



**ALL VENDOR FORMS DUE
BY FRIDAY, JULY 28**

2023 CROOK COUNTY FAIR

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VENDOR CONTRACT

ALL VENDORS must complete and submit this Contract, a Vendor Application, and Vendor Fees by 5PM on Friday, July 28th.

All Commercial Vendors and Food Vendors doing business on the Fairgrounds 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.

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.

The 2023 Crook County Fair Rules & Regulations listed below apply to all Vendors (Commercial, Craft, Food, and Non-Profit/Educational) unless otherwise noted.

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. Exhibitors are limited to only the space leased for any advertising, brochures, and/or handout materials. There will be **no soliciting** by exhibitors, organizations or any other persons allowed on the Fairgrounds property outside of the leased space.
3. **No smoking or vaping at the Fairgrounds except in designated areas, which will be marked.**
4. During the official hours of Fair, all Craft, Commercial, Non-Profit/Educational, and Food Vendors must be open to the public with a competent attendant.
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. Spaces are assigned with the consideration of the vendor in mind; 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 ALL VENDORS IS BETWEEN 8AM-8PM ON TUESDAY, AUG. 8th AND 8AM-4PM ON WEDNESDAY, AUG. 9th. All Vendor booths must be set-up, ready for the public, and free of debris by 4PM 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 before beginning set-up.
 - b. **Vehicles are allowed on the grounds on the 8th for unloading only.**
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. **No animals are allowed in vendor booths. No dogs are allowed at Fair.**
12. **Vehicles are permitted for DELIVERY ONLY Thursday through Saturday from 7AM-9AM** (prior to Fair opening at 10AM). After 9AM, supplies must be carried from the vendor's vehicle parked in general parking.
 - 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.
 - a. If you are planning to **dry camp** at the Fairgrounds, contact the Fairgrounds Office (541-447-6575) / CCFG-staff@co.crook.or.us.
 - 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.
14. **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.
15. **Food Vendors: COOKING OIL MUST BE DISPOSED OF IN THE OIL RECYCLE BARREL** located by the Fairgrounds Maintenance Shop. Warm water will be available in the Indoor Arena Kitchen for washing utensils if needed. This is a courtesy; please leave the kitchen clean.
16. **All Vendor booths must remain open to the public until 10PM on Saturday, August 12th.** 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, call the Fairgrounds Office (541-447-6575) or Vendor Coordinator (see the Vendor "cheat-sheet").
17. **All Vendor booths, wares, and supplies must be removed from the Fairgrounds by 5PM 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.

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.

THANK YOU!

By signing below, you acknowledge that you have read, understand, and agree to the above 2023 Crook County Fair Rules & Regulations, and that you are committing to being vendor for this year's Fair. 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 28th.

Signed: _____ Date: _____

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

Name of Booth/Organization: _____

Select the Booth Type:

COMMERCIAL

CRAFT

FOOD

NON-PROFIT/EDUCATIONAL

DELIVER TO:

Crook County Fairgrounds
1280 S Main St
Prineville, OR 97754

MAIL TO:

Crook County Fairgrounds
PO Box 507
Prineville, OR 97754

SEND DIGITALLY:

Email: ccfg-staff@co.crook.or.us
Fax: (541) 447-3225

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VENDOR APPLICATION

BOOTH NAME:	
PRIMARY CONTACT:	
PHONE NUMBER:	EMAIL:
MAILING ADDRESS:	
TYPE OF VENDOR BOOTH:	<input type="checkbox"/> COMMERCIAL (\$162 per 10'x10' space) or PAY-FOR-PLAY (flat \$162) <input type="checkbox"/> CRAFT (\$22 per 10'x10' space) <input type="checkbox"/> FOOD (\$75 + 18% of gross sales) <input type="checkbox"/> NON-PROFIT/EDUCATIONAL (free for first 10'x10 space; \$1.62 per each additional square foot)
LIST PRODUCTS SOLD:	
LIST SOCIAL MEDIA TAGS:	
NEEDS:	<input type="checkbox"/> 30 amp / 110V <input type="checkbox"/> 50 amp / 220V <input type="checkbox"/> Water hook-up
OTHER NOTES:	

VENDOR FEES

Please refer to the Vendor Application for a breakdown of booth fees. Additional square footage is \$1.62/sq.ft. Payments are due by July 28th (spaces are assigned on a first-come, first-served basis, so we recommend submitting forms and payment as soon as possible. Vendor fees can be paid:

- by check (make out to Crook County Fairgrounds and mail to our PO Box)
- by cash (visit our physical address during regular business hours: 8AM-4PM Mon.-Fri.)
- by card (call the Fairgrounds Office at 541-447-6575, email ccfg-staff@co.crook.or.us and ask for a digital Square invoice, or visit us in person)

All Food Vendors must provide daily Z-tapes showing gross sales for each day of Fair. 18% of gross sales must be paid at the Fairgrounds Office before departure.

FAIR INFORMATION

2023 Crook County Fair

Theme: "Forever Red, White & Blue" (on-theme decorations are encouraged)

Dates: August 9-12

Times: Wednesday, 5PM-10PM & Thurs.-Sat. 10AM-10PM

For the Fair schedule, visit crookcountyfairgrounds.com/p/fair

IMPORTANT CONTACT INFO

Crook County Fairgrounds

www.crookcountyfairgrounds.com

1280 S Main St (physical) / PO Box 507 (mailing)

Prineville, OR 97754

Office Phone: (541) 447-6575

Fax: (541) 447-3225

Fairgrounds Manager: Casey Daly / ccfg-staff@co.crook.or.us

Office Assistant: Haley Crow / haley.crow@co.crook.or.us

Vendor Coordinator

Linda Smith, Board Member / (541) 460-1239 / scribblesmom1@icloud.com

MAKE A COPY FOR YOUR RECORDS

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