



2019 ATNI-EDC Economic Summit  
*Defining Wealth :: Growing Prosperity*  
April 8-10, 2019 :: Portland, Oregon

## MARKETPLACE VENDOR INFORMATION

Thank you for participating as a vendor at the *Trading at the River Marketplace*. Please read through this packet for information related to loading, unloading, parking, and other important details. We provide this packet to you to make your experience at our event pleasant and successful.

### 1. Marketplace Dates and Times:

- Tuesday, April 9, 2019 from 8am - 5pm
- Wednesday, April 10, 2019 from 8am - 12pm

### 2. Event Location:

Embassy Suites by Hilton-Portland Airport, 7900 NE 82nd Avenue, Portland, Oregon 97220.  
The event will be held indoors.

### 3. Hotel Accommodations:

Suite style rooms are available for \$149/night

- Airport Shuttle
- Free parking
- Breakfast included

Reserve by Friday, March 15, 2019 to secure the block rate. Call 1-800-774-1500, and mention the *ATNI EDC Economic Summit*.

### 4. Event Type:

Vendor Marketplace and Trade Show exhibitions.

### 5. Event Organizers:

ONABEN ([www.onaben.org](http://www.onaben.org)). ONABEN is a national non-profit, public-benefit corporation created by Northwest Indian Tribes to increase the success of private businesses owned by Native Americans. ONABEN offers training and support focused on developing entrepreneurship in Indian communities with offices in Portland, Oregon and Tulsa, Oklahoma.

Affiliated Tribes of Northwest Indians Economic Development Corporation ([www.atniedc.com](http://www.atniedc.com)). The ATNI EDC mission is to help tribes achieve economic parity. The early work of the ATNI Economic Development Committee focused on developing tourism, investigating energy as a catalyst for tribal economic growth, and developing policy around transportation issues. The ATNI-EDC is partnering with

ONABEN to present the 2019 Economic Summit in Portland, Oregon on April 8-10, 2019. The theme is *"Defining Wealth :: Growing Prosperity"* and will host presentations on capital development, small and micro-business support, non-traditional lending institutions, and readiness. The Summit is designed to connect tribal economic development leadership, tribal economic development staff (including general managers, economic development-related directors, planners, and tribal lenders), small-business and micro-entrepreneurs, funders, and industry professionals.

Vendor coordinator:

Selena Yokoyama

[selena@onaben.org](mailto:selena@onaben.org)

Office 800-297-0656 Mobile 503-740-3374

#### 6. Fees:

Vendor spaces do not include admission to the Economic Summit. Each space will be charged as follows:

- \$125 - Sales (Arts/Crafts vendors)
- \$250 - Non-Sales
  - Small Businesses
  - Nonprofits
  - Government Agencies
  - Other organizations
- \$100 - Add-on registration to attend the Economic Summit
  - Max 3 persons

#### 7. Vendor Space:

Vendors will be assigned one 8' table and 1 chair per registration. Vendors are responsible for providing their own displays, backdrops and other accessories as appropriate to an 8' table.

Requests for electrical needs must be made directly to the Vendor Coordinator at the time of registration. We cannot guarantee access to electricity for requests made on the days of the event.

#### 8. Meals:

Food and beverage will not be provided for Vendors at the event UNLESS you are a registered participant of the Economic Summit. Food and beverage items can be purchased from the hotel restaurant or at nearby dining establishments at Cascade Station.

#### 9. Check-In:

Vendors are required to check in with ONABEN prior to set up. Waivers and payment are due at or before check-in.

#### 10. Setup and Removal of Displays:

Vendors are required to set up and remove their display during the following hours ONLY.\*

- Set-Up: Tuesday, April 9, 2019 between 6am - 8am
- Removal: Wednesday, April 10, 2019 between 12pm - 1pm

\* Failure to vacate the property promptly by 1pm on April 10, 2019 will result in additional fees.

The loading zone is located at the south end of the venue. Please unload/load your belongings as quickly as possible to minimize your time in the loading zone and allow other vendors the space to do the same. Please obey all instructions related to loading and unloading of your vehicles.

11. Types of Products and Services:

ONABEN reserves the right to refuse any Vendor application. ONABEN invites small business owners offering any type of product or service to participate in the trade show. Please note that food items cannot be sold unless commercially packaged in sealed containers and food items cannot be served, no exceptions.

12. Security:

Security will not be available. Vendors are responsible for securing display items and personal belongings. ONABEN, ATNI-EDC and Embassy Suites by Hilton Portland Airport do not maintain insurance covering vendor property, loss or damage. A waiver and release of liability must be signed and returned to ONABEN prior to the event.

13. Other Accommodations:

The Embassy Suites by Hilton Portland Airport venue is fully ADA compliant.

# RELEASE FORM

FOR VENDORS AND EXHIBITORS ONLY

I HAVE READ AND UNDERSTAND THE TRADING AT THE RIVER VENDOR GUIDELINES.

I agree to protect, indemnify, defend, and hold harmless ONABEN, Affiliated Tribes of Northwest Indians Economic Development Corporation (ATNI-EDC), the Embassy Suites by Hilton Portland Airport, and their respective owners, employees, agents, and event partners against all claims, losses or damages to persons or property, governmental charges or fines and cost) including reasonable attorney's fees), arising out of or connected to Trading at the River Marketplace occurring on April 8-10, 2019.

I was informed and I am aware that ONABEN, ATNI-EDC and the Embassy Suites by Hilton Portland Airport do not maintain insurance covering Trading at the River vendor's' property and are not responsible for any loss or damage to my property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Business/Organization