COMMERCIAL VENDOR HANDBOOK

JULY 17—20, 2019
3700 KNOX BUTTE ROAD E
ALBANY, OR 97322
541-704-1183 OR RSHERMAN@CO.LINN.OR.US

APPLICATIONS RECEIVED BY APRIL 15 WILL RECEIVE PRIORITY BOOTH PLACEMENT

Linn County Fair & Expo
3700 Knox Butte Road E ● Albany, OR 97322
WWW.LINNCOUNTYFAIR.COM
541-704-1183
rsberman@co.linn.or.us

No liability is accepted for possible errors or omissions. Copies are available online at www.linncountyfair.com and at the Linn County fair & Expo Center Office, 3700 Knox Butte Rd E, Albany, OR 97322.
For more information, email rsberman@co.linn.or.us or call the Fair office at 541-704-1183.
NEW POLICIES & IMPORTANT REMINDERS

► CRENDENTIALS (Admission Passes) - SEE PAGE 8 FOR DETAILS.

► LAYOUT—The Willamette Expo Hall and Courtyard have been renumbered. Please double check the map ON PAGE 6 to make sure you get the spot you want.

► NON-PROFIT BOOTHS—The Linn County Fair now has a separate application and rate for non-profit organizations. SEE PAGE 15-16 FOR APPLICATION.

► EXHIBITOR PARKING—Vendor parking will be in the Gravel lot at the south end of the main parking lot. A free shuttle will run picking you up and drop you off at the front gate before opening and at closing of Expo Hall for your convenience. There will be an unloading zone on the West side of the Willamette Event Center for move in and move out only. SEE PAGE 12 FOR DETAILS.

► WEAPONS, NOVELTIES, AND SOME TOYS—LCFEC does not allow blow guns, darts, swords, daggers, throwing stars, laser pointers and other items which are deemed a safety risk to be sold or openly displayed by anyone—patrons or commercial vendors. If you’re unsure about any of your products please call the fair office. SEE PAGE 12 FOR DETAILS.

► DUPLICATE PRODUCTS—Unless indicated on your use agreement vendors do not have exclusivity rights to the products they sell at LCFEC. Fair management will make every reasonable effort to place duplicate products in different areas. It is our goal to provide shopping diversity for the fair patron at the same time allowing as many applicants as possible the opportunity to be a vendor at the Linn County Fair.

► CONSUMER SAFEGUARD—at LCFEC’s discretion all applicants are subject to review by the Oregon State Department of Justice to confirm that the applicant is not currently under investigation for violation of consumer fraud laws. SEE PAGE 11 FOR DETAILS.

The information contained on the following pages is made a part of each Use Agreement by reference. It is your responsibility to familiarize yourself and your employees with the following rules, conditions, provisions, and information.
# COMMERCIAL VENDOR HANDBOOK

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Linn County Fair Dates and Hours:

Inside booths are required to be open for business and staffed during hours listed on page 11. Outside booths are required to be open the hours of fair as listed below. The Linn County Fair Board has listed the fair dates and hours as outlined below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Wednesday, July 17</td>
<td>11 AM—11 PM</td>
</tr>
<tr>
<td>Thursday, July 18</td>
<td>11 AM—11 PM</td>
</tr>
<tr>
<td>Friday, July 19</td>
<td>11 AM—11 PM</td>
</tr>
<tr>
<td>Saturday, July 20</td>
<td>11 AM—11 PM</td>
</tr>
</tbody>
</table>

Booth Prices:

**WILLAMETTE EVENT CENTER** (see page 6 for Booth Map)

Inside building space—pipe and drape and one electrical outlet provided.

- 10’ X 10’ Inside Booth: $325.00 per booth
- 10’ X 10’ Non-Profit Inside Booth: $175.00 per booth

**OUTSIDE COURTYARD** (see page 7 for Booth Map)

Outside booths are limited and have limited electrical access. Price does not include tent or pipe and drape.

- 10’ X 10’ Outside Booth: $525.00 per booth
  (NO discount pricing for Non-Profit organizations wanting to secure an Outside Booth)

MOVE-IN AND MOVE-OUT:

Move-in for all areas will be **Monday, July 15 and Tuesday, July 16 from 8 AM to 6 PM**. Vehicles will be permitted on the grounds during set-up of booths for unloading only on Monday and Tuesday. All booths must be ready for business no later than **6 PM on Tuesday, July 16**. Linn County Fair reserves the right to demand removal of vehicles from any area of the grounds.

All exhibits must remain set-up until **10:30 PM, Saturday, July 20, 2019**; booths that take down early will not be asked back the following year. Exhibits may be removed after 11 PM. All exhibits must be removed from the fairgrounds by **3 PM on Sunday, July 21, 2019**. During dismantling, exhibitors will be expected to remove all trash and debris from their exhibit area and place it in trash cans provided by the Fair. Any articles or materials not removed from the grounds may become the sole property of the Fair. Fair reserves the right to dispose of such property in any manner it may deem in the best interest of the Fair. Removal of items is subject to fees.

**FAIR ATTENDANCE:**

Linn County Fair is not responsible for decreases in normal Fair Attendance due to weather, natural disasters, labor strikes, or other events outside the control of Linn County Fair.

<table>
<thead>
<tr>
<th>Year</th>
<th>Attendance</th>
<th>Year</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>29,980</td>
<td>2016</td>
<td>30,047</td>
</tr>
<tr>
<td>2014</td>
<td>30,000</td>
<td>2017</td>
<td>33,123</td>
</tr>
<tr>
<td>2015</td>
<td>27,970</td>
<td>2018</td>
<td>33,600</td>
</tr>
</tbody>
</table>
APPLYING FOR A SPACE

FILL OUT AND RETURN APPLICATION:

The Exhibit Space Application is included within this handbook. Select your booth number and booth size. Fill out the application, sign and mail to the address indicated on the application or fax it to 541-926-8630 (make sure you send both sides). Please make a photocopy for your records.

**PLEASE DO NOT SEND PAYMENT WITH YOUR APPLICATION.**

BOOTH SPACES:

Booths are filled on a first come first serve basis.

We will attempt to honor all preferences for space to the best of our ability, taking into consideration the following factors:

- The number of years you have exhibited at the Linn County Fair.
- The date your application was received.
- The compatibility of your exhibit with others in the same general area.

LCFEC reserves the right to designate the space where any Exhibitor may present their exhibit as it is deemed beneficial to LCFEC and its patrons.

**New vendors—Open due date for application**

It is recommended that you mail your application as early as possible, since space tends to fill up by early July. Follow the directions at the top of the page about filling out the application. If you are requesting a booth in an area where space is still available, your application will be reviewed and, if possible, space assigned. Upon assignment of a booth space a Use Agreement will be mailed to you indicating your booth space number(s) and payment dates and amounts.

**If space is not available:** If you are requesting booth space in an area that is sold out or your product is the same or similar to other products we have booked already, your application will be held and you will be contacted later if booth space becomes available.

PAYMENT:

Upon receipt of the application by LCFEC, space will be assigned and an **Use Agreement** for the Linn County Fair will be issued. **This important document is also your invoice and will show the amount due and payment due date.** Payments are divided in half for your convenience; however, you are welcome to pay the entire amount in the first payment. Payment not made on time may result in cancellation of the Use Agreement. Exhibitors will **NOT** be allowed to move into booths without full payment of all exhibit space. LCFEC accepts Money Orders, Bank Checks, Cash, or Credit Cards. **Until May 15 LCFEC accepts personal checks. Starting May 16, no personal checks will be accepted. There will be a $15.00 processing fee added to the total amount due for any checks returned for “Non Sufficient Funds”**.

QUESTIONS: Please contact Ronda Sherman
Linn County Fair & Expo Center, 3700 Knox Butte Road E, Albany, OR 97322
E-mail: rsherman@co.linn.or.us
Phone: 541-704-1183
Fax: 541-926-8630
BOOTH PRICE INCLUDES:

1. **Space**—The use of space for four days. **Does not include tables or chairs—please bring your own as LCFEC’s tables and chairs are being used during fair.**

2. **Electricity**—One (1) regular household outlet/receptacle (1,000 watt total) per each 10’ X 10’ space in the Willamette Event Center.

3. **Admission Credentials**—Exhibitors will receive up to 6 Season Admission Passes, indicate on the Application how many free season passes you are requesting. This requested amount is subject to approval and/or modification by the Linn County Fair. This will be the only opportunity to request free season passes. Should a space be assigned, the approved amount of passes will be **listed on the Use Agreement and will be final.** Additional passes that are needed beyond the approved amount must be purchased. **Rates for vendors are:** Daily Admission $3.50, Season Admission $9.50. Additional passes can be ordered on Application or purchased from the Fair Office prior to Fair. **Note:** All Exhibitor passes are strictly for exhibitor and booth staff only and are NOT to be given or sold to anyone outside of your organization. Violators will face expulsion from the Linn County Fair. Credentials may be picked up beginning July 15 during regular office hours. (Monday—Friday; 9 AM to 5 PM) **CREDENTIALS WILL NOT BE MAILED.**

4. **Parking Credentials:** Commercial Vendors will be given up to 3 season parking passes per vendor. Non-Profit Organizations will be given up to 3 season parking passes per vendor. **Additional passes that are needed beyond the approved amount must be purchased.** Rates for vendors are: Daily Parking $3.00, and Season Parking $6.00.

**PAYMENT AND REFUND POLICY:**

*Your Use Agreement*, fees and due dates are indicated on this document. You must sign and mail it back to LCFEC with the first payment.

**Before June 1**—Payments are due approximately two (2) weeks from when the Use Agreement is mailed. You may pay the entire amount on the due date or for your convenience you may make two (2) separate payments of one-half each. It is important to make these payments on time, mark your calendar for the second payment as you will not be invoiced for that payment.

**After June 1**—The total fee will be due in one single payment unless otherwise indicated. Be sure to pay by the due date indicated on the Use Agreement to avoid cancellation.

**Form of Payment**—LCFEC accepts Money Orders, Bank Checks, Cash, or Credit Cards. **Until May 15 LCFEC accepts personal checks. Starting May 16, no personal checks will be accepted. There will be a $15.00 processing fee added to the total amount due for any checks returned for “Non Sufficient Funds”**.

Exhibitors who do not adhere to the due dates and amounts indicated on the Use Agreement are subject to immediate cancellation at the discretion of the Linn County Fair Management.

**Canceling Space**—Once a deposit has been made Exhibitor will be entitled to a 50% refund of any monies deposited up to 5:00 PM June 1. There will be NO exceptions to this policy. After this date, NO refunds will be issued.

The fair will have a lien upon any and all property stored, used, or located upon the leased space, or elsewhere upon the Fairgrounds by the Exhibitor for any unpaid rentals or for any and all damages sustained by the breach of this Use Agreement or otherwise caused by the Exhibitor and shall have the right to retain such property or any part of it without process of law, and may appropriate any or all such property as its own to satisfy any such claim.

In the event the Exhibitor fails to comply in any respect with the terms of the Use Agreement, all payments for exhibit space shall be deemed earned and nonrefundable by the Fair and the Fair shall have the right to occupy the space in any manner in the best interest of the Fair without further notice to the Exhibitor.
Electrical Services:
Each Inside booth is provided with one regular household outlet/receptacle (1,000 watts total) per 10’ X 10’ booth in the Willamette Event Center at no additional cost. The following rates apply to electrical requirements ordered in ADDITION to the above outlet provided. An extra service charge will be assessed to orders received late.

Exhibitors will be limited to two (2) 50-amp outlets in any one combined exhibit location.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Outlet up to 1,000 watts (120V)</td>
<td>$45 each</td>
</tr>
<tr>
<td>1 Outlet—220 volts—up to 20 amps</td>
<td>$60 each</td>
</tr>
<tr>
<td>1 Outlet—220 volts—20 to 30 amps</td>
<td>$80 each</td>
</tr>
<tr>
<td>1 Outlet up to 2,000 watts (120V, 20 amps)</td>
<td>$90 each</td>
</tr>
<tr>
<td>1 Outlet—220 volts—up to 50 amps</td>
<td>$100 each</td>
</tr>
</tbody>
</table>

Late Order Service Charges:
- Order received June 23—June 30, add $50
- Order received July 1—July 16, add $100
- Order received after July 17, add $150

NOTE: Orders received during Fair move-in week will be placed on the bottom of the list and may not be accommodated.

SOME BOOTH SPACES HAVE AN ELECTRICAL PANEL LOCATED WITHIN THE PEREMETERS OF THEIR SPACE; UNDER NO CIRCUMSTANCES IS THE EXHIBITOR TO COVER THE PANEL. LINN COUNTY FAIR MUST HAVE ACCESS TO THESE PANELS AT ANY GIVEN TIME, DO NOT BLOCK.

GENERAL RULES:
1. Sound devices, including but not limited to speakers, organs, pianos, radios, are subject to approval of Linn County Fair and if allowed, must be controlled so as not to interfere with others. The privilege for use of such sound devices may be revoked at any time. If you feel that another Exhibitor’s sound level is too loud, please report it to the Commercial Exhibits Coordinator in the Fair Office. Do not try to “drown out” noise by creating more.
2. Pop up tents are discouraged in the Exhibit Hall, if you typically use a pop up tent as part of your booth please let the fair management know so that approval may be obtained from the fire marshal.
3. Exhibitors must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests, or employees.
4. Helium balloons are NOT allowed inside the Willamette Expo Hall. They may not be used as decoration, be sold, or given away.
5. By order of the State Fire Marshal, smoking is prohibited in booths or inside any buildings at the Linn County Fair grounds. Candles may not be lit in buildings.
6. Pets are not allowed on the Fair grounds, or inside exhibit spaces. Exceptions may be made for animals that are an integral part of an exhibit space for the purpose of selling an animal-related product. The Fair Management must grant such exceptions in writing.
7. Food or beverage may not be given away without Management’s written consent as such acts may conflict with concession rights held by others. Exhibitors expecting to dispense free samples must obtain permission to do so before the Fair opens. SALES OF READY-TO-CONSUME FOOD OR BEVERAGES (INCLUDING WATER) FROM A COMMERCIAL EXHIBIT BOOTH ARE STRICTLY PROHIBITED.
8. Placing of advertising material on or in automobiles on Fair grounds property is specifically prohibited and no permission for such distribution will be granted under any circumstances.
9. Canvassing or solicitation except by exhibiting firms is not allowed. Canvassing or demonstration of exhibit must be confined to the inside boundaries of Exhibitor’s assigned space and in no case may extend to any other part of the grounds. Advertising of candidates for office may take place only in a booth rented for that purpose.
10. Linn County Fair reserves the right to refuse exhibits which may violate community standards of decency or otherwise infringe upon the rights of, or cause bodily harm or intimidation to our staff, exhibitors, or members of the public.
11. Linn County Fair reserves the right to stop or remove from the Fair or relocate any Exhibitor or his representative and/or exhibit, performing any act or practice which, in the opinion of the Linn County Fair, is illegal; interferes with the performance of other Exhibitors; creates a health, safety or fire hazard; or violates any rules stated herein.
12. Counterfeit Merchandise is illegal and is strictly forbidden. You are in violation if you knowingly intend to sell or distribute merchandise that has a counterfeit logo, graphic, or brand name that is identical to, or substantially distinguishable from a registered trademark. Linn County Fair has procedures that will allow outside investigations and/or seizures concerning such merchandise. For further information about trademark counterfeiting, see Oregon Revised Statute 647.135.
13. Exhibitor shall comply with those laws, rules and regulations and codes of the State of Oregon, Linn County, City of Albany, and the Linn County Fair that may include but not limited to worker’s compensation insurance, health and safety, fire, construction, and utilities.

14. It is mutually understood and agreed that no alteration or variation of the terms of the Use Agreement shall be valid unless made in writing and signed by the parties and that no oral understanding or agreements not incorporated in the Use Agreement and no alterations or variations of the term thereof, unless made in writing between the parties, shall be binding on any of the parties.

15. The decision of the Fair Manager or his representative, in their official capacities, must be accepted as final in any disagreement between Exhibitors.

16. All matters not covered in these conditions are subject to the decision of the Fair Manager or his representative, in their official capacities, which shall be final.

17. The Use Agreement is not binding upon the county or the Fair until it has been duly accepted and signed by its authorized Fair Manager or its representative, and payment received per the terms of the Use Agreement.

**RULES OF CONDUCT:**

All Exhibitors are expected to conduct themselves in a professional manner and according to the Rules Governing Exhibits. Exhibitors will refrain from mentioning their competitors’ products in a derogatory manner or in any other way disparaging another Exhibitor who is also participating in the Fair. Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the fair. Such Exhibitors may not be invited to return to subsequent Fairs.

The sale and/or misuse of credentials by Exhibitors, their agents, family members, or any other person may result in immediate expulsion with no refund; there may be monetary fines, and the Exhibitor may not be allowed to return to subsequent Fairs.

All Exhibitors will be required to keep their booths open all four (4) days of the Fair during all official Fair hours.

Violators may face expulsion and not ask to return.

The Linn County Fair provides a service to both Exhibitors and Fairgoers. It is our policy to maintain clean facilities, neat grounds, and respect for our Fairgoers. We must insist that Exhibitors provide the same respect for Fairgoers as well as fellow Exhibitors. Linn County Fair retains the right to remove any Exhibitor and his exhibit from the Fair grounds if Exhibitor does not comply with the signed Use Agreement and written rules.

**NONCOMPLIANCE PROCEDURES:**

In the event that an Exhibitor refuses to comply with fees, conditions, rules or other information as outlined in this Handbook or Use Agreement, the Linn County Fair will take the following action.

1. Upon first observance of Exhibitor noncompliance, Linn County Fair staff will talk with an Exhibitor on an informal basis to inform Exhibitor of infraction and request compliance.

2. If Exhibitor noncompliance reoccurs, Linn County Fair staff will issue to Exhibitor written notice of noncompliance, stipulating that Exhibitor complies within a specified period of time.

3. If Exhibitor fails to comply with the first written notice within the specified period of time, the Linn County Fair will issue a second written notice of noncompliance, stipulating that Exhibitor attend a meeting with Linn County Fair staff on a specified date and time. Failure of Exhibitor to attend meeting or to comply with agreements reached during such meeting will result in exhibit space being revoked. The Exhibitor will be required to remove booth furnishings immediately, or Linn County Fair will remove and store furnishings at a fee of $100 per day or portion thereof.

4. Due to the Linn County Fair occurring during a specified timeframe, time is of the essence with regard to these proceedings. Therefore, “specified period of time” as referred to above, may be measured in hours or days.

**PROTEST PROCEDURES:**

Any protest of Linn County Fair actions regarding noncompliance procedures must be in writing, delivered in person or by certified mail to the Fair Manager within three (3) business days of occurrence, and must make reference to the specific law, rule regulation or practice upon which the protest is based. The Fair Manager will respond, in writing, within two (2) business days of receipt of protest. The decision of the Fair Manager shall be final.

**DRAWINGS FOR FREE PRIZES:**

The following rules apply to all Exhibitors who wish to conduct a drawing for a free prize. These do not apply to licensed charitable raffles, which are controlled and regulated by the Oregon Department of Justice.

1. Entry forms/draw slips may ask for patron’s name, address, phone number, and email ONLY. The name of the EXHIBITOR HOLDING THE USE AGREEMENT MUST BE ON ENTRY FORM/DRAW SLIP, as well as the drawing date and a list of prize(s).
2. Any information obtained from entry forms/draw slips are for exclusive use of the Exhibitor holding the Use Agreement doing the drawing and may not be sold or distributed to another party.
3. All drawings for free prizes must be conducted on or before the last day of the Linn County Fair.
4. No purchase may be required for a person to be eligible for the prize drawing or for the prize to be awarded.
5. At the booth where the drawings are entered, a clearly visible sign must be posted to include the following information: 1) Date of drawing 2) Need not be present to win 3) No purchase necessary 4) If entrants are subject to sales appointments, calls or contacts, this must be indicated.

Any Exhibitor conducting a drawing who fails to comply with any of the above rules shall be subject to immediate cancellation of booth space and/or exclusion from participating in future Linn County Fairs.

**SUBLEASING:**

Use Agreement holders are prohibited from subleasing, assigning, or apportioning to another party the whole or any part of the contracted space allotted to them by the Linn County Fair. The allotted space is for the sole and exclusive use of the Exhibitor named on the Use Agreement. Use Agreement holders may subcontract for their goods or services to be sold by a third party as long as such goods or services are listed on the Use Agreement and approved by Linn County Fair.

**CONSUMER SAFEGUARD:**

Applicants who are doing business under court order, notice, or investigation by the State of Oregon or any other state for alleged or confirmed violation of consumer fraud laws will be denied a Use Agreement as an Exhibitor at the Linn County Fair. All applicants are subject to verification of this by the Oregon State Department of Justice, at the Fair’s discretion.

**BOOTH FURNISHINGS:**

All materials, fabrics, table coverings, etc. used in exhibit and display decoration must be flame resistant. Such materials are subject to the inspection of the Linn County Fire Marshal who may demand removal of untreated materials. Please refer to the Fire Marshal Regulations provided by the Linn County Fire Marshal’s Office. Questions concerning the flame resistance of materials to be used in booths should be referred to the Linn County Fire Marshal’s Office. Rugs or mats are suggested floor coverings for the exhibit booths (used with approved tape only). Painting of floors is prohibited. Exhibitors shall not deface Linn County Fair facilities or property in any way. Use of staples, paint, tape, pins, etc. on floor and/or walls is prohibited.

Extension cords may be used only within the guidelines established by the Linn County Fire Marshal’s office. See enclosed Fire Marshal Regulation’s for details.

The height of either side of indoor exhibits may be 8’ high at the front of the booth and 8’ high at the back of the booth.

All booth furnishings, including signs and display racks must remain inside the boundaries of designated booth space at all times.

**SIGNS:**

Booths located in the Willamette Event Center will be provided with signs that show the name of Exhibitor on the Use Agreement.

All signs, banners, or posters supplied by Exhibitors must be professionally made, neat in appearance and placement must meet Linn County Fair guidelines (see Booth Furnishings above). The use of hand lettered or felt-marker signs are discouraged. All signs advertising any product by brand name placed on the outside of Exhibitor’s designated area my be in violation or may require an extra fee, as this may be in conflict with paid sponsors. Highflying helium “blimps” will not be allowed unless pre-approved in writing by Linn County Fair.

**EXHIBITOR CLEAN-UP:**

At the end of each day during Fair time, each Exhibitor is responsible for the clean up of his exhibit area. Fair personnel will not enter booth exhibit area.

Any Exhibitor using food for demonstrations such as slicers, cookware, blenders, etc., must provide a waterproof, covered container to hold refuse, thus preventing leakage onto the floor or into other Exhibitor’s booths. Each Exhibitor will be responsible for emptying their refuse container daily or more frequently as required. Any Exhibitor who has an exhibit that allows food, water, or refuse to leak onto the floor in to another Exhibitor’s booth will be subject to a $25.00 cleaning fee for each occurrence and after the second occurrence will be subject to expulsion from the Fairgrounds without refund. You may be liable for injuries caused to persons slipping in such leakage.

**EXHIBITOR ACCESS TO BUILDINGS:**

Exhibitors will be allowed access to the Willamette Event Center no earlier than 10:00 AM each day.

Lights will be turned out and building locked at 9:30 PM each evening. Exhibitors should be prepared to close booths and leave exhibit area once all attendees have left the building. Outside Exhibitors will be required to stay open until all fair attendees exit the grounds. Exhibitors will not be permitted to remain in booths overnight.
EXHIBITOR PARKING:

Parking for Exhibitors who hold Exhibitor season parking permit(s) will be in the Gravel lot at the south end of the main parking lot. A free shuttle will pick you up and drop you off at the front gate before opening and at closing of Expo Hall for your convenience. **Overnight sleeping is not allowed in this area.**

RECREATIONAL VEHICLES:

RV spaces are NOT available on the Linn County Fair grounds during Fair. There are two RV parks close by, Blue Ox, 541-926-2886 and Knox Butte RV Park 541-928-9033. You must make your own reservations.

TELEPHONE AND INTERNET SERVICE:

Telephone and Internet service is available in the Willamette Event Center. You will need to contact the Fair office to make arrangements. Contact at least 30 days prior to fair.

- Phone Line $50
- Internet Connection $50
- Wireless Internet is available at no extra charge.

Contact the fair office for information.

LABOR:

Linn County Fair is not responsible, nor will it arrange to provide any kind of labor for the installation, removal or servicing of any exhibit space. It is recommended that Exhibitors needing to use local labor contact the Employment Office.

CARDBOARD RECYCLING:

Containers for cardboard will be located in strategic areas convenient to exhibit booths. Exhibitors are asked to break down and put cardboard in these specific containers.

INSURANCE:

All Exhibitors will be required to have insurance. The form to send to your insurance company is included in this handbook. **SEE PAGE 17-18.**

FIRE MARSHAL REGULATIONS:

All Exhibitors will be required to abide by rules and regulations as set forth by the Linn County Fire Marshal’s Office. The rules are listed in this Handbook. Exhibitor should keep rules on hand in each exhibit booth. **SEE PAGES 19-20**

SECURITY:

Linn County Fair will exercise all reasonable diligence in protecting property of Exhibitors, but will not be responsible for articles lost by fire or theft, or mysterious disappearance. Please report any thefts to the Fair Office as soon as possible.

WEAPONS:

For public safety reasons and to further the peaceful enjoyment of the Linn County Fair, certain items are **PROHIBITED FROM SALE OR OPEN DISPLAY** on the Linn County Fair grounds. These items include Firearms, Weapons, and Destructive Devices as these items are defined by OAR576-065-000. Also not permitted are toy weapons and potential weapons or threatening items, which include but are not limited to, blowguns, and darts, paintball guns, swords, daggers, throwing stars, electronic stun guns, mace, pepper spray, and laser pointers. Certain knives (such as household knives) or other prohibited items may be permitted with specific approval from the Fair Manager. The determination of prohibited items is at the absolute discretion of the Fair Manager. The Linn County Sheriff will actively assist in the enforcement of this policy.
Vendor Space Application

COMMERCIAL BOOTH
July 17—20, 2019

PLEASE TYPE OR PRINT—COMPLETE BOTH SIDES

Business Name: ___________________________________________________________________________

Contact Name: ____________________________________________________________________________

Address: _________________________________________________________________________________

City: ____________________________ State: _________ Zip Code: __________________________

Phone Number: ______________________________ Web Page: _______________________________

E-Mail: __________________________________________________________________________________

SPACE REQUEST:
Seniority, date received, and compatibility with other exhibits are factors that LCFEC considers when spaces are assigned. However, LCFEC reserves the right to designate the area where any Exhibitor may present their exhibit as is beneficial to the Linn County Fair and its patrons.

SPACE SIZE REQUESTED: ___________________________ (10’ X 10’, 10’ X 20’, 10’ X 30’, etc.)

LOCATION PREFERENCE: □ Inside ($325) □ Outside ($525)

Booth #: _______ First Pmt: ___________ Insurance: ___________

Outside Booths Only: I would like a tent at an additional $100 charge:

□ YES □ NO

If an Outside Booth is not available I would be willing to be Inside:

□ YES □ NO

(Outside booths are limited with limited electrical, does NOT include tent or pipe and drape)

COMMENTS: _____________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

DESCRIPTION OF EXHIBIT:
List below all items that you plan to sell or display. ITEMS NOT LISTED HERE WILL NOT BE ALLOWED. Please be specific—include brand names. Include photographs and/or brochures.

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

If you need more description space you may attach a supplemental sheet.

PLEASE COMPLETE OTHER SIDE
ELECTRICAL REQUIREMENTS:
One 110 volt, 10-amp outlet is furnished with each 10’ X 10’ booth. If your electrical needs are in excess of this, you will need to order more. Additional charges will apply—please see handbook for details. If you are unsure at this time, please be aware that you must contact LCFEC by June 15 to avoid late penalty fees!

PLEASE INDICATE BELOW WHAT ADDITIONAL POWER YOU WILL NEED:

- X One 1,000—watt outlet (provided)
- □ Additional 1,000—watt outlet ($45 each)
- □ 2,000—watt outlet—120V ($90 each)
- □ 220V up to 20 amps outlet ($60 each)
- □ 220V up to 30 amps outlet ($80 each)
- □ 220V up to 50 amps outlet ($100 each)

(No more than 2 of these)

ADMISSION PASSES:
Requested passes are subject to final approval by LCFEC. Approved passes will be provided at no cost and are specifically for use by exhibitors and their staff only.

I am requesting ________ season admission passes. (No more than 6 per applicant)
I am requesting ________ season parking passes. (No more than 3 per applicant)

Additional Passes: Please indicate below how many additional passes you would like to purchase.

<table>
<thead>
<tr>
<th></th>
<th>Quantity</th>
<th></th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Admission</td>
<td>$3.50</td>
<td>Daily Parking</td>
<td>$3</td>
</tr>
<tr>
<td>Season Admission</td>
<td>$9.50</td>
<td>Season Parking</td>
<td>$6</td>
</tr>
</tbody>
</table>

SUPPLEMENTARY INFORMATION:
Please complete all applicable information below.
Do you plan to use sound devices? Check which: □ PA System □ TV/VCR □ Pianos, Organs

CERTIFICATION OF APPLICANT:
I have completely read and understand the 2019 Rules Governing Exhibits in the Commercial Vendor Handbook. I understand that this is an application for space only, and is not commitment by Linn County Fair & Expo Center to rent space to me. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

SIGNATURE: ____________________________ DATE: ______________

PRINT NAME: ____________________________ TITLE: ______________

RETURN BY MAIL TO:
Ronda Sherman
Linn County Fair & Expo Center
3700 Knox Butte Road E
Albany, OR 97322

RETURN BY EMAIL TO:
Ronda Sherman
rsherman@co.linn.or.us

RETURN BY FAX TO:
Ronda Sherman
Exhibit Space Coordinator
541-926-8630

Remember both sides of application

DO NOT SEND PAYMENT WITH THIS APPLICATION.
DO NOT SEND PAYMENT WITH THIS APPLICATION

LINN COUNTY FAIR & EXPO CENTER
3700 Knox Butte Road E, Albany, OR 97322
Phone: 541-704-1183
Fax: 541-926-8630
linncountyfair.com

Vendor Space Application

NON-PROFIT BOOTH
July 17—20, 2019

PLEASE TYPE OR PRINT—COMPLETE BOTH SIDES

Business Name: ___________________________________________________________________________
Contact Name: ____________________________________________________________________________
Address: _________________________________________________________________________________
City: ____________________________ State: _________ Zip Code: __________________________
Phone Number: ____________________________________________________________________________ Web Page: _______________________________
E-Mail: __________________________________________________________________________________

SPACE REQUEST:
Seniority, date received, and compatibility with other exhibits are factors that LCFEC considers when spaces are assigned. However, LCFEC reserves the right to designate the area where any Exhibitor may present their exhibit as is beneficial to the Linn County Fair and its patrons.

SPACE SIZE REQUESTED: ___________________________ (10’ X 10’, 10’ X 20’, 10’ X 30’, etc.)

LOCATION PREFERENCE:  □ Inside ($175)  □ Booth #: _______  _______  _______
                      1st Choice  2nd Choice  3rd Choice

Non-Profit booths will be placed at the discretion of the Linn County Fair Board and every effort will be made to place you near your requested space.

COMMENTS: _____________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

DESCRIPTION OF EXHIBIT:
List below all items that you plan to sell or display. ITEMS NOT LISTED HERE WILL NOT BE ALLOWED. Please be specific—inclu}
ELECTRICAL REQUIREMENTS:
One 110 volt, 10-amp outlet is furnished with each 10’ X 10’ booth. If your electrical needs are in excess of this, you will need to order more. Additional charges will apply—please see handbook for details. If you are unsure at this time, please be aware that you must contact LCFEC by June 23 to avoid late penalty fees!

PLEASE INDICATE BELOW WHAT ADDITIONAL POWER YOU WILL NEED:

- X One 1,000—watt outlet (provided)
- □ Additional 1,000—watt outlet ($45 each)
- □ 2,000—watt outlet—120V ($90 each)
- □ 220V up to 20 amps outlet ($60 each)
- □ 220V up to 30 amps outlet ($80 each)
- □ 220V up to 50 amps outlet ($100 each)
(No more than 2 of these)

ADMISSION PASSES:
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SUPPLEMENTARY INFORMATION:
Please complete all applicable information below.

Do you plan to use sound devices? Check which:
- □ PA System
- □ TV/VCR
- □ Pianos, Organs

CERTIFICATION OF APPLICANT:
I have completely read and understand the 2019 Rules Governing Exhibits in the Commercial Vendor Handbook. I understand that this is an application for space only, and is not commitment by Linn County Fair & Expo Center to rent space to me. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

SIGNATURE: ___________________________________________ DATE: __________________

PRINT NAME: ___________________________________________ TITLE: ___________________

RETURN BY MAIL TO:
Ronda Sherman
Linn County Fair & Expo Center
3700 Knox Butte Road E
Albany, OR 97322

RETURN BY EMAIL TO:
Ronda Sherman
rsherman@co.linn.or.us
Please send as attachment

RETURN BY FAX TO:
Ronda Sherman
Exhibit Space Coordinator
541-926-8630
Remember both sides of application

DO NOT SEND PAYMENT WITH THIS APPLICATION.
INSURANCE TERMS AND CONDITIONS:

The LINN COUNTY FAIR BOARD (LCFB) and PERMITEE agree as follows:

1. INSURANCE: PERMITEE shall secure at his/her expense and keep in effect during the term of this permit agreement Comprehensive or Commercial General Liability insurance covering bodily injury and property damage. This insurance shall include personal injury coverage, contractual liability coverage for the indemnity provided under this contract and products/completed operations liability. Combined single limit per occurrence shall not be less than $500,000 or the equivalent. Each annual aggregate limit shall not be less than $500,000 when applicable. Insurance Company must be authorized to do business in the State of Oregon, and County of Linn. If PERMITEE is to serve alcoholic beverages during the term of this agreement, coverage will also include Host Liquor Liability. The limits shall be not less than $500,000 per occurrence for personal injury and property damage. The insurance policy or policies shall name the COUNTY OF LINN AND THE LINN COUNTY FAIR & EXPO CENTER (LCFEC), its officers, agents and employees as additional insured’s, but only with respect to the PERMITEE’s activities to be performed under this Permit. PERMITEE shall furnish not less than fourteen (14) days before the first day of use and occupancy, certificate of insurance as evidence of the insurance coverage required by this agreement. Certification or a copy of the endorsement adding LINN COUNTY AND LCFEC as an additional insured shall also be provided.

2. INDEMNITY: PERMITEE agrees to defend, indemnify and save Linn County, the LCFB, the LCFEC, their officers, agents and employees harmless from any and all losses, claims, actions, costs, expenses, judgments, subrogation’s, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property, of whatsoever nature arising out of, or incident to, the performance of this permit agreement by PERMITEE (including but not limited to, PERMITEE’s employees, agents and others designated by PERMITEE to perform, work or services attendant to this permit agreement). PERMITEE shall not be held responsible for any losses, expenses, claims, subrogation’s, actions, costs, judgments or other damages, directly, solely and proximately caused by the negligence of LINN COUNTY, the LCFB and/or the LCFEC.

3. LIMITATION OF LIABILITY: LCFB assumes no responsibility for any property placed in the facilities by PERMITEE and the LCFB is hereby expressly relieved and discharged from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the occupancy of the facilities under this agreement and all watchman or other protective service desired by PERMITEE must be provided by separate agreement with the LCFB.

4. WORKERS’ COMPENSATION COVERAGE: PERMITEE shall provide workers’ compensation coverage for all subject workers (as defined by ORS 656.027) employed by PERMITEE to perform work pursuant to this permit agreement. The workers’ compensation coverage to be provided by PERMITEE shall be in full compliance with ORS Chapter 656. This provision shall not apply to vending booths that are operated by volunteers without remuneration or are otherwise exempt under the provisions of ORS Chapter 656.

5. PERMITEE CONDUCT: PERMITEE agrees to conduct its activities upon the premises so as not to endanger any person lawfully therein.
SUGGESTED HANDLING OF INSURANCE:

We suggest you fill in the information below and send this form to your insurance company so they will understand the exact wording required.

Name of Client: ____________________________________________________________

Dates to be Covered: __________________________________________________________

Building or Facilities Used: ____________________________________________________

1. The above-named Client, described as PERMITEE, has a Permit to use the LINN COUNTY FAIR & EXPO CENTER buildings or facilities described, for the period of days shown above.

2. The Permit requires that the Client provide, at least 14 days in advance, evidence of insurance.

3. It is requested that the insurance writer read carefully the full text of the Permit paragraph on Insurance and Indemnity printed in full above. If clarification is needed, call 541-704-1183.

4. The COUNTY OF LINN requires that the PERMITEE’s liability insurance be endorsed in accordance with the following language:

   “It is agreed that the COUNTY OF LINN, the LINN COUNTY FAIR & EXPO CENTER, its officers and employees are added as additional insured’s as respects the named Insured’s use of premises furnished by the LINN COUNTY FAIR & EXPO CENTER.”

5. The insurance company is requested to prepare said endorsement or policy and forward certificate thereof not less than fourteen (14) days prior to the first day of the Permit to:

   LINN COUNTY FAIR & EXPO CENTER
   ATTN: FAIR VENDOR COORDINATOR
   3700 Knox Butte Road E
   Albany, OR 97322
Outside Vendor Display and Booth Requirements

Commercial cooking equipment will only be allowed in approved locations using approved equipment and with prior approval from the Albany Fire Department.

**Indoor/Outdoor Cooking:**

- Open flame devices shall not be used in places of assembly. Ref. OFC Chapter 3
- All food preparation equipment which produces grease-laden vapors (frying, deep-fat frying, etc.) shall be located under an exhaust hood equipped with a fire extinguishing system. Ref. OFC Chapters 9 and 31
- All food prep which produces grease-laden vapors (frying, deep-fat frying, etc.) shall require a Class K fire extinguisher. Ref. OFC Chapter 9
- For other than grease-laden vapors, a 2A-10-BC portable fire extinguisher is required if cooking is involved. Ref. OFC Chapter 9
- Fire extinguisher MUST have current service tag or receipt of purchase within the last 12 months.

**Propane Usage:** Ref. OFC Chapter 61

- Propane cylinders less than 125 water gallons in size must be at least five (5) feet from the structure.
- Propane cylinders 125 to 250 water gallons in size must be at least ten (10) feet from the structure. (Not allowed under building eaves.)
- Propane cylinders must be set on a firm foundation or be adequately secured.
- Cylinders shall be protected from vehicular damage.

**Electrical Wiring/Equipment:** Ref. OFC Chapter 6

All electrical wiring and equipment shall comply with the Electrical Code (NFPA 70). Wiring connections to any circuit panel can only be performed by qualified, licensed electricians. Contact the City of Albany Building Department for needed permits.

**Extension Cords:**

- Shall be 16 gauge or larger in size.
- Shall be grounded and plugged directly into an approved receptacle, power tap, or multi-plug adapter and, except for approved multi-plug extension cords, shall serve only one portable appliance.
- Shall be maintained in good condition without splices, deterioration, or damage. ("Daisy-chaining" of extension cords is not allowed.)
- The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- Multi-plug adapters, such as cube adapters, unfused plug strips, or any other device not complying with this code or the Electrical Code shall not be used.

**Heating Appliances:**

- Portable, non-vented fuel-fired heating equipment shall be prohibited.
- Space heating appliances shall be listed and labeled.
- The heating element or combustion chamber shall be permanently guarded so as to prevent accidental contact by person or material, and shall have a tip-over switch.
Outside Vendor Display and Booth Requirements (cont.)

**Tents, Canopies, and Other Membrane Structures:** Ref. OFC Chapter 31

- Shall have a minimum of one open and unobstructed exit.
- Must be flame retardant.
- Shall be structurally secure, braced, and anchored.
- Shall be 20 feet away from lot lines, other non-cooking tents, canopies, membrane structures, parked vehicles, and buildings.
- Hay, straw, or shavings shall not be located within any tent, canopy, or membrane structure.
- Smoking shall not be permitted in tents, canopies, or membrane structures.
- Fireworks shall not be used within 100 feet of tents, canopies or membrane structures.
- Shall have a 2A-10-BC fire extinguisher with current tags available at all times.

**The following requires prior approval from the Albany Fire Department:**

- Location of tents, canopies, and membrane structures.
- Cooking in tents, canopies, and membrane structures.
- Any display of vehicles, competitions and demonstrations, flammable and combustible liquids, LP gas, open flames, and/or combustible decorations.
- Any act which incorporates the use of fire.
- Any special effect using hazardous materials.
- Use of hay bales and/or any loose, combustible materials.

**Temporary Generators:**

- Shall be separated from tents or membrane structures by a minimum of 20 feet.
- Shall be placed on an approved surface.
- Shall be isolated from contact with the public by fencing, enclosure, or other approved means.
- Flammable and combustible liquids storage and use shall be in accordance with the following:
  - Fuel shall be stored outside in an approved manner not less than 50 feet from tents, stands/booths, or membrane structures. See OFC Chapter 57 for storage requirements
  - Refueling shall be performed in an approved location not less than 20 feet from tents, stands/booths, or membrane structures. Generators shall not be running during refueling operations.
  - Post NO SMOKING and DANGER-FLAMMABLE LIQUIDS signs by generator.
  - Electrical wiring and equipment shall be installed and maintained in accordance with OFC 605 and NFPA 70.
- Shall not be operated inside a structure or enclosed tent.
- Shall not be placed near an exit or in an exit path.
- Shall be a minimum of 20 feet from a tents, membrane structure, or combustible structures.

If you have any questions, please contact the Albany Fire Department at 541-917-7700.