

# 2024 CLATSOP COUNTY FAIR

## Vendor Information, Rules & Regulations Handbook



**2024 THEME:** *“The Forest to the Farm: A Timber and Agriculture Showcase. Explore the interconnectedness of forestry and agriculture in Clatsop County.”*

**LOCATION:** Clatsop County Fair & Expo, 92937 Walluski Loop, Astoria, OR 97103

### DATES TO REMEMBER:

- March 2024: Vendor application available online.  
Payment information is taken at the time of applying and will be processed only IF the vendor is approved.
- July 1, 2024: Vendor applications DUE or until capacity is reached.
- July 15, 2024: For Approved Vendors ONLY: Proof of Certificate of Liability Insurance listing Clatsop County Fair & Expo as “Additional Insured is DUE.

<b>SET-UP:</b>	Monday, July 29, 2024	8:00 am – 4:00 pm*
<b>FAIR DATES:</b>	<b>Tuesday, July 30 – Saturday, August 3, 2024</b>	
<b>FAIR HOURS:</b>	Tuesday, Wednesday, Thursday	11:00 am-9:00 pm
	Friday	11:00 am- 10:00 pm
	Saturday	10:00 am-10:00 pm
<b>BREAK-DOWN:</b>	Saturday, August 3, 2024	<b>AFTER</b> 10:00 pm*
	Sunday, August 4, 2024	8:00 am – 4:00 pm*

Gates will open during fair days at 10:00 am for 4-H events and fair entertainment. Exhibitors/vendors will not be required to be in place until posted fair hours, but can open earlier if they want to.

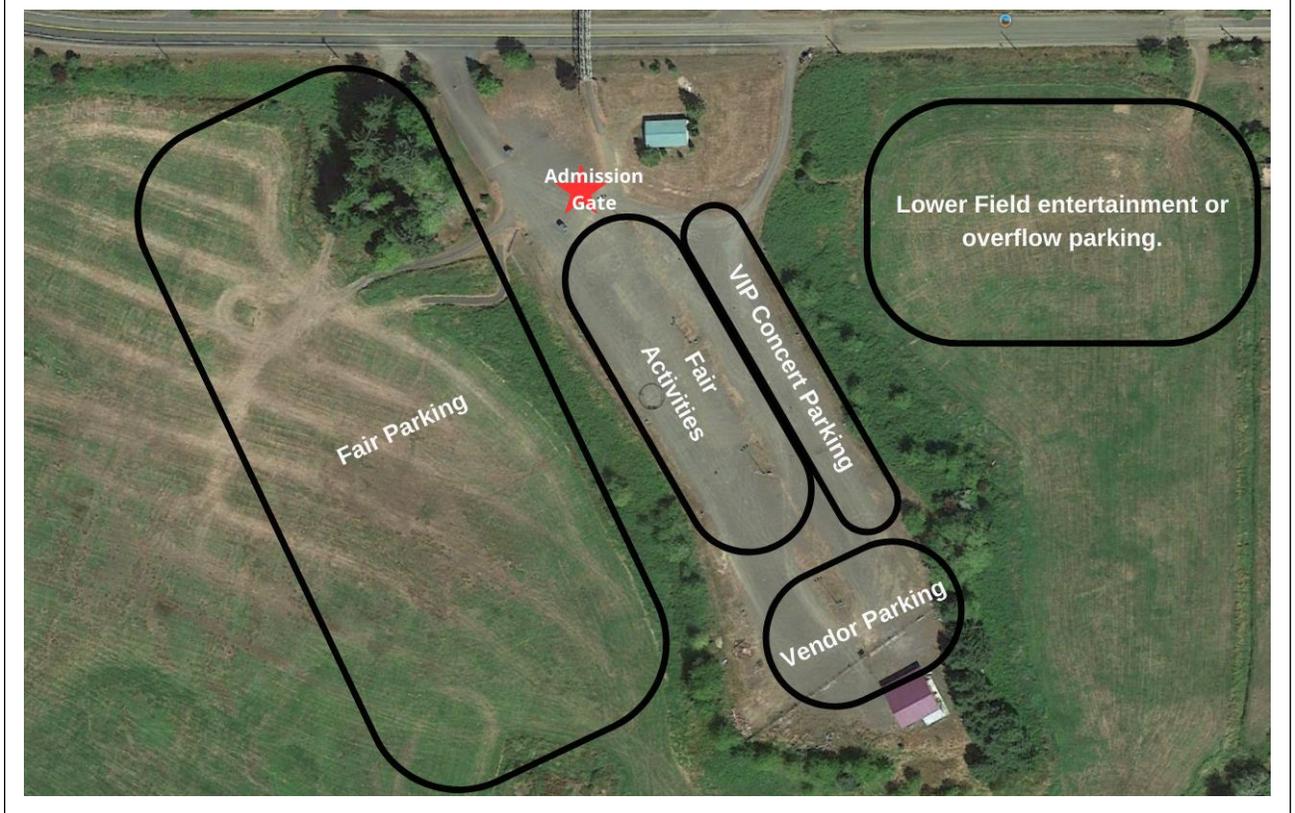
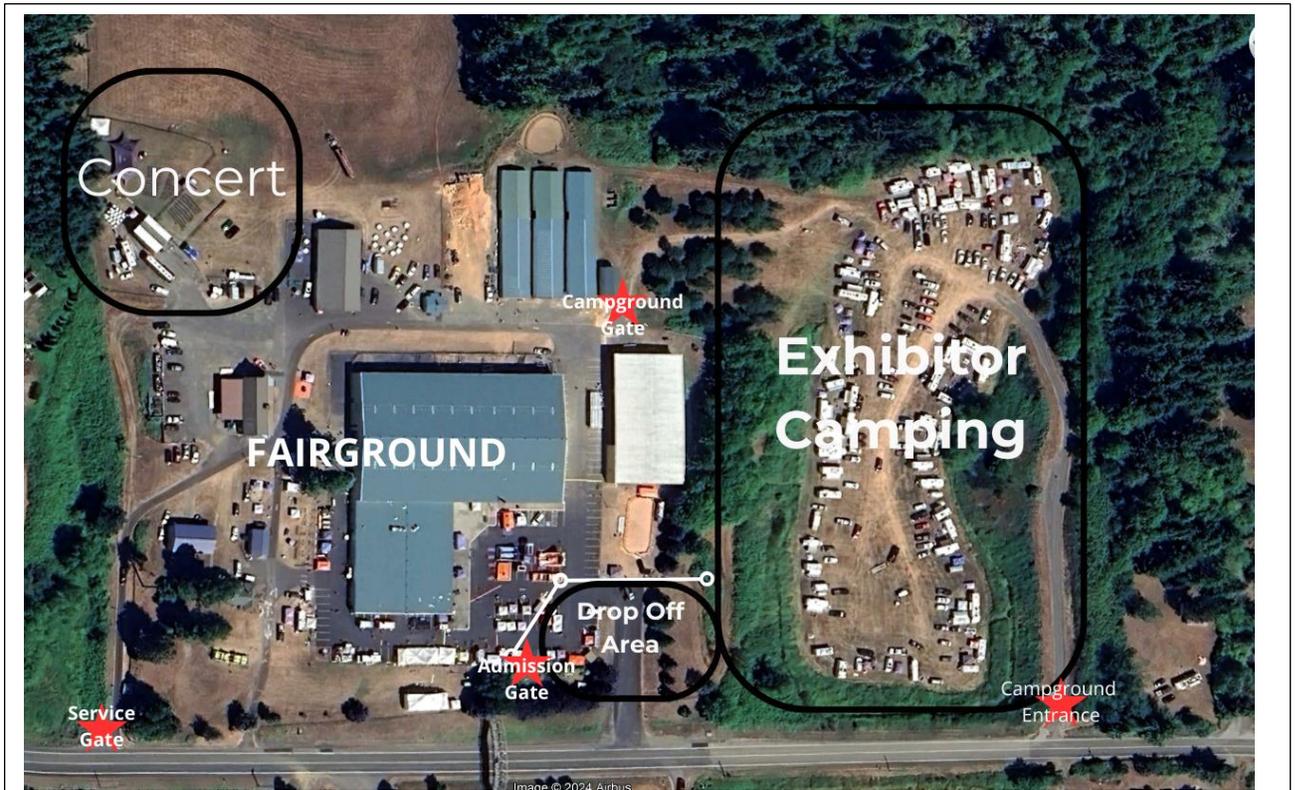
***\*Leaving early, breaking-down early, or arriving late will not be tolerated. If this happens, the vendor will not be invited to subsequent fairs and will result in a \$150 fine.***

**Read this entire document BEFORE submitting a vendor application.**

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# CLATSOP COUNTY FAIR – MAP



## **ABOUT THE FAIR**

The first Clatsop County Fair was held in 1905 with the annual Astoria Regatta in downtown Astoria. In 1911, the County Granges brought the Fair to Gearhart Park and in 1920, the Fair returned to downtown Astoria. In 1994, Clatsop County turned over the old John Jacob Astor Experiment Station (more recently used as the Clatsop Community College farm) to the Fair Board and this remains the current location of the Clatsop County Fair.

The Clatsop County Fair attracts 7,000-10,000 fairgoers each summer and provides diverse entertainment options for everyone with live music daily, main stage performances, talent show, car show, food, vendors, games, animals, exhibits, a large concert performance (Friday, August 2, 2024) a Latino Concert (Saturday August 3<sup>rd</sup>) and more! Parking is free and daily fair admission is \$10 (ages 7-55), \$5 (ages 55+), 6 and under are free, with a \$40 cap per family (per day). A 5-day admission Booster Band is available for \$35 per person.

## **RULES OF CONDUCT FOR ALL EXHIBITORS/VENDORS**

The Clatsop County Fair Management retains the right to remove any exhibitor/vendor and their booth from the Fairgrounds if the exhibitor/vendor does not comply with the Rules of Conduct.

1. All exhibitors/vendors are expected to conduct themselves in a professional, business-like manner. Exhibitors/Vendors will refrain from mentioning their competitors or their products in a disparaging or derogatory manner. Any unruly conduct, use of foul language, or refusal to follow rules may be considered grounds for immediate expulsion from the fair. Such exhibitors/vendors may not be invited to return to subsequent fairs.
2. Consuming alcoholic beverages and smoking or vaping is prohibited in booth spaces.
3. All exhibitors/vendors will be required to keep their booths open during all hours of the fair. Exhibitors/Vendors in violation of this understand they are subject to penalties or expulsion. Covering the display, breaking down early, or hauling stock/merchandise out shall constitute early closure.
4. Sound devices, including but not limited to PA systems, musical instruments and radios must be kept at a low volume 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/vendor's sound level is too loud, please report the exhibitor/vendor to the Fair Office. Do not try to "drown out" noise by creating more.
5. Exhibitors/Vendors must have at least one (1) person in attendance at their booth/exhibit at all times. The fair is open to the public and the exhibitor/vendor must keep booth space in good order, taking every precaution against possible injury to visitors, guests, and/or employees.

6. Placement of advertising material on or in automobiles on the Fairgrounds property is strictly prohibited, unless previous arrangements are agreed upon in writing and in advance by the Clatsop County Fair Management.
7. All operations of exhibitors/vendors must be confined to the inside boundaries of exhibitor's/vendor's assigned space and in NO case may extend to any other part of the Fairgrounds, including aisle ways. Canvassing (polling, signature gathering, etc.) or sales, except by contracted individuals, is not allowed. Advertising of candidates for office may take place only in footprint rented for that purpose. THIS WILL BE STRICTLY ENFORCED.
8. Clatsop County Fair Management reserves the right to refuse exhibitors/vendors which may violate community standards of decency or otherwise infringe upon the rights of, or cause bodily harm, intimidation to, the Clatsop County Fair Management, Fair Board, staff, exhibitors/vendors, or Fair guests, and to refuse space, or shutdown a booth if deemed unsuitable by Clatsop County Fair Management.
9. Clatsop County Fair Management reserves the right to stop or remove from the fair or relocate any exhibitor/vendor or designated representative and/or exhibit, performing act or practice which, in the opinion of the Clatsop County Fair Management is illegal; interferes with the performance of other exhibitors/vendors; causes apprehension to fair guests or other exhibitors/vendors; creates a health, safety, or fire hazard; or violates any rules stated herein.
10. Do not incorporate the Clatsop County Fair logo in your booth/exhibit space/merchandise/signage unless you have written authorization in advance from Clatsop County Fair Management to do so.
11. The sale or misuse of badges/passes and parking permits by exhibitors/vendors, their agents, or employees, family members, or any other person may result in expulsion with no refund.
12. The decision of the Clatsop County Fair Management or designated representative, in their official capacities, must be accepted as final in any disagreement between exhibitors/vendors. All matters not covered in these Rules of Conduct are subject to the decision of the Clatsop County Fair Management or designated representative, in their official capacity, which shall be final.
13. Exhibitor/vendor agrees not to discriminate because of age, creed, ancestry, sexual orientation, disability, color, sex, marital status, religion, or national origin, and further agrees not to discriminate for the same aforementioned reasons against any person or persons in connection with admission, services or privileges offered to or enjoyed by the general public.
14. **Failure to comply:** If exhibitor/vendor fails to comply with any state law, County ordinance, rule of Clatsop County Fair & Expo, or directive of the Fair Manager or designee, Clatsop County Fair & Expo may remove exhibitor/vendor from the premises.

## **GOING GREEN! BE SUSTAINABLE AND ECO-FRIENDLY**

We love putting on the Clatsop County Fair but we often have a nagging feeling about the amount of garbage it creates. It has become very important in our community to demonstrate a minimal waste and environmentally responsible large event, and we need your help!

We ask you, as an exhibitor/vendor to share this goal by cutting energy usage, reducing waste, and becoming more environmentally friendly. The general public is developing a great admiration for “eco-friendly” businesses and in many cases, can provide a marketing edge over the competition.

Please place recycling in the proper receptacles and break down cardboard. For cardboard to be accepted by the hauler, the cardboard must not be contaminated with trash.

## **VENUE – CLATSOP COUNTY FAIR & EXPO CENTER**

### **ACCESS TO BUILDINGS (ON FAIR DAYS)**

During the Fair, exhibitors/vendor vehicles will be allowed to drive on the grounds for restocking booths on **Tues. July 30 - Sat. Aug 3** between 8:00 am to 9:30 am. **NO VEHICLES INCLUDING MOTORIZED SCOOTERS (EXCEPT ADA), GOLF CARTS, OR ATVS WILL BE ALLOWED ON THE GROUNDS DURING THE OPERATING HOURS OF FAIR UNLESS AUTHORIZED BY CLATSOP COUNTY FAIR MANAGEMENT IN ADVANCE.** During times when vehicle traffic is allowed on the grounds, the Clatsop County Fair speed limit must be observed at all times: 10 mph or less. All supplies and materials for booths or stands must in the Fairgrounds before 9:30 am or hand-carried. No vehicles will be allowed to enter after 9:30 am to restock or remove any items sold for delivery. Fairground staff may be able to aid in emergency situations only, depending on availability.

### **CASH/CHANGE**

Vendors are responsible for their own change, so plan ahead. There is an ATM available on site.

### **COORDINATION WITH FAIR MANAGER**

The point of contact for Clatsop County Fair & Expo/Clatsop County Fair is the Fair Manager. The Fair Manager is authorized by Clatsop County to oversee the activities of the exhibitor/vendors operating during the Clatsop County Fair. If exhibitor/vendor application is approved, exhibitor/vendor agrees to cooperate fully with directions and orders of the Fair Manager or designated representative.

### **DELIVERIES**

The Clatsop County Fair & Expo will not accept freight deliveries on behalf of exhibitors/vendors before the Fair, as storage facilities are not available. Freight deliveries expected during the Fair must be received by the exhibitor/vendor with storage and unloading pre-arranged.

## **ELECTRICAL CONNECTION**

Exhibitors/Vendors are responsible for their own outlet power strip and extension cord (at least 50') to connect to 120 volt outlet. Cords and power strip shall be maintained in good condition without splices, deterioration or damage. Cords should be routed so that they do not present a trip hazard in both aisle ways and workspaces. Typical power distribution is with a "spider box", Each box has 20 amp 120v receptacles, one 30 amp I6-30 outlet and one 50 amp 125/250V Locking California-Style CS63 Plug. If exhibitor/vendor requires an adapter, Clatsop County Fair & Expo has a limited supply available for purchase. If the exhibitor/vendor booth requires unique power connections, please coordinate with Fair Management well in advance.

## **INTERNET**

Wi-fi password will be provided to exhibitors/vendors at check-in. To ensure all exhibitors/vendors can access the wireless, DO NOT give out the exhibitor/vendor password to members of the public under any circumstances. Due to the remote location of the Fairgrounds and the possibility of unexpected service interruptions, exhibitors/vendors should consider bringing their own form of payment processing that does not require internet access.

## **LABOR**

Clatsop County Fair is not responsible, nor will it arrange to provide any kind of labor for, the installation, and removal, or servicing of any exhibit/vendor booth space. It is recommended that exhibitors/vendors needing to use local labor contact the local Employment Office.

## **PARKING**

Parking is available to exhibitors/vendors with a designated parking pass and is located at the south end of the gravel parking lot. Each exhibitor/vendor will receive two (2) parking passes at check-in/booth set-up. Additional free parking is available in the lower field. There will be a people mover operating that can drop exhibitors/vendors off at either admission booth. Exhibitor/vendor parking considerations subject to change. During times of the fair where VIP parking is in service, exhibitor/vendor parking may be reduced and will need to use the lower parking and people mover.

## **PETS**

Dogs and other pets are not allowed on the grounds, in booths, or in the RV/camping area except those animals approved in writing by Clatsop County Fair Management; law enforcement dogs, dog guides, or bona-fide service animals.

## **PROHIBITED ITEMS**

For public safety reasons and to further the peaceful enjoyment of the Clatsop County Fair, certain items are PROHIBITED FROM SALE OR OPEN DISPLAY on the Clatsop County Fairgrounds. These items include firearms, weapons, and destructive devices.

Clatsop County Fair Management reserves the right to maintain the integrity, appeal, and cleanliness of the Fair and may determine an item prohibited at any time. The determination of prohibited items is at the discretion of the Fair Management.

### **RAIN POLICY**

THIS IS A RAIN OR SHINE EVENT. Clatsop County Fair Management cannot prevent rain. All exhibitors/vendors should be aware that, on the Oregon Coast, there is a possibility of having rain. When the exhibitor/vendor application is submitted, the exhibitor/vendor is accepting that possibility. In the event of rain, Clatsop County Fair & Expo will make reasonable effort to prevent the water from pooling, but certain outside areas will pool. There will be no refunds and all booths will be expected to remain open should it rain. We ask for your cooperation and exhibitors/vendors can expect the same from the fair. Here are some suggestions for dealing with rain in the outdoor exhibit areas:

- Build booth up on a raised floor so that booth will be above water puddles. Simple floors can be made from 2' x 4's and plywood or even out of pallets. When designing the floor, keep in mind safety precautions to prevent tripping hazards.
- Incorporate a covered tent for rain or heat events.
- Have a stiff push broom or wet-vac available to remove water from the booth

### **SECURITY**

While the Clatsop County Fair will make reasonable efforts to provide security, the exhibitor/vendor accepts full responsibility for his/her personal property. Overnight security is onsite Monday, July 29 – Saturday, August 3, 2024.

### **VENDOR BADGE SWAP**

For your convenience, "Vendor Badge Swap" is available at the Admissions booth. This is provided so that incoming and outgoing exhibitor/vendor booth staff and volunteers can exchange vendor badges. Exhibitors/vendors will be provided with four (4) exhibitor/vendor badges allowing for free 5-day admission. These are non-transferable to non-booth personnel. Additional vendor badges can be purchased for \$10 each.

### **WATER CONNECTION**

If exhibitor/vendor requires water hook-up, exhibitor/vendor will need to coordinate with Fair Management well in advance of the fair. Most food vendor locations have hose bibs nearby, but some locations may need to have a holding tank during fair hours and can be refilled before or after the fair is open to the public.

### **WASTEWATER SERVICES**

No waste water connections are available on the grounds for vendors. Holding tanks are rented on a as needed basis. Access to hard plumbed wastewater connection must be coordinated in advance. Other vendors will also haul their portable tanks to the holding tanks for disposal. Plumbed connections are limited and not guaranteed. Dumping of grey/black water on the grounds is prohibited and could result in expulsion from the fair. Vendor will be charged clean

up fees for any dumped wastewater. Vendors are encouraged to be self-contained with the option to periodically pipe or haul to the rented holding tanks.

## **APPLICATION PROCESS**

### **APPLICATION**

**Please read through the entire 2024 Clatsop County Fair Vendor Information, Rules & Regulations Handbook BEFORE submitting a vendor application.** The exhibit/vendor application is available online via the Eventeny platform - a link to the online application is available at: [www.clatsopcofair.com](http://www.clatsopcofair.com).

If the exhibitor/vendor is approved, approval of the application is not a conveyance of an interest in real property, a lease agreement or any other similar disposition. It constitutes nothing more than limited contract permission to use the area(s), facilities, and/or equipment and/or supplies identified in the vendor application. No permission is given to: improve, damage or alter the real or personal property of the Clatsop County Fair & Expo or Clatsop County.

### **PAYMENT**

NO payment is processed until the application is approved – that is – NO payment is processed at the time the application is submitted. IF the application is approved, the vendor will be notified and payment will be processed using the payment information submitted in the vendor application. All credit card processing fees will be passed through to the applicant. If the vendor opts to pay by check, the vendor has ten (10) days to provide payment to the Clatsop County Fair & Expo. If payment is not received within ten (10) days without alternate payment arrangements being made with Clatsop County Fair Management, the vendor may be rejected.

Move-in cannot start until the application has been fully approved and the full payment is made. If any exhibitor/ vendor fees and charges are incurred during the event, such charges will be billed to the exhibitor/vendor within fourteen (14) days of closure of the Fair. Payment is required within thirty (30) days or a 1.5% late fee per month will be assessed to the outstanding balance.

### **CANCELLATION/REFUND POLICY**

Approved Exhibitors/Vendors cancelling their booth space ***BEFORE July 1*** are entitled to a 50% refund. **NO refunds will be issued for cancellations after July 1.** There will be no exceptions to this policy.

In the event the exhibitor/vendor fails to comply in any respect with the Clatsop County Fair Vendor Rules & Regulations, all payments for exhibit/vendor booth space shall be deemed earned and nonrefundable by the Clatsop County Fair Management, and the Clatsop County Fair Management shall have the right to occupy the space in any manner it deems is in the best interest of the Clatsop County Fair without further notice to the exhibitor/vendor. Commissions due on sales are still required for expelled vendors.

## **REVIEW PROCESS**

Every vendor is carefully screened with a commitment to creating a diverse Fair with the highest quality products available. The Clatsop County Fair encourages all accepted exhibitors/vendors to incorporate the Fair theme: *“Forest to the Farm: A timber and agriculture showcase exploring interconnectedness of forestry and agriculture in Clatsop County”* into their booth decorations and/or products.

Exhibitors/vendors at the Clatsop County Fair do not have assurance of exclusivity with their products or services. However, Clatsop County Fair Management reserves the right to limit the number of duplicate products or services on a case-by-case basis. Clatsop County Fair Management is not accountable for regional or territorial rights provided by certain companies for vending their products. It is each applicant’s responsibility to know if they are restricted from being an exhibitor/vendor here due to such regulations by their supplying company.

If requesting booth space in an area that is sold out or your product is not compatible or similar with other products we have already, the exhibitor/vendor application will be held and exhibitor/vendor will be contacted later if space becomes available. If the exhibitor/vendor has options to participate at other Fairs or Festivals, the exhibitor/vendor may want to seriously consider those.

## **RATES & FEES**

### **INDOORS, EXHIBIT HALL: RETAIL VENDOR BOOTH SPACE – *not available to food vendors***

- 10’ X 10’ INLINE INDOOR retail booth space: \$250.00  
*Pipe & drape, 1 table and 2 chairs included*
- 10’ x 10’ CORNER INDOOR retail booth space: \$300.00 (*very limited availability*)  
*Pipe & drape, 1 table and 2 chairs included*

### **OUTDOORS: RETAIL VENDOR BOOTH SPACE**

- 10’ X 10’ INLINE OUTDOOR retail booth space: \$200.00  
*Pipe & drape not provided. Table and chairs available upon request.*
- 10’ x 10’ CORNER OUTDOOR retail booth space: \$250.00 (*very limited availability*)  
*Pipe & drape not provided. Table and chairs available upon request.*

### **OUTDOORS: FOOD or BEVERAGE VENDOR BOOTH SPACE**

- Base space size 15’ (frontal footage) x 20’ (depth): \$200.00
  - Additional fee for space over base booth size is \$1.00 per additional square foot (subject to availability and this fee is in addition to the % required on gross sales.)

## **CAMPING**

Overnight camping for exhibitors/vendors will only be allowed in the designated area. RV camping is \$20 per night + 10.5% transient room tax (includes power/water/no sewer). Limited power and water connections available. Tent camping is \$10 per night + 10.5% transient room tax. Complete a camping form at [www.clatsopcofair.com](http://www.clatsopcofair.com) or at the Fair Office. Please note that RVs will be blocked in during Fair hours. Vendors must follow all campground rules, dumping of grey/black water is prohibited and could result in expulsion from the campsite.

## **VENDOR BADGES**

Exhibitor/Vendor will receive Four (4) exhibitor/vendor badges allowing for free 5-day fair admission. These are non-transferable to non-booth personnel. Vendor badge swap is available at Admissions. Additional vendor badges can be purchased for \$10 each.

## **15% OF GROSS SALES (FOOD VENDORS ONLY)**

**15% of gross sales or the booth fee, whichever is higher will be considered final payment collected on the last day of the fair. Extra booth space above the base size is in addition to the 15% of gross sales.** Register tape must be dropped off at the Fair & Expo Office at the close of business daily. A \$300 penalty fee will be charged if daily gross sales are not reported. If payment is not provided on the last day of fair, the vendor will not be invited to return to subsequent fairs.

## **INSURANCE DUE BY: July 15, 2024**

**ALL exhibitors/vendors must provide proof of Certificate of Liability Insurance and MUST be current during booth set-up and during Fair dates.**

**The following entity MUST be listed as “Additional Insured”:**

**Clatsop County Fair & Expo: 92937 Walluski Loop, Astoria, OR 97103**

**2024 Dates to be covered:**

**July 29 (set-up), July 30 – August 3 (Fair Dates), and August 4 (clean-up day, if needed)**

At least 15 days prior to the event identified above, exhibitor/vendor must procure and maintain in full force through the term of the Vendor Agreement Comprehensive General Liability insurance (premium policy) with coverage limits of at least \$1,000,000 per occurrence; \$2,000,000 aggregate; naming “Clatsop County Fair & Expo” 92937 Walluski Loop, Astoria, OR 97103. If exhibitor/vendor is serving alcohol (and approved by OLCC and the Clatsop County Fair & Expo to do so), insurance must include liquor liability coverage. The coverage document must obligate the issuing insurance company to provide at least 30 days prior written notice to Clatsop County Fair & Expo before cancellation or change in coverage. Failure to meet any of these insurance mandates shall constitute material breach of the Vendor Agreement by exhibitor/vendor and Clatsop County Fair & Expo may, at its sole discretion, terminate the exhibitor/vendor approval into the Clatsop County Fair.

WORKERS COMPENSATION INSURANCE: Vendor shall maintain workers' compensation insurance affording statutory workers' compensation benefits with coverage as required by law.

## **BOOTH SET-UP & INFORMATION**

**ALL vendors MUST be set-up and have product to sell during all hours of the Fair.**

**Any exhibitors/vendors tearing down and leaving early (or arriving late) will result a \$150 fine and will not be invited to return to subsequent fairs.**

### **CHECK-IN**

Exhibitor/vendor set-up for the Clatsop County Fair is from 8:00 am – 4:00 pm on Monday, July 29. Upon arrival, all exhibitors/vendors must check-in at the Fair Office prior to unloading and/or setting-up their booth.

At check-in, the exhibitor/vendor will receive a packet containing the following:

- Four (4) exhibitor/vendor badges allowing for free 5-day fair admission. These are non-transferable to non-booth personnel. Vendor badge swap is available at Admissions. Additional vendor badges can be purchased for \$10 each.
- Two (2) exhibitor/vendor parking passes. Additional free parking is available in the lower field.
- Maps of the fair layout
- Emergency phone numbers
- Other important and relevant fair information.

**BOOTH SET-UP:** Exhibitor/vendor is responsible for ALL display materials. A canopy or tent is recommended for outdoors. The exhibitor/vendor is responsible for securing any structure with sandbags or heavy blocks.

The exhibitor/vendor shall furnish to the Clatsop County Fair & Expo, no later than 30 days before the fair, a full and detailed plan of any temporary structures, staging, booths, etc. that may be placed upon the premises by exhibit/vendor or its employees, agents, participants, invitees, and exhibitors, or volunteers. Any such structures, booths, staging, etc. must comply with all applicable safety and fire regulations and be approved by Clatsop County Fair Management. Clatsop County reserves the right to withhold approval under this paragraph for any reason.

### **BOOTH LOCATIONS:**

Locations are subject to change from year to year. Clatsop County Fair Management will determine the location of booths. Clatsop County Fair Management will do their best to place exhibitor/vendors in their preferred location but does not guarantee the exhibitor/vendor will be placed in their first-choice location. Clatsop County Fair Management reserves the right to relocate the reserved space if necessary for better utilization of display space.

The majority of the exhibit/vendor booth spaces are located outside. There is a limited amount of booth spaces available indoors (Exhibit Hall) for commercial exhibitors/vendors.

## **BREAK DOWN AND DAILY CLEAN-UP**

Each exhibitor/vendor is responsible for the clean-up of their own area each day. Any exhibitor/vendor that allows food, water, or waste to leak onto the floor/ground or into another exhibitor/vendor booth will be subject to a \$50 cleaning fee for the 1<sup>st</sup> occurrence; after the 2<sup>nd</sup> occurrence, the exhibitor/vendor will be subject to noncompliance proceedings and may be liable for injuries caused to persons slipping in such leakage.

After the fair, all exhibitor/vendor booth spaces areas must be left clean. Failure to do so can result in expulsion with no refund. Exhibitor/vendor may leave Fairground's tables and chairs in the booth but ALL garbage must be disposed of in the proper dumpsters and cardboard must be broken down and recycled. **Any exhibitors/vendors tearing down and leaving early (or arriving late) will result a \$150 fine and will not be invited to return to subsequent fairs.**

**INDOOR EXHIBITORS/VENDORS (NO FOOD VENDORS INDOORS):** NO tents or overhead awnings are allowed in the indoor vendor area (Exhibit Hall). This premises must remain free or temporary attachments such as nails, wires, and/or other foreign items that may result in damage to buildings or equipment.

## **RELOCATION OF BOOTH SPACE**

Exhibitors/vendors will not be allowed to relocate their booth space once they are moved in. Exhibitors/vendors may observe what appears to be an available or empty space after the fair has begun; there is any number of reasons that some spaces may appear available, but assume that they are not. Clatsop County Fair Management reserves the right to relocate a reserved booth space if necessary for better utilization of display space.

## **SUBLEASING**

Exhibitors/vendors are prohibited from subleasing, assigning, or splitting booth space to another party the whole or any part of the space allotted to them by the Clatsop County Fair Management. The allotted space is for the sole and exclusive use of the vendor/exhibitor named on the vendor application, or its employees, group member, agent or contractor.

**TABLES, CHAIRS, AND PIPE & DRAPE:** Indoor retail exhibitors/vendor booths are curtained with pipe & drape and include one (1) table and two (2) chairs. Outdoor exhibitor/vendor booth spaces do not include pipe & drape. Tables and chairs are available upon request.

## **FOOD VENDORS**

Outdoor booth space availability only. NO alcoholic beverages may be sold. There is an additional fee for frontal space over 10'.

**Daily Sales:** Register tape must be provided at the close of business daily. A \$300 penalty fee will be charged if daily gross is not reported. **15% of gross sales or the booth fee, whichever is higher will be considered final payment collected on the last day of the Fair.** If payment is not provided on the last day of Fair, the vendor will not be invited to return to subsequent Fairs.

**No Eating in Booth:** As directed by the Clatsop County Environmental Health Department, food vendor staff and/or volunteers are not allowed to eat in their booth. Staff/Volunteers can drink out of a covered container with a straw or handle.

**Oregon Food Handler Card(s):** Anyone cooking or handling food must have an Oregon Food Handler Card. Staff only working as a cashier do not need this card.

**Clatsop County Temporary Restaurant License:** Accepted food vendors must complete the **Clatsop County Temporary Restaurant License Application and provide payment to Clatsop County Environmental Health by early July (date TBD by Environmental Health)**. Approved food vendors will be provided instructions and “Next Steps” once the vendor has been accepted into the Fair.

More information about Clatsop County Environmental Health guidelines and restrictions can be found online at: <https://www.clatsopcounty.gov/publichealth/page/safe-food> or contact [envhealth@clatsopcounty.gov](mailto:envhealth@clatsopcounty.gov) (503)325-9302.

**Fire Extinguisher:** Food vendors must provide a Type K fire extinguisher in your booth. Fire Marshal will verify.

## **FIRE AND LIFE SAFETY REQUIREMENTS**

**The following mandatory requirements apply to all exhibitors/vendors.**

No exhibitor/vendor booth shall be installed or operated which interferes in any way with access to or visibility of any exit door or exit sign. Exit doors may not be blocked by means of ropes, chains, wire or any other device that limits their use.

No exhibitor/vendor booth shall be installed or operated as to interfere with or block access to firefighting equipment such as fire extinguishers, fire alarms, fire sprinkler equipment rooms, or hydrants. Vehicles shall not be parked in fire lanes.

All drapes, curtains, drops, tents, and all decorative material shall be made of non-combustible material or shall be treated with an appropriate flame-retardant chemical. Certification of flame-retardant treatment shall accompany the exhibitor’s/vendor’s application.

Hay bales cannot be used for seating inside buildings or tents. Hay bales and loose hay may be used for decoration inside buildings or tents provided the material is treated and maintained in a flame-retardant condition. Such use requires written approval from the State Fire Marshal.

Open flame heat processing or warming equipment is prohibited. All food preparation equipment or processes which produce grease laden vapor (frying, deep fat frying, broilers, fry grills, hot top ranges, ovens, and rotisseries) shall be located under an exhaust hood equipped with a fire extinguishing system. **Each vendor/exhibitor is required to have a minimum forty BC rated five (5) lb. dry chemical extinguisher. FOOD VENDORS must also provide a Type K fire extinguisher.** The use, storage and handling of flammable or combustible liquids inside buildings and tents are prohibited.

The use and storage of LP Gas or LP Gas containers inside buildings or tents is prohibited. Containers located outside of buildings/tents shall be secured in an upright position with rigid brackets or chains. Regulators and piping must be LP Gas approved and protected from physical damage.

All electrical cords and equipment shall comply with the state electrical codes. **It is the responsibility of the exhibitor/vendor** to provide required GFCI protection while using Clatsop County Fair & Expo electrical outlets.

The following requirements apply when any vehicle is parked, displayed, or stored inside any building or tent: LP Gas containers/tanks shall be emptied or removed from the vehicle; Gasoline tanks shall be substantially empty and the gas cap must be locked, closed, or taped in place; and both battery cables shall be disconnected from the battery. Terminals shall be taped with electrical tape. Motorized vehicles shall not be fueled inside a building and fuel and other flammable or combustible liquids shall not be stored inside a building.

## **NONCOMPLIANCE PROCEDURES**

In the event that an exhibitor/vendor refuses to comply with fees, conditions, rules, or other information outlined in the Vendor Rules & Regulations, the Clatsop County Fair Management will take the following action:

1. Upon first observation of exhibitor's/vendor's noncompliance, the Clatsop County Fair Management will discuss matter with the exhibitor/vendor to inform the exhibitor/vendor of infraction and request compliance.
2. If exhibitor's/vendor's noncompliance reoccurs, the Clatsop County Fair Management will issue to exhibitor/vendor written Notice of Violation, stipulating that the exhibitor/vendor comply within a specified period of time.
3. If exhibitor/vendor fails to comply with the first written notice specified time period, the Clatsop County Fair Management will issue a second written Notice of Violation, stipulating that exhibitor/vendor attend a meeting with the Clatsop County Fair Management on a specified date and time. Failure of exhibitor/vendor to attend meeting or to comply with agreements reached during such meeting will result in booth space being revoked, and exhibitor/vendor will be required to remove booth furnishings immediately.
4. Due to the Clatsop County Fair occurring during a specified time frame, time is of the essence with regard to the proceedings. Therefore, "specified period of time" as referred to in the above, may be measured in hours or days.
5. In cases or protest or disagreements from the exhibitor/vendor, the decision of the Clatsop County Fair Management shall be final.

## **HOLD HARMLESS/INDEMNIFICATION**

**All exhibitors/vendors must read and acknowledge acceptance of the Clatsop County Fair Hold Harmless Agreement as part of the completed online vendor application in Eventeny. The submitted application and signing-off on the Hold Harmless Contract constitute the exhibitor's/vendor's knowledge and agreement to comply with all rules of the Clatsop County Fair.**

Exhibitor/Vendor agrees to comply with all rules, regulations, and standards established or imposed by Clatsop County Fair & Expo which affect, relate to, regulate, or prescribe the manner of set-up, maintenance, health & safety, operation, and conducting of business in a booth at the 2024 Clatsop County Fair. Signature and/or submission of an application to participate as an exhibitor/vendor constitutes exhibitor's/vendor's knowledge of, understanding of and consent to comply with all rules, regulations, and standards. Failure to comply could result in the expulsion from current and/or future Clatsop County Fair & Expo events.

Clatsop County Fair & Expo shall not in any manner be liable or responsible for loss or damage to the exhibitor's/vendor's property caused by fire, theft, or any other cause whatsoever, except as such loss may be caused by the sole negligence of the County.

To the fullest extent authorized by law, the exhibitor/vendor agrees to indemnify, hold harmless, and defend Clatsop County, Clatsop County Fair & Expo, and their officers, officials, employees, volunteers, and agents from and against all claims, suits, actions, losses, damages, liabilities costs, and expenses of any nature (including attorney fees) on account of personal injury, death, or damage to, or loss of property or profits resulting from or arising out of, in whole or in part, any act, omission, negligence, fault, threat to safety or persons or property at the Clatsop County Fair & Expo, or violation of law or ordinance by exhibitor/vendor. Exhibitor/Vendor shall have control of the defense and settlement of any claim that is subject to this section, however neither exhibitor/vendor nor any claims representative or attorney engaged by exhibitor/vendor shall defend the claim in the name of Clatsop County or Clatsop County Fair & Expo, nor purport to act as legal representative of Clatsop County of Clatsop County Fair & Expo without first receiving from the County's Legal Counsel, in a form and manner determined appropriate by the County's Legal Counsel, authority to act as legal counsel of Clatsop County or Clatsop County Fair & Expo, nor shall exhibitor/vendor settle any claim on behalf of Clatsop County or Clatsop County Fair & Expo without the approval of the County's Legal Counsel.