

# Commercial Vendor Handbook



**July 19-22, 2012**  
**Albany, Oregon**

**Linn County Fair & Expo**

3700 Knox Butte Road ★ Albany, OR 97322

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# New Policies & Important Reminders

- » **Credentials (Admission Passes)** – SEE PAGE 13 FOR DETAILS.
- » **New 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 16-17 FOR APPLICATION
- » **Exhibitor Parking** – Vendor parking will be in the grass lot across the street from the fairgrounds on the South side of the facility. A free shuttle will run between the park and the South West end of the Willamette Event Center before opening and at closing of fair for your convenience. There will be a loading zone on the West side of the Willamette Event Center for move in and move out only. During set-up you may park in the main parking lot closest to the fair entrance. 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 13 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 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.

# Commerical Vendor Handbook

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# Linn County Fair

## July 19-22, 20112

### Fair Dates and Hours

All booths are required to be open for business and staffed during open hours.  
The Linn County Fair Board has listed the fair dates and hours as outlined below:

Thursday, July 19	11 am – 11 pm
Friday, July 20	11 am – 11 pm
Saturday, July 21	11 am – 11 pm
Sunday, July 22	11 am – 6 pm

### Booth Prices

The Linn County Fair Board has set pricing for booth space at the 2011 Linn County Fair as follows:

#### **WILLAMETTE EVENT CENTER**

Inside building space – pipe and drape & one electrical outlet provided  
See page 4 for Booth Map

10' X 10' Inside booth	\$300.00 per booth
10' X 10' Non-Profit Inside booth	\$150.00 per booth

#### **OUTSIDE COURTYARD**

Outside booths are limited with limited electrical. Price does not include tent or pipe and drape.  
See page 5 for Booth Map

10' X 10' Outside booth	\$400.00 per booth
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Tents are available for \$100.00 per 10 X 10 Booth. (Please indicate on application if you need a tent)

### 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.

<b>Year</b>	<b>Attendance</b>
2007	25,000
2008	27,000
2009	26,500
2010	26,000
2011	25,500

# How to Apply for a Space

## 1. 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 you records.

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

## 2. WHEN TO SEND THE APPLICATION

### **Returning vendors with seniority: No later than April 1, 2012**

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.

**IF YOUR APPLICATION IS RECEIVED AFTER APRIL 1, 2012, YOU MAY LOSE YOUR SENIORITY FOR THE YEAR. THIS WILL SIGNIFICANTLY AFFECT WHICH SPACE WILL BE AVAILABLE TO YOU.**

**Notwithstanding the above, 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**

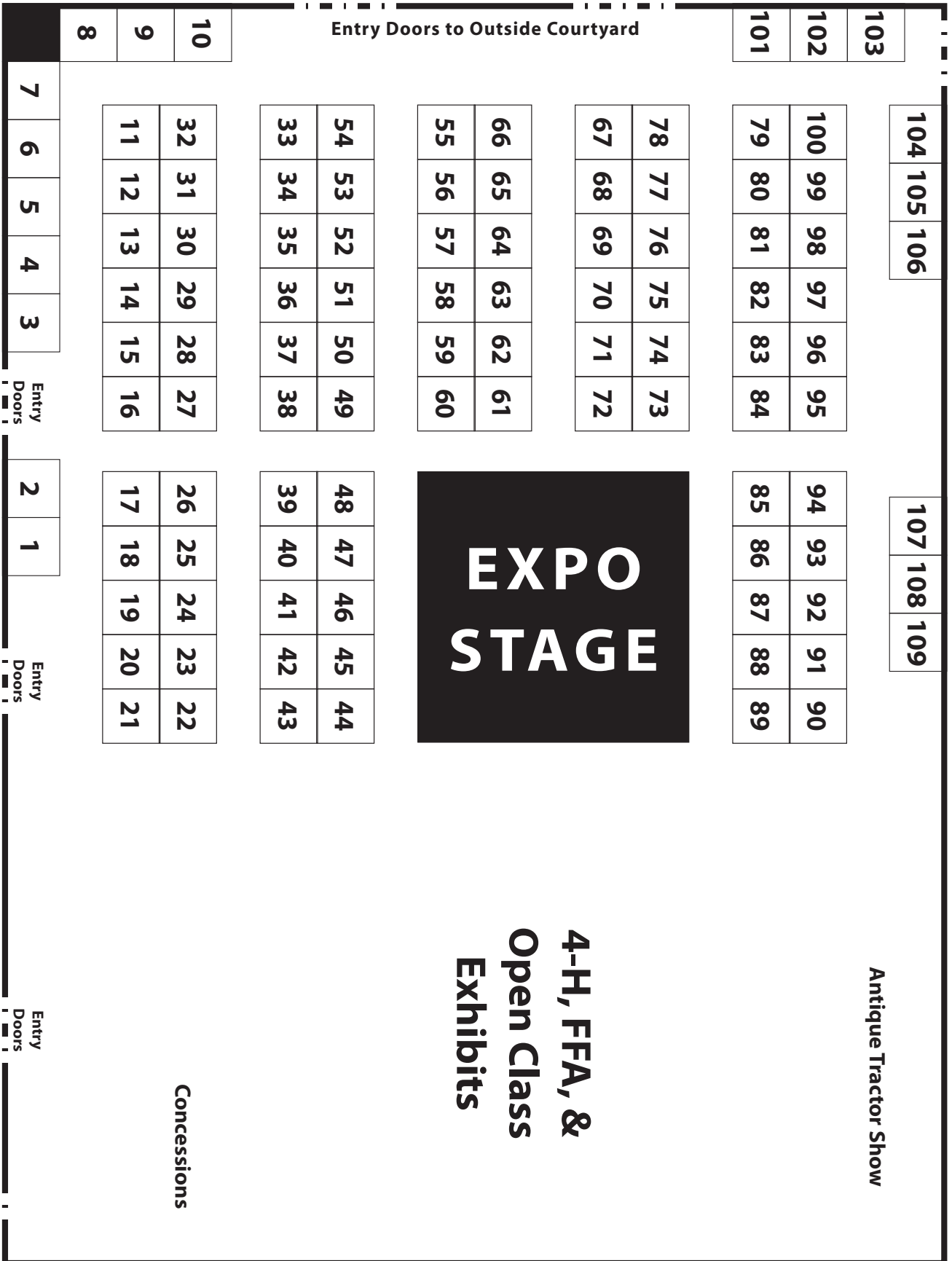
It is recommended that you mail your application as early as possible, since space tends to fill up by early July. Follow the directions at the top of the page about filling out the application. If you are requesting a booth in area where space is still available, your application will be reviewed and, 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.

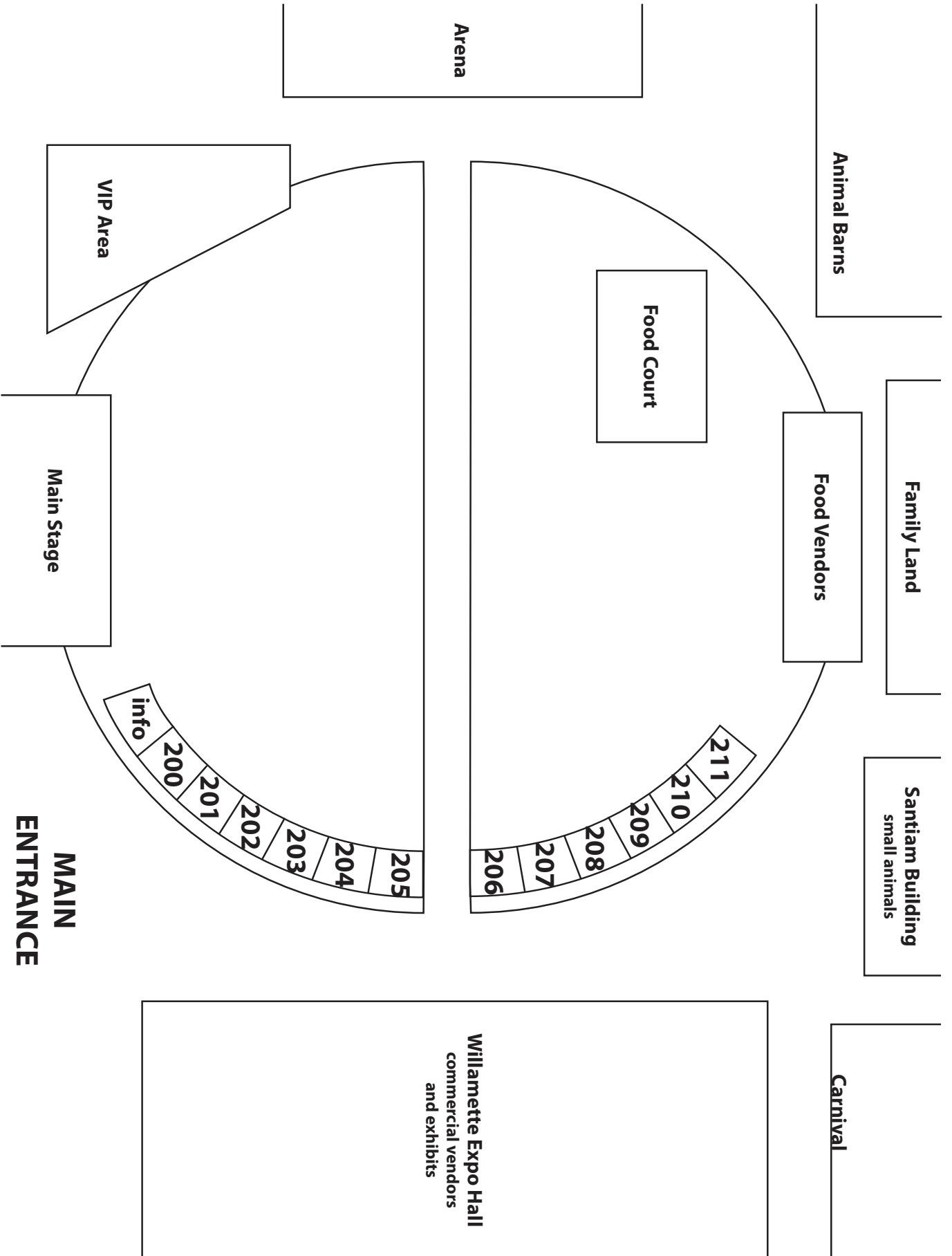
**3. PAYMENT** – Upon receipt of the application by LCFEC, space will be assigned and a Use Agreement for the 2012 Linn County Fair will be issued. This important document is also your invoice and will show the amount due and payment due date. Payments are divided in half for your convenience; however, 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 payments of all exhibit space. LCFEC accepts Money Orders, Bank Checks, Cash, or Credit Cards (Visa and Master Card). Until June 30 LCFEC accepts personal checks. Starting July 1, 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 Ashley Christie,  
Linn County Fair & Expo Center, 3700 Knox Butte Rd, Albany, OR 97322  
E-mail: [achristie@co.linn.or.us](mailto:achristie@co.linn.or.us)  
Phone: 541.926.4314 or 1.800.858.2005  
Fax: 541.926.8630

# Willamette Event Center-\$300 per 10'x10' booth



# Courtyard-\$400 per 10'x10' booth



## **Booth Prices Include**

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 indicate on the Application how many free daily passes they are requesting using the formula of the number of daily employees times four (4). This requested amount is subject to approval and/or modification by the Linn County Fair. This will be the only opportunity to request free daily 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 commercial vendors are: Daily Admission \$7, Season Admission \$19, Daily Parking \$3, and Season Parking \$12. Rates for non-profit organizations are: Daily Admission \$3.50, Season Admission \$9.50, Daily Parking \$2, and Season Parking \$6. Additional passes can be ordered on Application or purchased from the Fair Office during the 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.**
4. **Parking credentials** – Commercial Vendors will be given 2 season parking passes per 10’ X 10’ booth  
Non-Profit Organizations will be given 12 daily parking passes (maximum)

## **Payment and Refund Policy**

Your Use Agreement is also your invoice. All 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 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 separate payments of one-half each (due dates will be on Use Agreement). 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 (Visa and Master Card). Until June 30 LCFEC accepts personal checks. Starting July 1, 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 will be entitled to a 50% refund of any monies deposited up to 5:00 pm June 30. 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 distain 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 interests of the Fair without further notice to the Exhibitor.

## Rates for Additional 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 50-amp outlets in any one combined exhibit location.**

1 Outlet up to 1,000 watts (120V) \$45 each  
1 Outlet – 220 volts –20 to 30 amps \$80 each  
1 Outlet – 220 volts –up to 50 amps \$100 each

1 Outlet – 220 volts – up to 20 amps \$60 each  
1 Outlet up to 2,000 watts (120V, 20 amps) \$90 each

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

### **Late Order Service Charges:**

- Order received June 30 – July 7, add \$50 to the above rates.
- Order received July 8 – July 15, add \$100 to the above rates.
- Orders received after July 15, add \$150 to the above rates.

## 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 Fairgrounds, 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 concessions 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 COMERCIAL EXHIBIT BOOTH ARE STRICTLY PROHIBITED.
8. Placing of advertising material on or in automobiles on Fairgrounds 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 indistinguishable 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 be 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 or 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 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 Fairgrounds 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 in the 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. A sample entry form/draw slip MUST be attached to your application. Entry forms/draw slips may ask

for patron's name, address and phone number 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.

### **Exhibitor Move-In**

Move-in for all areas will be Tuesday, July 19 and Wednesday, July 18 from 9 am to 7 pm. Vehicles will be permitted on the grounds during set-up of booths for unloading only on Tuesday and Wednesday. All booths must be ready for business no later than 9 am on Thursday, July 19. Linn County Fair reserves the right to demand removal of vehicles from any area of the grounds.

**Please be patient during move-in. Due to extreme congestion on the grounds during move-in days, we ask that you allow yourself much more time than you may have anticipated. Please BE SAFE! Be cautious of pedestrians, trucks, forklifts, etc**

### **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 for details.

The height of either side of indoor exhibits may be 4' 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. Exhibitors are required to have these signs visible within their booths. This will help the Fair guest identify and locate your booth more easily.

All sign, 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 may 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 per-approved in writing by Linn County Fair.

### **Exhibitor Clean-up**

At the end of each day during Fairtime, 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 water-proof, 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 a exhibit that allows food, water, or refuse to leak onto the floor in into 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 of Fair. Access will be through the West Side of building. Lights will be turned out and building locked at 15 minutes past closing hour each evening of the Fair. Exhibitors should be prepared to close booths and leave exhibit area at that time. Outside Exhibitors will also observe the above schedule. Exhibitors will not be permitted to remain in booths overnight.

### **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.

### **Exhibit Move-Out/Removal**

All exhibits must remain set-up until 6 pm, Sunday, July 22, 2012; booths that take down early will not be asked back the following year.

Exhibits may be removed after 6 pm. Vehicles are not allowed into buildings until then – NO EXCEPTIONS.

All exhibits must be removed from the fairgrounds by 5 pm on Tuesday, July 24, 2012. During dismantling, exhibitors will be expected to remove all trash and debris from their exhibit area and place it in trashcans provided by the Fair. Any articles or materials not removed from the grounds by 5 pm July 24 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 interests of the Fair. Removal of items is subject to fees.

### **Deliveries to Fairgrounds**

Linn County Fair will not accept freight shipped before fair, as storage facilities are not available. Freight may be shipped pre-paid to the Exhibitor during Fairtime, if arrangements with the Fair are made in advance.

Linn County Fair will not sign for items delivered UPS. UPS delivers daily to the Fair Office; we will make every effort to notify those Exhibitors who have packages.

UPS shipments, mail or packages delivered by U. S. Mail during Fairtime must have Exhibitors name and booth number clearly marked on outside of package.

### **Exhibitor Parking**

Parking for Exhibitors who hold Exhibitor season parking permit(s) will be located in the grass area across the street from the fairgrounds on the South side of the facility. A free shuttle will run between the park and the West end of the Willamette Event Center before opening and at closing of fair for your convenience. The Exhibitor parking permit may be used on one motorized vehicle such as a car, pick-up, van, etc. It may not be used on a non-motorized item such as a cargo trailer.

Limited space in the Northwest fairgrounds lot is available for parking cargo trailer, trucks, etc. that are being used to store stock for booths. PLEASE CALL AHEAD FOR AVAILABILITY. Overnight sleeping is not allowed in this area.

### **Recreational Vehicles**

RV spaces are NOT available on the Linn County Fairgrounds 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.

### **Spa Exhibits**

Spa dealers will be asked to provide a detailed layout of the configuration and placement of spas within their booth space by July 1. This will help the Fair to determine how to deliver electrical service and may also help you to avoid late fees or additional service charges. Fair will deliver the electrical service to the location, but are not responsible for hooking up each individual spa. Also, spa dealers are prohibited from draining or filling water in spas during the public hours of the Fair.

### **Water**

Water service is limited; if you need water please call the fair office before July 1, for info.

### **Electrical**

Each inside booth space will be provided with one regular household outlet (1,000 watts total) at no additional charge. Any other outlets required by the exhibitor for extra lights, fans, etc. must be purchased. Exhibitors may order additional electrical power on the Exhibit Space Application provided in this handbook or by contacting LCFEC in writing no later than July 1. Orders received

after this date will be assessed a penalty fee. Some orders may not be accommodated due to lack of time, materials, or available electrical capacities. Should it be determined that an exhibitor is using more power than he/she is entitled to, thus causing power overloads in exhibit areas, said exhibitor will be required to purchase additional electrical outlets as needed for proper operation of equipment (and pay appropriate penalty fee), or reduce the amount of power being used. **SOME BOOTH SPACES HAVE AN ELECTRICAL PANEL LOCATED WITHIN THE PERIMETERS OF THEIR SPACE; UNDER NO CIRCUMSTANCES IS THE EXHIBITOR TO ENTER THE PANEL. LINN COUNTY FAIR MUST HAVE ACCESS TO THESE PANELS AT ANY GIVEN TIME, DO NOT BLOCK.**

### **Credentials**

Exhibitors will receive a certain amount of free admission passes for the purpose of staffing booth(s) as indicated on the Use Agreement. The amount of passes you receive will be strictly based on the number of employees that you need to staff your booth. Exhibitor will request this amount upon filling out the application. Linn County Fair management reserves the right to limit or modify the amount requested. You will not be given more than a total of 12 passes for the run of fair. If additional passes are needed they can be purchased.

Please note: Admission into fair on Thursday, July 19, and Friday, July 20, is free until 3 pm. You will not need a pass if you are entering before that time.

It is a violation to distribute any exhibitor passes to anyone except the staff needed to operate your booth. Under no circumstances may these passes be electronically reproduced. Misuse of any exhibitor passes will result in non-compliance proceedings and possible monetary fines, or permanent expulsion from the Fair.

Credentials may be picked up beginning July 9 during regular office hours. (Monday-Friday; 9 am to 5 pm)  
Credentials Will Not Be Mailed.

### **Messages**

It is very difficult for Fair staff to deliver phone messages to Exhibitors. In most cases, we do not know the names of the people working in booths, and many callers don't know the name of the booth they are trying to contact. It is suggested that you arrange to have a cellular phone or pager if you need to receive messages from employees, family, etc.

### **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 \$50.00      Internet connection \$50.00

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.

### **Insurance**

All Exhibitors will be required to have insurance. The form to send to your insurance company is included in this handbook. SEE PAGE 18-19

### **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 20-21

### **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.



## **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 July 1 to avoid late penalty fees!

PLEASE INDICATE BELOW WHAT **ADDITIONAL** POWER YOU WILL NEED:

- |                                     |  |                          |  |
|-------------------------------------|--|--------------------------|--|
| <input checked="" type="checkbox"/> | One 1,000-watt outlet (provided)         | <input type="checkbox"/> | 220V up to 20 amps outlet (\$60 each)  |
| <input type="checkbox"/>            | Additional 1,000-watt outlet (\$45 each) | <input type="checkbox"/> | 220V up to 30 amps outlet (\$80 each)  |
| <input type="checkbox"/>            | 2,000-watt outlet –120V (\$90 each)      | <input type="checkbox"/> | 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 \_\_\_\_\_ daily admission passes. (No more than 12 per applicant)**

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

Daily Admission*	\$7	Quantity _____	Daily Parking	\$4	Quantity _____
Season Admission	\$19	Quantity _____	Season Parking	\$12	Quantity _____

\*Note: Thursday, July 19, and Friday, July 20, admission is free until 3 pm. Passes will not be needed for employees coming in before 3 pm.

## **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 2012 Rules Governing Exhibits in the Commercial Exhibit Handbook. I understand that this is an application for space only, and is not a 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:

**Ashley Christie**

Linn County Fair & Expo Center

3700 Knox Butte Rd

Albany, OR 97322

RETURN BY EMAIL TO:

**Ashley Christie**

achristie@co.linn.or.us

Please send as attachment

RETURN BY FAX TO:

**Ashley Christie**

Exhibit Space Coordinator

541.926.8630

Remember both sides of application

Return Application by APRIL 1, 2012 to receive credit for seniority.  
Return Application by JUNE 1, 2012 to be listed in fair promotions.  
**DO NOT SEND PAYMENT WITH THIS APPLICATION.**



**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 July 1 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 \_\_\_\_\_ daily admission passes. (No more than 12 per applicant)**  
**I am requesting \_\_\_\_\_ daily parking passes. (No more than 12 per applicant)**

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

		Quantity			Quantity
Daily Admission*	\$3.50	_____	Daily Parking	\$2	_____
Season Admission	\$9.50	_____	Season Parking	\$6	_____

\*Note: Thursday, July 19, and Friday, July 20, admission is free until 3 pm. Passes will not be needed for employees coming in before 3 pm.

**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 2012 Rules Governing Exhibits in the Commercial Exhibit Handbook. I understand that this is an application for space only, and is not a 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: <b>Ashley Christie</b> Linn County Fair & Expo Center 3700 Knox Butte Rd Albany, OR 97322	RETURN BY EMAIL TO: <b>Ashley Christie</b> achristie@co.linn.or.us Please send as attachment	RETURN BY FAX TO: <b>Ashley Christie</b> Exhibit Space Coordinator 541.926.8630 Remember both sides of application
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Return Application by APRIL 1, 2012 to receive credit for seniority.  
Return Application by JUNE 1, 2012 to be listed in fair promotions.  
**DO NOT SEND PAYMENT WITH THIS APPLICATION.**

## **INSURANCE TERMS AND CONDITIONS**

The Linn County Fair Board 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, its officers, agents and employees as additional insureds, 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, certificates of insurance as evidence of the insurance coverage required by this agreement. Certification or a copy of the endorsement adding LINN COUNTY AND LINN COUNTY FAIR & EXPO CENTER as an additional insured shall also be provided.
2. **INDEMNITY:** PERMITEE agrees to defend, indemnify and save Linn County, the Fair Board, the Linn County Fair & Expo Center, their officers, agents, and employees harmless from any and all losses, claims, actions, costs, expenses, judgments, subrogations, 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, subrogations, actions, costs, judgments or other damages, directly, solely and proximately caused by the negligence of Linn County, the Fair Board and/or the LCFEC.
3. **LIMITATION OF LIABILITY:** LCFB assumes no responsibility for any property placed on 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 thereon.

## **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 amplification is needed, call 541. 926.4314.
4. The County 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 insureds 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 14 days prior to the first day of Permit to:

**Linn County Fair & Expo Center  
ATTN: Fair Vendor Coordinator  
3700 Knox Butte Road  
Albany, OR 97322**



**FIRE DEPARTMENT**

## FIRE AND LIFE SAFETY REQUIREMENTS AND CHECKLIST

The following requirements apply to all expo, public assembly, show, fair, carnival, livestock and motorized vehicle events. Final approval of any event may be dependent on inspection by the Albany Fire Department. Questions may be directed to the Fire and Life Safety Division.

### **Exits:**

- ✓ Obstructions shall not be placed in the required width of an exit path. Exits shall not be obstructed in any manner and shall remain free of any material. **Reference UFC 1203**
- ✓ Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable. All locking devices shall be of an approved type. **Reference UFC 1207.3**
- ✓ Exit signs shall be readily visible from any direction. **Reference 1212.2**

### **Obstruction of fire safety equipment:**

- ✓ Materials or things shall not be placed or kept near fire safety equipment in a manner that would prevent such equipment from being immediately visible. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment. **Reference UFC 1001.7, 901.4.3 and 2501.13**

### **Fire Lanes:**

- ✓ Fire lanes shall not be obstructed in any manner, including parking of vehicles. Widths shall be maintained at all times. **Reference UFC 902.2.4.1**

### **Decorations:**

- ✓ Decorative material used inside of buildings shall be flame resistant. Drapes and curtains shall be treated and maintained flame resistant. **Reference UFC 1103.3.3.1 and 1103.3.3.2**

- ✓ If you would like to use hay bales and/or any loose combustible materials, you will need prior approval from the Albany Fire Department.

### **Open flames and cooking:**

- ✓ Candles and other open-flame devices shall not be used in places of assembly. **Reference UFC 2501.17**
- ✓ All food preparation equipment, which produces grease-laden vapor (frying, deep fat frying, etc), shall be located under an exhaust hood equipped with a fire extinguishing system. **Reference UFC 1006.1**
- ✓ An additional 2A10BC portable fire extinguisher is required if cooking is involved. **Reference UFC 1002.1**

### **Cooking outside of buildings:**

- ✓ An additional 4A20BC portable fire extinguisher is required if cooking outside is involved. **Reference UFC 1002.1**
- ✓ Commercial cooking equipment will only be allowed in approved locations using approved equipment and with prior approval from the Albany Fire Department.

### **Obstruction of sprinkler systems:**

- ✓ Tents, canopies or similar items that are over four feet in width shall not be used in areas protected with a fire sprinkler system. **Reference UFC 1001.5.1 and NFPA 13 5.5.5.3.**

### **Liquid petroleum gas (Propane) in buildings:**

The use of portable propane – gas containers shall not

be allowed in buildings, with the following exceptions:

- ✓ For demonstrations and public exhibitions (not cooking), propane containers are limited to 12 pound water capacity and shall have 20 feet separation between containers and requires prior approval from the Albany Fire Department. **Reference UFC 8203.2.1.1 and 8203.2.1.6**
- ✓ Propane containers listed for temporary indoor heating use. **Reference 8203.2.1.3**
- ✓ Combustible materials shall at least 10 feet from propane containers. **Reference UFC 8209**

### **Propane outside buildings:**

- ✓ Propane cylinders less than 125 water gallons in size must be at least 5 feet from the structure. **Reference UFC 8204.3**
- ✓ Propane cylinders 125 to 250 water gallons in size must be at least 10 feet from the structure. (Not allowed under building eaves). **Reference UFC 8204.3**
- ✓ Propane cylinders must be set on a firm foundation or be adequately secured and protected from potential damage. **Reference UFC 8210 and standard 82-1**

### **Electrical wiring/ equipment:**

- ✓ All electrical wiring and equipment shall comply with the electrical code. Wiring connections to any circuit panel can only be performed by qualified, licensed electricians. Contact the Albany Building Department for needed permits.

### **Extension Cords:**

- ✓ Cords shall be plugged directly into an approved receptacle, power tap or multiplug adapter and shall, except for approved multiplug extension cords, serve only one portable appliance. **Reference UFC 8506.2.3**
- ✓ Cords shall be maintained in good condition without splices, deterioration or damage. **Reference UFC 8506.2.5**

- ✓ The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. **Reference UFC 8506.2.5**
- ✓ Cords shall not be used in any manner that would subject them to environmental or physical damage. **Reference UFC 8506.3**
- ✓ Multi-plug adapters, such as multi-plug extension cords, cube adapters, strip plugs and other devices that do not comply with this code or the Electrical Code shall not be used. **Reference UFC 8507**

### **Heating appliances:**

- ✓ Heating appliances shall be installed and maintained in accordance with their listing in the Building, Electrical, and Mechanical Codes. All portable electric heating devices shall have high temperature limiting device and a tip over switch. **Reference UFC 1107.1**

### **Trash containers inside building:**

- ✓ Combustible trash containers shall be removed from buildings at least once each working day. **Reference UFC 1103.2.1.5**
- ✓ Trash Dumpsters shall not be placed within 5 feet of a building. **Reference UFC 1103.2.2**

### **Motorized vehicle displays:**

- ✓ Batteries shall be disconnected in an approved manner. **Reference UFC 2505.2.2**
- ✓ Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons whichever is less. **Reference UFC 2505.2.3.2**
- ✓ Vehicles shall not be fueled or defueled within the building. **Reference UFC 2505.2.3.1**
- ✓ Fuel tank openings shall be locked and sealed to prevent the escape of vapors. **Reference UFC 2505.2.3.4**
- ✓ The location of vehicles or equipment shall not block any exit or exit path. **Reference UFC 2505.2.4**

# LINN COUNTY FAIR

To I-5  
 Exit 233  
 North & Southbound  
 via HWY 20

PRICE ROAD

ALBANY MUNICIPAL AIRPORT

NO PARKING AREA

N

To I-5  
 Exit 234A  
 Northbound

## KEY

1. Willamette Event Center  
- Commercial Vendors,  
4-H/ FFA & Open Class  
Exhibits, Stage
2. Courtyard - Food and  
Commercial Booths
3. Calapooia Arena - Horse  
& Bull Events
4. Cascade Livestock -  
Large Livestock Exhibits
5. Santiam - Small Animal  
Exhibits, Reptiles,  
FFA Horticulture &  
Mechanics

Total facility is ADA  
accessible

