



33rd Annual Portland Holiday Food & Gift Festival

November 11-13, 2022

Westside Commons Event Center
801 NE 34th Ave Hillsboro, OR. 97124

Let's get social! Together we can market better! Please tag us in your social media posts.	
Facebook	www.facebook.com/Holidayfoodgiftfest @holidayfoodgiftfest
Instagram	www.instagram.com/holidayfoodandgiftfestiiva @holidayfoodandgiftfestival
Twitter	www.twitter.com/holidayfoodgift @holidayfoodgift
Electricity	Electricity is not included in booth pricing. Deadline for electrical orders is Oct. 23rd, 2022. Cost is \$70.00 for 500W before the deadline. If ordered after the deadline, electrical cost will increase to \$140.00 and is NOT guaranteed. Call our office 503-526-1080 to order.
Admission Coupons	Our office has created a flyer for marketing that includes a \$1 off admission coupon. If you'd like a digital for social media, please email: Gwen@hfgf.com your request.
WIFI	Complimentary for Point-Of-Sale payment processing ONLY
Exhibitor Parking	Parking is \$10 per vehicle per day, entry monitored by Westside Commons
Hotel	Westside Commons accommodation list: files.ashx (saffire.com)
RV Parking	14 spots with electricity only, handled through facility call (503)648-1416
Show office	On-site, Contact # 503-908-2942
Move-in	Thursday November 10 th *11:30AM-8PM* NO MOVE IN ASSISTANCE THIS YEAR! Bring your own dolly/cart. Friday MOVE in ONLY PRE-ARRANGED! Please email Gwen@hfgf.com .
Move-out	Sunday, November 13 th , *5:05PM-10PM* NO MOVE OUT ASSISTANCE THIS YEAR! Bring your own dolly/cart *NO PACKING & MOVING OUT BEFORE THE SHOW CLOSES. If you choose to we will execute the terms of the signed contact and charge \$75.00 per contract.
Show Hours	Friday & Saturday 10:00AM-6:00PM, Sunday 10:00AM-4:00PM *Doors open to vendors at 8am on Friday & Saturday & 9am on Sunday*
Show Requirements	<ul style="list-style-type: none"> You MUST be in your booth by 9:45AM each day, display set and ready for opening. ALL Tables must be draped to the floor Backstock must be hidden or store in the on-site exhibitor storage area
PROHIBITED	Canopy tops--Helium Balloons--Propane Heat Sources
Fire Marshall Requirements	All Exhibitors' booth displays, and product lines MUST be contained within rented space(s). If you are outside your designated rented space(s), expect to be fined by the Fire Marshall upon walk-through inspections.
Ice for Exhibitors	You are responsible for sourcing your own ice for the show. NO bags of ice will be available at the facility.
Wash Station	There is NO access to the kitchen to wash dishes. Please do NOT wash dishes in the restrooms , this will result in a fine. Items will need to be taken and washed off premises.
Show insurance	We suggest your company carry insurance for theft, loss & liability. HFGF and the facility are NOT responsible for theft, loss, damage, or injury.
Wineries/Distilleries	You are responsible for obtaining the proper licenses. If you need assistance, please email gwen@hfgf.com .
Decorator	Tables, chairs, and carpeting is NOT included in the booth fees. These items are available along with table covers, and other display aids for rent through Eye Beam Event Services. Order form is included in this email. Onsite rental is limited, please order by deadline.

Please plan ahead and arrive to your booth by 9:45AM each day, pass along the onsite office # 503-908-2942 to your staff. ALL Exhibitors MUST wear identification while at the Westside Commons Event Center.

All exhibitor information and forms are located at www.hfgf.com

See you at the show!

Stephanie & Gwen