

2024 Crook County Fair Vendor Contract

ALL VENDORS must complete and submit this Contract, a Vendor Application, and Vendor Fees by 5:00pm on Friday, July 12th. Vendor spots are first-come, first-serve, so we recommend securing your spot as soon as possible.

Commercial Vendors and Food Vendors must provide the Crook County Fairgrounds a **Certificate of Liability Insurance**. The Certificate must name **CROOK COUNTY and the CROOK COUNTY FAIR BOARD as additional insureds**. The policy minimum limits of bodily injury must be \$1,000,000 each occurrence and property damage shall be \$100,000 each occurrence with an aggregate of no less than \$1,000,000.00. **No insurance is required for artisan/craft or non-profit/educational vendors.**

Food Vendors are responsible for their own **health permits**. The Environmental Health Department is located at the Crook County Courthouse, 300 NE Third Street, Prineville, OR 97754; phone: (541) 447-8155 and fax: (541) 416-2139.

2024 Crook County Fair Vendor Rules & Regulations

1. All exhibitors are expected to conduct themselves in a **professional manner**. Any unruly conduct, use of foul language, or sale of drug-related items will be considered grounds for expulsion.
2. Any advertising, brochures, and/or handout materials must remain within the bounds of the vendor space. **No soliciting.**
3. **No smoking or vaping at the Fairgrounds except in designated areas, which will be marked.**
4. **During the official hours of Fair, all vendors must be open to the public** with a competent attendant. Please contact the Fairgrounds Office if you are planning to close early or open late. Hours of Fair are at the end of this contract under "Fair Information."
5. Food, beverage, or gift samples may not be given away without permission from the Fairgrounds Manager. Call the Fairgrounds Office (541-447-6575).
6. **Vendors will not be allowed access to the assigned space without FULL PAYMENT OF VENDOR FEES.** Vendor spaces are assigned on a first-come, first-served basis for those who **have paid in full and submitted all necessary documents.**
 - a. You may note a preferred vendor location on the Vendor Application. However, the assignment of vendor booths is at the discretion of the Fairgrounds staff and Fair Board, taking in consideration the availability of power, water, and space.

7. **Set-Up for vendors is between 8:00am-8:00pm on TUESDAY, AUG. 6th AND 8:00am-4:00pm on WEDNESDAY, AUG. 7th.** All Vendor booths must be set-up, ready for the public, and free of debris by 4:00 on Wednesday.
 - a. Please call the Fairgrounds Office (541-447-6575) to let us know when you will be arriving to set up your booth. Check in at the Office upon arrival.
 - b. Booth locations are subject to change.
8. Vendors are required to **provide a tent to cover the booth area.** Vendors are also required to have skirting around the booth and cover all wires, hoses, etc. All booths must have a finished, professional look. No bare tables or uncovered boxes.
9. **Vendors must furnish all extension cords, hoses, tables, chairs, and any other needs.**
 - a. **Each vendor space will be provided with one (1) 110w outlet, and access to potable water,** unless prior arrangements have been made. Vendors must provide their own heavy-duty extensions cords. If additional outlets and/or power are required by an exhibitor, contact the Fairgrounds Office (541-447-6575). Additional fees may apply.
10. In the case of a storm, Vendors need to be prepared with tie downs for tents, tarps to cover merchandise, etc. Vendor fees will not be refunded in the event of inclement weather.
11. **Absolutely NO ANIMALS are allowed in vendor booths. No dogs are allowed at Fair.**
12. **Vehicles are permitted for DELIVERY/UNLOADING ONLY in the morning before Fair opens, 7:00-9:00am.** After 9:00am, supplies must be carried from the vendor's vehicle.
 - a. Call the Fairgrounds Office (541-447-6575) for golf cart transportation (for delivery of supplies only).
13. No vehicles or RVs may be parked next to the vendor booth. Camping/sleeping in vendor booths is prohibited. **Vendor vehicles will be parked in general parking. If you have a trailer/box truck with supplies, you may park it behind the rodeo fence line. Contact us for a parking pass for your trailer/box truck.**
 - a. If you are planning to **dry camp** at the Fairgrounds, contact the Fairgrounds Office (541-447-6575) / CCFG-staff@co.crook.or.us. Dry camping is \$20/night. Showers are available.
 - b. All **RV camping** must be arranged with the Crook County RV Park (541-447-2599) adjacent to the Fairgrounds. We recommend booking your spot early.
 - c. There are several camp grounds near the Fairgrounds as well.
14. **Nighttime security** will be provided at the Fairgrounds. You may close your booth down by packing your wares and lowering your tent. We recommend removing any valuables.
15. **At the end of each day during Fair, each Vendor is responsible for the clean-up of their booth area.** Place trash in the garbage containers. Any Vendor using food for product demonstrations (slicers, blenders, etc.) must provide a waterproof covered container to hold refuse.
16. **Food Vendors: COOKING OIL MUST BE DISPOSED OF IN THE OIL RECYCLE BARREL** located behind the rodeo fence line. Warm water is also available.

17. **All Vendor booths must remain open to the public until 10:00pm on Saturday, Aug. 10th.**
Any vendor that leaves prior to this time will be charged a \$100 fee and will not be invited back to Fair. If you need to leave in the event of an emergency, contact us immediately.
18. **All Vendor booths, wares, and supplies must be removed from the Fairgrounds by 5:00pm on Monday, August 14th.** All Vendors are expected to bag and remove all trash and debris from their booth area. Any articles or materials not removed from the grounds will become the sole property of the Fairgrounds, and the Fairgrounds reserves the right to dispose of such.
19. The Fairgrounds will be distributing **Food Vouchers** to select exhibit judges and community partners. All **food vendors are required to accept these vouchers**, which have a value of \$16 each. For purchases of more than \$16, the buyer is required to pay the difference. For purchases of less than \$16, no change will be given to the buyer.
 - a. Food Vendors will be provided a folder to store and track the Food Vouchers redeemed at their booth. After Fair closes, the Fairgrounds staff will subtract the total value of redeemed Food Vouchers from the vendor's gross sales.

The Crook County Fair provides a service to Vendors and Fair Patrons. It is our policy to maintain clean, neat Fairgrounds and to respect our Patrons. We expect Vendors to show the same respect for our Fair Patrons as well as fellow Vendors.

The Crook County Fairgrounds staff and Fair Board reserve the right to interpret and settle any differences arising out of incidents with respect to the Fair.

Base Vendor Fees (for the duration of Fair)

- Food: \$125 + 20% of gross sales
 - *Daily sales reports are required to be turned in on **Saturday night or Sunday morning before 10:00am**. 20% of gross sales must be paid before departure.*
- Commercial: \$195 per 10'x10' space
- Craft/Artisan: \$25 per 10'x10' space
- Non-Profit/Educational: \$25 per 10'x10' space
- Pay-for-Play: \$195 + 10% of gross sales
 - *Daily sales reports are required to be turned in on **Saturday night or Sunday morning before 10:00am**. 10% of gross sales must be paid before departure.*

Additional Vendor Fees

- Additional square footage: \$1.95 per sq. ft.

Payments of vendor fees are due Friday, July 12th by 5:00PM. Fees can be paid:

- By check (make out to Crook County Fairgrounds and mail to PO Box 507, Prineville, OR 97754)
- By cash (visit our Office at 1280 S Main Street from 8AM-4PM Monday through Friday)
- By card (call 541-447-6575, email haley.crow@crookcountyor.gov for an electronic invoice, or visit us in-person)

- If you cannot pay your booth fee before the July 12th deadline, please contact us. We will only include vendors in our layout who have paid.

2024 Fair Information

Theme: "Let the Good Times Grow!" (on-theme decorations are encouraged)

Dates: August 7-10, 2024

Times: Wednesday, 5:00-10:00pm & Thursday-Saturday 10:00am-10:00pm

Schedule & more info: crookcountyfairgrounds.com

Important Contacts

- Linda Smith, Fair Board Member & Vendor Coordinator: (541) 460-1239 {cell, text or call during Fair ONLY} / scribblesmom1@icloud.com
- Haley Crow, Office Manager: (541) 447-6575 {office}, (615) 681-4320 {cell, text or call during Fair ONLY} / haley.crow@crookcountyor.gov

THANK YOU!

By signing below, you acknowledge that you have read, understand, and agree to the above 2024 Crook County Fair Rules & Regulations, and that you are committing to being vendor for this year's Fair.

Signed: _____ Date: _____

Vendor's Full Name: _____ Cell Phone #: _____

Email: _____

Name of Booth/Organization: _____

Circle the Booth Type:

Food

Commercial/Retail

Artisan/Craft

Non-Profit/Educational

Please make a copy of this contract for your records and promptly return to the Crook County Fairgrounds via fax, mail, email, or in-person delivery by Friday, July 19th at 5:00pm.

Deliver: Crook County
Fairgrounds
1280 S Main St
Prineville, OR 97754

Mail: Crook County
Fairgrounds
PO Box 507
Prineville, OR 97754

Email: haley.crow@crookcountyor.gov
Fax: (541) 447-3225