



Commercial Vendor Handbook

July 23-26, 2025

ALL VENDORS AND THEIR EMPLOYEES WILL BE ESCORTED TO THEIR SPACE AFTER CHECK-IN. ABSOLUTELY NO EXCEPTIONS!

This entire information guide becomes a legal part of your contract by reference. It is your responsibility to become familiar with the following rules, conditions, provisions and information.

It is highly recommended that returning Vendors read this handbook carefully as revisions have been made and this new information will affect you.

It is important that you pass on this information to all bo workers and volunteers. It is the responsibility of all workers to comply with these rules or they will jeopardize your booth space.

For the purposes of this guide, all entities' leased space at the Hood River County Fair under a Hood River County Fair Commercial Exhibit Lease will be referred to as a Vendor, regardless of whether selling a product or not.

**How To Reach Us:
Hood River Fairgrounds**

Physical Address: 3020 WyEast Dr Hood River, Ore 97031

Mailing Adress: Po Box 385 Odell, Or 97044

Phone: 541-354-2865

Email: manager@hoodriverfairgrounds.com

Important Information on Liabilities

INSURANCE:

All Vendors are **REQUIRED** to provide Certificate of General Liability Coverage. Please refer to your contract for specific amounts.

Insurance needs to contain an additional endorsement naming “**Hood River County Fairgrounds, Hood River County Board of Directors, Hood River County Fair Board, and their officers, agents, and employees**” as

additional named insured for the purposes of this agreement.

Insurance needs to be current, list the booth organization name as contracted, and list Fair dates of July 21-27, 2025, which includes the fair as well as the move-in and move-out dates. If you have any questions, please contact the Fair office at 541-354-2865.

You will not be able to begin moving-in until we have received your certificate of insurance and additional insured certificate proof of this will need to be emailed to the office by July 14, 2025.

FORCE MAJEURE:

Neither Agency nor Licensee shall be held responsible for delay or default caused by fire, electrical, existing structures, riot, strikes, and acts of nature, disease, acts of terror, or war where such cause was beyond the reasonable control of Agency or Licensee, respectively.

Licensee shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this License.

PRODUCT EXCLUSIVITY:

The Hood River County Fair **DOES NOT OFFER EXCLUSIVITY RIGHTS** to products sold at the Hood River County Fair. Fair management will make a reasonable effort to place duplicate products in different areas. It is our goal to provide shopping diversity for fair patrons while at the same time allowing as many applicants as possible the opportunity to be a Vendor at the Hood River County Fair.

FAIR PACKET-BEFORE YOU MOVE IN:

- Vendor Fair Packets will be available at North gate L outside between Wy'East Middle School and Fairgrounds office as of Monday July 21st, 2025.
- Your Fair Packet will contain: Important information regarding your booth; Fair admission passes (required for entry to the fair); and pre purchased camping passes as well as safety and emergency evacuation plans.
- Fair packets **must be picked up before moving in and no later than 5pm Tuesday July 22nd, 2025.** If your employees cannot be here before the 5pm deadline on Tuesday, please send a photo and name so that we can get their badges ready. **Failure to come in before this time or email photo and name vendor will be required to pay for fair admission for all**

staff all the days of the fair. Fair packets are **NOT** mailed. So please do not ask we won't mail it.

- Fair packets will not be released until a signed contract, certificate of insurance, additional insured certificate, and all payments are received.
- Only the person named on the contract can pick up the packet, unless agreed upon by the Fair Office through PRIOR arrangements.
- Please read all the information provided. It is designed to answer your questions.

VENDOR HOURS OF OPERATION

NO EXCEPTIONS

Wednesday-Saturday July 23-26, 2025,
11:00 am- 11:00 pm

Booths **WILL REMAIN OPEN DURING ALL FAIR HOURS.** Your booth must be open and attended during all public hours. **AGAIN, THERE ARE NO EXCEPTIONS.** No one is allowed to stay overnight in their booth.

MOVE-IN:

Move-In will take place Monday prior to the fair 11 am -7:00 pm, Tuesday 11 am – 7:00 pm. These will be the **ONLY** two days that you will be allowed to move in and once you are in you will not be able to remove your booth, tent, trailer until Sunday July 27th, 2025. **BOOTH MUST BE FULLY SET**

UP BY 10:00 AM ON JULY 23rd, Vendor access to set up will **ONLY** be the North gate (gate L) between Wy'East Middle School and fairgrounds office only Monday and Tuesday before fair, vendors will only be able to access their space, restock, etc. the mornings of our fair through main gate from 8am – till 10am **NO EXCEPTIONS**

MOVE-OUT:

NO early Move-Out of product, booth contents or structure. Your booth must remain in place until midnight on Saturday July 26th, 2025. The fairgoer is entitled to see the fair in its entirety, and it is important that consideration be shown to them. This includes moving out back stock during fair hours. If you choose not to follow this rule you will not be asked back.

All items must be removed by 4:00 pm on Sunday July 27th, 2025. If items are not removed by that time, it will become property of the Hood River Fairgrounds and disposed of at your expense. Vendors are responsible for returning the leased space to its previous condition, less reasonable wear and tear, immediately following the close of fair.

SHIPPING & STORAGE:

Deliveries to the fairgrounds

Hood River Fairgrounds will accept deliveries of small items to the fairgrounds office the Post Office will not deliver to

the grounds only UPS, FED EX we will not be responsible for any mis delivered or stolen packages as the deliveries occur on the outside of the fairgrounds gates where it is exposed to the public, and not secure we will not store any vending items tents, inventory, food, ice, or anything that is needed to keep your booth operational. We will allow vendors to receive deliveries but only during the hours of 8:00 am to 10:00 am deliveries. **THIS WILL NOT BE PERMITTED** during the open times of the fair.

ABSOLUTELY NO EXCEPTIONS!

DAILY ADMISSION PASSES:

Each vendor will receive 2 free ID Badges per 10x10 booth, any additional passes needed you will be required to purchase. We require the names and photos of the individuals that will be receiving the complimentary passes be emailed to manager@hoodriverfairgrounds.com no later than July 14th, 2025 , these badges **MUST BE OBTAINED NO LATER THAN 5:00 PM TUESDAY JULY 22, 2025.** **OR THEY WILL BE PAYING FOR TICKETS AT THE GATE DAILY AGAIN, ABSOLUTLY NO EXCEPTIONS!**

Vendor Passes are for booth workers only; abuse of policy will jeopardize your booth space. Lost or stolen passes will **NOT** be replaced under any circumstances.

You must issue passes to your workers before the fair opens or **THEY WILL HAVE TO PAY to enter. NO EXCEPTIONS THIS INCLUDES VOLUNTEERS.**

We will be monitoring passes in booths to make sure the photo matches the person wearing the pass.

VENDOR ENTRANCE:

PRIOR TO OPENING OF FAIR

Monday July 21st, 2025, 11:00 am – 7:00 pm and Tuesday July 22nd, 2025, 11:00 am – 7:00 pm you will only be allowed to enter through the North gate (gate L) between Wy'East Middle School and fairgrounds. **CARS, TRUCKS, TRAILERS, RV'S WILL NOT BE ALLOWED IN VENDOR AREA AFTER 10AM ALL THE DAYS OF FAIR! ABSOLUTLY NO EXCEPTIONS!**

DURING FAIR

Wednesday July 23, 2025, through Saturday July 26, 2025, the vendor entrance to restock, deliver items to their booth, etc. will only be accepted with valid passes through the main gate entrance between the hours of 8:00 am and 10:00 am all the days of the fair. **The sale and/or misuse of admission passes by Vendors, their agents, family members, or any other person may result in immediate expulsion with no refund.**

BAG CHECKS AT THE GATE

Be advised that we have security searching purses, backpacks, boxes, luggage, fanny packs, briefcases, any unclear bags, totes, computer bags, and so forth at the gate so be prepared for that.

There are no weapons allowed on our property

PARKING, CAMPING, AND VEHICLE

ACCESS:

CAR PARKING

Parking of your car or truck is free NO RV'S, TENTS, OR TRAILERS CAN PARK IN OUR PARKING AREA.

RV PARKING & CAMPING

Camping is available on our grounds for vendors in designated areas the spots are on a first come first serve basis. All RVs must be self-contained. We have showers and bathrooms available on the grounds. Spaces are \$40 per night with water and power hook-up. You will not be allowed to move your RV until Saturday July 26th, 2025, after midnight. **THIS FEE MUST BE PAID IN FULL AND RVs MUST BE PUT INTO PLACE NO LATER THAN TUESDAY JULY 22, 2025. NO EXCEPTIONS!**

VEHICLE GROUNDS ACCESS DURING FAIR

Vehicle access to the fairgrounds will be allowed through the main gate (ONLY) between the hours of 8:00 am to 10:00am. If any vehicles are left on the grounds after 10:00 am you will be asked to leave the property and will not be asked back.

BOOTH SPECIFICATIONS & GUIDELINES

The Hood River Fair Board has the right to refuse service to anyone you will be respectful, and courteous to our employees, grounds, and patrons. If you choose not to follow the rules you will be permanently trespassed & escorted off the property. **BE NICE**

The Hood River Fair Board also reserves the right to remove any items, or vendors considered objectional, and any displays causing disruption in the overall display of your booth.

FOOD VENDORS You must have a current food permit through the Hood River County Health Dept posted on your booth to serve food on the fairgrounds. **WE PROMISE THEY WILL BE HERE TO CHECK**

MOST IMPORTANTLY

The Fair Board has required that **ABSOLUTELY NO VENDING OF ANYTHING REPLICATING WEAPONS**

WILL BE ALLOWED, NO EXCEPTIONS! No sale of knives, guns, (including cap guns), alcohol, cigarette items or anything replicating cigarettes, (includes vape pens of any kind), marijuana or tobacco products. Any items deemed inappropriate by the manager or fair board will result in the vendor/booth being escorted off the premises for the remainder of the fair, money not refunded, and vendor not welcomed back for future fairs. **WE PROMISE THIS WILL BE ENFORCED!**

Smoking is not permitted in the booth spaces, there is a designated smoking area on the North side of Summit building.

No pets allowed on fairgrounds

BE PREPARED

Bring your own extension cords, tables, chairs, or anything you will need to keep your booth operational we will not supply you with those items. **ALL OUTSIDE ELECTRIC CORDS MUST COMPLY TO OSHA SAFETY STANDARDS.**

ICE FOR SALE:

There will be 16lb bags of ice available for sale on the grounds by fair office each bag will be \$5 we will not run tally's so you must pay at time of purchase with exact change.

Music in your booth:

We ask that you keep any music or sound equipment at a low volume you are not disrupting your neighbor.

STANDARD OUTSIDE BOOTHS

Outside booth spaces are 10x10 or multiples thereof.

Each booth must have covering canopy tent and walls so that they are secured in the evenings and during the day as we have wind at times.

Power Hook-ups are available on all outside booths

Tables and Chairs are not provided please do not ask

ALL FOOD VENDOR BOOTHS are REQUIRED to have a 2A10BC fire extinguisher in their booth FIRE DEPARTMENT WILL BE ONSITE TO CHECK

AISLES

All Booths and personnel must remain within the confines of their booth space. Vendors' tongue and total back of trailers must be within in **YOUR DESIGNATED SPACE.**

All sales or promotional materials must be dispensed from within the confines of their booth space.

INTERNET:

Wireless services are provided password will be given at check-in

No discounts or refunds will be provided with respect to Wi-Fi Functionality.

SECURITY:

A security firm as well as our local sheriff's department patrol during the fair. They will be walking the grounds but cannot always be in all places at once. **In all cases the Hood River County Fair Board assumes no responsibility for materials stolen.**

EMERGENCY RESPONSE:

The fairgrounds have an emergency EMS on site. They are located on the West of fairgrounds and are on our grounds during the hours of the fair, **if you are having any kind of emergency, please dial 911 and give your location first then your emergency.** Please refer to the emergency evacuation plan pack that is included with this packet.

SOLICITATIONS & ADVERTISING:

No vendor shall distribute advertising matter, handbills, fliers, tokens or other material on the fairgrounds except from within their assigned booth or display space. This includes aisle ways directly adjoining booths.

The tacking or positioning of any advertisement or bill, sign, banner, or printed matter other than within the assigned space is strictly prohibited. No material may be placed on vehicles parked on Hood River Fairgrounds property.

Anyone violating these rules is subject to removal from the grounds.

Fair Management may demand and effect the removal of any advertising matter, which in its discretion it considers objectionable.

RAIN POLICY:

In the event of rain there will be no refunds.

All booths are expected to remain open should it rain except for severe thunder and lightning storms. Then to re-open after storm.

FOOD & BEVERAGE:

Food & Beverage **MAY NOT** be sold or given away in Commercial Booths as such acts conflict with concessions rights held by others.

ALCOHOL CONSUMPTION:

Vendors may **NOT** sell or consume alcohol in their booth at any time. Failure to comply with this rule can result in immediate removal from the grounds and will jeopardize future participation in the Hood River County Fair.

ANIMALS:

No pets allowed at Hood River Co Fairgrounds during the fair.

SOUND:

Unless approved in writing by the fair business office, Vendors may not use or have on the fairgrounds any sound amplifying devices. Sound privileges, if issued, can be revoked by fair management at any time.

RULES OF CONDUCT FOR ALL BOOTH WORKERS

IT IS ESSENTIAL THAT THIS INFORMATION IS SHARED WITH ALL BOOTH WORKERS. FAILURE TO COMPLY WITH THESE RULES WILL JEOPARDIZE FUTURE BOOTH SPACE

All vendors are expected to conduct themselves in a professional, business-like manner.

Any unruly conduct or use of foul language to fair patrons or fair personnel will be considered grounds for removal from the fair. Vendors will refrain from mentioning their competitor vendors or their products in a disparaging or derogatory manner. Vendors will refrain from soliciting outside of booth space.

Consuming Alcoholic Beverages and smoking are always prohibited in all booth spaces.

Vendors may not sell items that the Hood River Fair Board, in its sole discretion determines are likely to be used as drug paraphernalia. Any person seen either using or in possession of illegal drugs, paraphernalia or related items will be escorted from the grounds by security/law enforcement personnel.

Marijuana, CBD & Drug Paraphernalia,

Hood River County Fairgrounds is a drug free property. This drug-free policy includes marijuana, CBD, cannabis, cannabis extract, or synthetic cannabis that is otherwise lawful to use under state law.

All vendors must abide by all state and local laws and regulations.

The Hood River County provides a service to both Vendors and Fairgoers. It is our policy to maintain clean facilities and neat grounds, and to respect the public. We must insist that our Vendors and their employees provide the same respect for Fairgoers and fellow vendors.

Hood River County Fair reserves the right. To amend, add to, delete, and interpret the rules and regulations pertaining to fair operations, and to determine and settle all questions, differences, or situations with respect thereto. In all cases, the decision of the Fair Management shall be final and binding.

Hood River 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, Vendors or members of the public, and to refuse the space when deemed unsuitable by the Fair Manager.

Discrimination, harassment, sexual harassment, threats, violence, *quid pro quo* demands, offensive or degrading remarks, or conduct, are prohibited

The Hood River County Fair reserves the right. To remove from the Fair, or relocate, any vendor or his representative and/ or exhibit performing any act or practice which, in the opinion of the Hood River County Fair, is illegal; interferes with performance of other Vendors; creates a health, safety, or fire hazard; or violates any rules stated herein.

It is mutually understood and agreed that no alteration or variation of the terms of the contract shall be valid unless made in writing and signed by both parties. No oral understandings or agreements not incorporated into the contract will be binding.

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

I agree to this contract agreement

Signature_____Date_____