



Commercial Exhibitor Application

Deschutes County Fair & Rodeo

3800 SW Airport Way • Redmond, Oregon 97756

Phone: (541) 548-2711 ♦ fax (541) 923-1652

Website: www.expo.deschutes.org ♦ Email: fairvendors@deschutes.org

July 28th – August 1st, 2021

Dear Commercial Exhibitor,

Enclosed you will find an application, instructions for completing the application, and additional information about Deschutes County Fair & Rodeo. **We urge you to take a moment to read the entire packet of information prior to filing out the application. Online submissions are preferred.**

- It is important your application be complete and include a photo (s) of your product(s). Please do not send multiple mailings; this will only slow down the process. Only fully completed applications will be reviewed. **Incomplete applications are not returned for completion.**

Selection criteria is based on, but not limited to:

- Product balance within the fair
- Ability to set up a professional/attractive display
- Uniqueness and appeal of product
- Application presentation
- Space Availability
- References

Again, thank you for your interest,

Ross Rogers

Deschutes County Fair & Rodeo

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Please review these instructions carefully as the application changes from year to year.

Instructions for completing the application follow.

1. **Please type or print legibly in ink only.**
 2. This application is neither an offer nor a guarantee of space.
 3. All questions must be answered completely before consideration for space can be given. Incomplete applications will not be accepted or returned.
 4. Be sure the information you give is accurate, as it will be representation of your business to the selection committee.
 5. A current photo and/or drawing of your proposed booth in operational form are required with each application. All photos become property of the Deschutes County Fair & Rodeo and will not be returned.
 6. The list of products you are requesting to sell/display/promote/giveaway must be specific. Words such as “accessories”, “related products”, “gifts”, “etcetera”, and other vague descriptions are not acceptable. If a contract is issued, it will be assigned based on this list only, so please be thorough. We will verify items in your booth match your contract throughout the Fair.
 7. Picture(s) or an informational brochure that visually describes each product must be included with your application. Please be certain to label all attachments with product name, company name, and price. (Please keep items to 8½” x 11” or smaller).
 8. Samples of any handouts, brochures, catalogs, etc. must be attached and labeled with your name if you are planning to distribute them from your booth.
 9. Sound transmissions such as radios, televisions sets, and voice amplification systems are subject to prior approval of the Fair. Volume in excess of conversational levels is strictly prohibited. The fair reserves all rights to turn down/ off. **This privilege may be revoked at any time during fair.**
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1. **Please indicate your preferred space number, whether it is indoor or outdoor and size requested.** If you are selected as a fair exhibitor, Fair Management will do their best to accommodate your selection. Once we have confirmed your application and booth number we will respond in writing. There will be no changes to booth numbers allowed unless directed by Deschutes County Fair & Rodeo management.
 2. Make sure you sign the application where indicated.
 3. Separate the completed application from these instructions and mail or email application with attachments to:

Deschutes County Fair & Rodeo

Attn: Fair Vendor Coordinator

3800 SW Airport Way Redmond, Oregon 97756

2021 Deschutes County Fair & Rodeo Exhibit Space Request Form

All information is required for consideration. Picture(s) of your product must be attached to this request.

We strive to be as "green" as possible; it is important to provide an e-mail address so we can provide you with the fastest service and most up-to-date information.

Please Print

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contract signer: _____ Contact person (if different): _____

Daytime Phone: _____ Cell Phone: _____

Fax number: _____ E-mail: _____

Space needed: (Space cannot be guaranteed. List preference below)

Indoor:

10' wide x 8' deep _____ Number of Spaces x \$525.00 Each

10' wide x 8' deep _____ Number of Spaces x \$575.00 Each

Outdoor:

10' wide x 10' deep _____ Number of Spaces x \$475.00 Each

10' wide x 10' deep (End Space) _____ Number of Spaces x \$625.00 Each

Special Outdoors Spaces: (Space is limited)

10' wide x 10' deep (Carnival Area) _____ Number of Spaces x \$575.00 Each

10' wide x 10' deep (Main Entrance) _____ Number of Spaces x \$625.00 Each

Electricity: _____ **Yes - (One (1) 15 amp/110 volt service only included)**

_____ **Other:** Please specify and we will call you: _____

Insurance:

_____ I have my own insurance and will send you an original copy of my Commercial Liability Coverage **by March 1st, 2021, with the following printed on it as additional insured: "Deschutes County, its officers, agents, employees and volunteers. Coverage minimum: \$1,000,000 per occurrence/\$2,000,000 aggregate**

Regardless of coverage, each exhibitor/vendor agrees to indemnify and save harmless Deschutes County, its officers, agents, employees and volunteers from any and all claims, causes of action and suits accruing from or resulting from any damage, injury, or loss to any person or persons, including but not limited to all persons whom the exhibitor may be liable under, any Workers Compensation Law and Exhibitor him/herself and from any loss, damage, cause of action, claims or suits for damages, including but not limited to the loss of property, goods, wares or merchandise, arising out of, or in any way connected with the exercise by the exhibitor

I use sound equipment: _____ Yes _____ No

For the purpose of: _____

Does your organization, product, or service offer a money back guarantee or any buy back policy? Please explain.

Complete list or description of product or service - list every product to be considered. Use another sheet of paper if necessary:

**** Please note: No product can be added later without the Deschutes County Fair & Rodeo Management Approval. ****

Other Fairs I have exhibited with:

Name: _____ Dates: _____ Phone # _____

Name: _____ Dates: _____ Phone # _____

Name: _____ Dates: _____ Phone # _____

Signature: _____ Date: _____

Print Name: _____

Please Note:

Applications are reviewed on a first come first serve basis. The Deschutes County Fair & Rodeo Management has the right and authority to arrange spaces or to move an exhibit to another location in the best interest of the Fair. Acceptance of this application does not guarantee a space at the fair. If approved, we will notify you by phone, email and/or by US mail. If your company is offered a booth space in for the Deschutes County Fair, payment will be required to secure the space within 30 business days of offer.

If the contract fee is not received in the 30 business days of offer, the space maybe offered to another vendor.