



PORTLAND ROSE FESTIVAL

SANCTIONED EVENT APPLICATION

The Portland Rose Festival Foundation appreciates your interest in becoming an official Rose Festival Sanctioned Event. The information you provide in Section A of this application is used in a variety of Rose Festival promotional materials and is distributed to the media; **provide information as you would like to see it published.** Please print legibly or type. To assure accuracy in the listings of your event, changes to this application must be submitted as soon as you are aware of them.

APPLICATION DEADLINE: FEBRUARY 29, 2012
FEE, INSURANCE & FINAL UPDATE DEADLINE: MARCH 13, 2012

Send completed applications, appropriate sanctioned event fee and proper insurance form to:

Rich Jarvis
Portland Rose Festival
1020 SW Naito Pkwy, Portland, OR 97204
(503) 227-2681x314 (503) 227-6603 fax

For PRFF use only:

Application Insurance \$_____ Fee Banner

Section A

Event name: _____

(Maximum 90 characters)

Description of event: _____

Event produced by: _____

Event mailing address: _____

Event phone: _____ Event website: _____

Primary contact: _____

Primary contact phone: (day) _____ (evening) _____

Primary contact e-mail: _____

Media spokesperson: _____

Media spokesperson phone: (day) _____ (evening) _____

Media spokesperson e-mail: _____

Event date(s):

Event time(s) (each day, starting times for different classes, ages, etc.):

Address of event location: _____

Ticket or admission charge(s) (include adult, child, senior or other prices):

Ticket access: _____

Additional information about event (fun facts, **historic or floral elements**, etc.):

Classes/Categories (detailed information about competitive classes and awards for each):

What nonprofit organization(s) benefits from the proceeds:

Section B

Approximately how many people attended the event last year (if applicable): _____

How many volunteers helped with the event: _____

Why is your event successful:

Are you an athletic event: YES _____ NO _____

If so, please submit a copy of your participant waiver. **Note:** PRFF must be included as a waived party.

Do you have a Rose Festival banner (from previous years): YES ___ NO ___

Did you display at least one Rose Festival banner at your event last year: YES ___ NO ___

Are you interested in using the free booth at Rose Festival's CityFair: YES ___ NO ___

Section C

Please list significant corporate sponsors (\$100 value or more) of both: cash and in-kind contributions/ services. Include requested value of sponsorship.

TITLE SPONSOR _____	Value: \$ _____
1. _____	Value: \$ _____
2. _____	Value: \$ _____
3. _____	Value: \$ _____
4. _____	Value: \$ _____

Are you anticipating obtaining a title sponsor (if you haven't already acquired one):
YES _____ NO _____

Section D

Signature of event official*

(Please print name)

Date _____

- * Signature denotes review and acceptance of the Portland Rose Festival Sanctioned Events guidelines (see handbook), including fee payment deadline, insurance and indemnification (see below), and the PRFF right of approval of event sponsorship.

Insurance and indemnification:

Your organization shall indemnify and hold the Portland Rose Festival Foundation, its directors, officers, agents and employees harmless from and against any and all claims arising from or in connection with your event, unless such claim is due to the sole negligence of Portland Rose Festival Foundation.

Send completed applications (due February 29), Sanctioned Event fee and proper insurance form (due March 13) care of Rich Jarvis to:

Portland Rose Festival
2010 SW Naito Parkway
Portland, OR 97204
Phone: (503) 227-2681 • Fax: (503) 227-6603

