



Commercial Vendor Handbook July 24-27, 2024

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 booth 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 Vendor, regardless if selling a product or not.

How to reach us:

Hood River Fairgrounds

Mailing address: PO Box 385, Odell OR 97044

Physical Address: 3020 Wy'east Rd, Hood River OR 97031

Phone: 541-354-2865

Email: hrfair@hrecn.net

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 22-28, 2024, 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 move-in until we have received your Certificate of Insurance and Additional Insured Certificate.

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 is beyond the reasonable control of Agency or Licensee, respectively.

Licensee shall, however, make all reasonable efforts to remove or eliminate such a case 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

- Fair Packets will be available at the Fair Business Office as of Monday, July 22, 2024.
- 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 23, 2024. **Failure to come in before this time will result in Vendor being required to pay for fair admission for all staff for all the days of the fair.** Fair Packets are **NOT** mailed. Please do not ask, we will not mail them.
- Fair Packets will not be released until 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.

VENDORS HOURS OF OPERATIONS
NO EXCEPTIONS

Wednesday – Saturday July 24-27, 2024
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, NO EXCEPTIONS**. No one is allowed to stay overnight in their booth.

MOVE-IN

Move-in will take place Monday prior to the fair 8:00 am – 7:00 pm, Tuesday 8:00 am – 9:00 pm. These will be the **ONLY** two days that you will be allowed to move in. Once you are in, you will not be able to remove your booth, tent, trailer until Sunday July 28, 2024. **BOOTH MUST BE FULLY SET UP BY 10:00 am on July 24th**, Vendor access will **ONLY** be the North gate (gate L) between Wy'east Middle School and the fairgrounds between the hours of 8:00 am – 10:00 am all the days of the fair. **NO EXCEPTIONS**.

MOVE-OUT

NO early Move-Out of product, booth contents of structure. Your booth must remain in place until midnight on Saturday July 27, 2024. 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.

All items must be removed by 4:00 pm on Sunday July 28, 2024. 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 Fair Office. The Post Office will not deliver to the fairgrounds, only UPS or FED EX. We will not be responsible for any mis-delivered or stolen packages as the deliveries occur 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 WILL NOT BE PERMITTED** during the open hours of the fair. **ABSOLUTELY NO EXCEPTIONS!**

DAILY ADMISSION PASSES

Each Vendor will receive two ID badges per 10 X 10 booth. Any additional passes needed will have to be purchased by the Vendor. We require the names of the individuals that will be receiving the complimentary passes. These **MUST BE OBTAINED NO LATER THAT 5:00 PM TUESDAY JULY 23, 2024 OR THEY WILL BE PAYING FOR TICKETS AT THE GATE DAILY.**
AGAIN, 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 person wearing the pass.

VENDOR ENTRANCE

PRIOR TO OPENING OF FAIR:

You will only be allowed to enter through the North gate (gate L) between Wy'east Middle School and the fairgrounds on Monday July 22, 2024 8:00 am – 7:00 pm and Tuesday July 23, 2024 8:00 am – 9:00 pm. **CARS, TRUCKS, TRAILERS, RV'S WILL NOT BE ALLOWED IN THE VENDOR AREA AFTER 10:00 am DURING ALL DAYS OF THE FAIR. ABSOLUTELY NO EXCEPTIONS!**

DURING FAIR

Wednesday July 24, 2024 thru Saturday July 27, 2024 the Vendor entry will only be accepted with valid passes through the North gate (gate L) between the hours of 8:00 am and 10:00 am. Any time after 11:00 am Vendor must enter through the ticket gate at the main entrance. **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 will have security searching purses, backpacks, boxes, luggage, fanny packs, briefcases, any unclear bags, totes, computer bags, and so forth at the gate, so please be prepared.

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 MAY 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 RV's 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 27, 2024 after midnight. **THIS FEE MUST BE PAID IN FULL AND RV'S MUST BE PUT INTO PLACE NO LATER THAN TUESDAY JULY 23, 2024. NO EXCEPTIONS!**

VEHICLE GROUNDS ACCESS DURING FAIR:

Vehicle access onto the fairgrounds will ONLY be through the North gate between the fair office and Wy'east Middle School (gate L) during the hours o 8:00 am to 10:00 am. 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, volunteers, grounds, and patrons. If you choose not to follow these rules you will be permanently trespassed & escorted off the property. **BE NICE.**

The Hood River Fair Board reserves the right to remove any Vendors and/or items that are considered objectional and any displays causing disruption in the overall display of your booth.

FOOD VENDORS:

You must have a current Food Service Permit through the Hood River County Health Department posted on your booth to serve food on the fairgrounds. **We promise, they will be here to check.**

MOST IMPORTANTLY

The Fair Board requires 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 (including vape pens of any kind), marijuana or tobacco products. Any items deemed inappropriate by the Fair Manager or the Fair Board will result in the vendor/booth being escorted off the premises for the remainder of the fair, money not refunded, and the Vendor will not be welcomed back for future fairs. **THIS WILL BE ENFORCED!**

Smoking is not permitted in the booth spaces. There is a designated smoking area on the North side of the Summit Building.

No pets are allowed on the 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.**

Music in your booth:

We ask that you keep any music or sound equipment at a low volume to be sure you are not disrupting any neighboring booths.

STANDARD OUTSIDE BOOTHS

Outside booth spaces are 10 X 10 or multiples thereof.

Each booth must have a covering canopy tent and walls secured during the day and evenings as we have heavy 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. **THE FIRE DEPARTMENT WILL CHECK.**

AISLES

All booths and personnel must remain within the confines of their booth space. Vendors' trailer tongues and total back must be within **YOUR DESIGNATED SPACE.**

All sales or promotional materials must be dispensed from WITHIN the confines of your booth space.

INTERNET / WI-FI

Wireless services are available. Password will be given upon request 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 will patrol during fair. They will be walking the grounds but cannot be in all places at all times. In all cases, **the Hood River County Fair Board assumes NO responsibility for materials stolen**

EMERGENCY RESPONSE

The fairgrounds will have an emergency EMS on site. They are located on the west end of the fairgrounds and are on our grounds during operating 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 your 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 aiseways 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 Fairgrounds.

Fair Management may demand and effect the removal of any advertising matter, which they consider objectionable.

RAIN POLICY

In the event of rain, there will be no refunds.

All booths are expected to remain open should it rain, with the exception of severe thunder and lightning storms. Booths are to re-open after storm.

FOOD & BEVERAGE

Food & Beverage MAY NOT be sold or given away in Commercial Booths . Such acts conflict with concession 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 may jeopardize future participation in the Hood River County Fair.

ANIMALS

No pets are allowed on the Hood River County 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 their booth space.

Consuming alcoholic beverages and smoking are prohibited in all booth spaces at all times.

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 fairgrounds 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 Fair 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 booth space with deemed unsuitable by the Fair Management.

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

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 Fair Management, is illegal, interferes with the performance of other Vendors, creates a health, safety, or fire hazard, or violates any rules stated herein.

It is mutually understood, and agreed to, 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 and will comply with this agreement.

Name (printed): _____

Signed: _____ Date: _____