All vendors must be ready by 2:00 p.m.
- Load-out cannot begin before 9:00 p.m. on Sunday, September 3rd and must be completed by 10:00 p.m.

Vendor Responsibilities:
- All vendors are responsible for picking up and cleaning up your area after the event.
- Per ADA requirements, vendors will make their services and products available to all people, by coming out of their booth area to assist a customer if needed.
- Vendor space must always be staffed during the festival.
- Vendors must provide their own tent if located outdoors. Lan Su will determine the location for each participating vendor.

If selected, vendors agree to the following terms.
- Vendors agree to participate all 3-days.
- Vendor booths will be ready and staffed by 2:00 p.m. and remain staffed till 9:00 p.m.
- Vendors will obey state labor laws.
- Should vendors at any time during the festival behave in a manner not acceptable to Lan Su Management, the vendor will be asked to immediately cease this behavior. If the behavior persists, the vendor will be required to leave the premises.
Vendor Application Form

Submission Deadline is Wednesday August 9th, 2023, by 5:00 p.m.

Festival Date: Friday, September 1st, Saturday, September 2nd and Sunday, September 3rd, 2023.

Festival Time: 2:00 p.m. to 9:00 p.m.

Festival Location: Lan Su Chinese Garden, 239 NW Everett St., Portland, OR 97209

Contact Name: _____________________________________________________

Business/Organization: ________________________________________________

Website: ____________________________________________________________

Mailing Address: ______________________________________________________

City: ___________________________ State: _________ Zip: _________________

Phone (Business) ________________ Phone (Cell) _________________________

Main Email Contact: _________________________________________________

Please list all social media accounts for your business/organization:
________________________________________________
________________________________________________

Do you have insurance? If yes, what kind and how much? ______________________
*If needed, you may be asked to list us on your coverage.

Vendor Fee:

☐ I agree to participate on all 3 days – Friday, September 1st, Saturday, September 2nd and Sunday, September 3rd for $150.00.

Please describe your business and what you will be displaying in your booth.
________________________________________________

If you have any products for sale, please give us an example of the products and the average price range.
________________________________________________
By signing below, Vendor has read and agrees to the above terms.

Authorized signature

____________________________________________                     Date: ______________________

Print: ____________________________

For questions, please contact:

programs@lansugarden.org