American Historical Society of Germans from Russia (AHSGR)  
Annual Convention  
held 14-17 June 2012 at  
Concordia University, Portland, Oregon  

Application for Table Rental for the Sale of Merchandise

Vendor Name (business or individual): ________________________________

Name of Person making application: ________________________________

Address: ____________________________________________________________________

City/State/Postal Code: ______________________________________________________

Telephone: ___________________________________________________________________

Email: ________________________________________________________________________

Description of merchandise being offered for sale (if books are included among this merchandise, a complete list of titles/authors must accompany this application): ____________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Number of Tables requested: _______

Description of Table and Accompanying Materials/Resources
Each table is 8 feet long and 30 inches wide. Each table will be covered with a white cloth and be skirted on three sides. Each table will be accompanied by one chair and the width of this chair will separate one table from the next. Additional vendor-supplied tables may not be set up. Each table will have access to two 3-prong 120-volt outlets. Each table will have one small plastic trash can. The tables will be up against a wall of windows. There is no wall behind each table and vendor materials may not be affixed in any manner to the windows. WiFi is available free of charge.

Location of the Vendor Area
The vendor area is located along the north wall of the third floor of the FJW Sylvester Library on the campus of Concordia University (physical address: 2800 NE Liberty St., Portland, OR 97211).

Assignment of Vendors within the Vendor Area
Beginning at the west end and proceeding eastward along the wall, vendors will be assigned to space(s) within the Vendor Area in the order in which their application is received.
Cost
One table $120.00.
Two tables $220.00.
Three tables $300.00.
This fee is inclusive of those things outlined in the “Description of Table and Accompanying Materials/Resources” section. If additional things are requested by the Vendor, there may be additional cost to the Vendor.

Set-up Times
Vendor set-up may take place as follows:
- Wednesday, 13 June 2012, 5:00pm to 9:00pm
- Thursday, 14 June 2012, 7:00am to 5:00pm
- Friday, 15 June 2012, 7:00am to 5:00pm
- Saturday, 16 June 2012, 7:00am to 5:00pm

Sales/Display Times
Sales/display times are as follows:
- Thursday, 14 June 2012, 10:30am to 5:00pm
- Friday, 15 June 2012, 8:00am to 5:00pm
- Saturday, 16 June 2012, 8:00am to 5:00pm
- Sunday, 17 June 2012, 8:00am to 3:00pm
Vendor does not need to be present in-person during all the hours available, but may not sell outside these hours.

Overnight Storage
Vendor may store merchandise overnight (as space allows) in a designated, locked room near the vendor area.

Removal/Clean-up
Removal of Vendor materials/displays must be completed by Sunday, June 17, at 7:00pm. Table and accompanying materials/resources must be in the same condition as at the beginning of the rental period. Area around the table should be relatively clean as well with all left-over materials deposited in the large trash receptacles at either the east or west end of the floor.

Additional requirements of the Vendor
- Vendor will not play music (live or recorded).
- Vendor will not sell foods that are prepared on-site.
- If additional lighting is to be used as part of the Vendor display, written description of this lighting must accompany this application, and written approval to use this lighting must be obtained from Concordia University.
- Vendor will not manufacture anything or conduct special demonstrations during the sales/display times.
- Each day, the vendor is responsible for emptying the trash can that accompanies each table. Large trash receptacles for this purpose will be available at the east and west end of the floor.
- Vendor is responsible for any licenses or fees from local or state governments (Oregon does not charge sales tax).
- Vendor is responsible for security of displays and/or merchandise at all times.
- Vendor holds AHSGR and Concordia University harmless from any accident, incident, or occurrence of any kind.

**Application Process**
Send signed original application (all three pages) to Linda Church, Concordia University Library, 2811 NE Holman St., Portland, OR 97211. If approved, signed copy will be returned by USPS to the Vendor at the address provided on the application. Questions should be directed to Mrs. Church by telephone at 503.493.6370 or by email to lchurch@cu-portland.edu.

**Payment**
Payment of $120.00 per table should be made payable to Concordia University, and sent to the attention of Linda Church, Concordia University Library, 2811 NE Holman St., Portland, OR 97211. Payment in full must be received by Concordia University before Vendor will be permitted to set up for sale/display. Vendor is responsible for payment being received by Linda Church before this time. Payment may accompany application.

**Agreement**
Vendor acknowledges and agrees to all above referenced information and makes application to be a Vendor at the 2012 Annual Convention of the American Historical Society of Germans from Russia.

Vendor name (printed): __________________________________________________________

Vendor signature: ________________________________________________________________

Date:  _________________________

AHSGR accepts application.

AHSGR representative (printed): __________________________________________________

AHSGR Representative signature: ________________________________________________

Date:  __________________________