

# Washington County Fair Board Policies

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**WASHINGTON COUNTY FAIR BOARD**

**Policy 103**

**Fair Board Travel Policy**

1. For travel outside of Washington County by Fair Board members that is related to the County Fair, staff shall make all travel arrangements.
  - a. In the event that Fair Board members are required to use their personal vehicles to travel outside of the County for matters related to the County Fair, they may be reimbursed for mileage at the current County mileage reimbursement rate.
  - b. If Fair Board members incur other reasonable travel expenses for matters related to the County Fair, they may be reimbursed for those expenses per County reimbursement policy.

**Approved this \_\_\_\_ day of \_\_\_\_\_.**

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President

**WASHINGTON COUNTY FAIR BOARD**

**Policy 106**

**Harassment Free and Violence Free Policy**

The Washington County Fair Board shall adhere to the Washington County Harassment Free Policy and the Washington County Violence in the Workplace Policy.

Approved this \_\_\_\_\_ day of \_\_\_\_\_.

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board Chair

**WASHINGTON COUNTY FAIR BOARD**

**Policy Resolution 201**

**Determination of Fair Dates Policy**

Purpose

To establish a consistent date for the Annual Washington County Fair which is in the best interest of exhibitors, vendors, contractors, staff, as well as the community and general public. This will also serve to prevent conflicts with other Fairs and events in the area.

1. The annual Washington County Fair shall be held during a period that includes the last Friday of July and concludes the following Sunday.
2. The annual Washington County Fair shall be a minimum of 4-days.
3. Any addition or deletion of days or date changes must be done by full board action after discussion of ramifications of changes and impact, if any, on existing contracts and shall not take effect for a minimum of 24 months.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ (month and year).

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President

# WASHINGTON COUNTY FAIR BOARD

## Policy 202

### Sponsorship Policy

1. It shall be the policy of the Washington County Fair Board that procurement of sponsorships shall, where feasible and practical, be modeled on standard fair, festival and industry practices.
2. Sponsorships are marketing and promotional arrangements between the Fair Board and private businesses, individuals, corporations, or public or non-profit entities that exchange financial and/or other valuable consideration for the privilege of conducting promotional, advertising, educational, and/or product or service activities in association with County Fair programs, activities and events.
3. The responsibility for the procurement of sponsorships shall be managed under the direction of the Washington County Fair Manager and/or his/her designee.
4. The Fair Manager and/or his/her designee will evaluate potential sponsorships based on an objective analysis of market conditions and trends, the County Fair's needs and requirements, and the potential sponsor's imaging and marketing objectives.
5. The Fair Manager may contract with sponsorship individuals or companies to solicit and secure sponsorships.
6. Fair Board members may recommend potential sponsors to the Fair Manager. Any perceived or real conflict of interest between a Board Member and a potential sponsor will be disclosed in writing by the Board Member and filed with the Board President.
7. Sponsorship arrangements shall be committed to writing and signed by all parties to the agreement.
8. The Fair Manager and/or his/her designee will use the following criteria in determining whether a potential sponsorship opportunity is appropriate for the County Fair -
  - a. The total cash to be received by the County Fair;
  - b. The total in-kind support to be received by the County Fair;
  - c. The sponsor's ability to perform during the term of the agreement;

- d. Whether the sponsor's marketing objectives and corporate imagery contributes to the County Fair's mission and long-term vision. Potential sponsor's products and services must be congruent with family values, diversity and other values identified by the Fair Manager and/or his/her designee to contribute to the quality of life for all Washington County residents and Oregonians in general; and
  - e. Any other consideration, qualifications or market influences deemed valuable and appropriate by the Fair Manager and/or his/her designee.
9. The Fair Manager and/or his/her designee will monitor agreements to ensure that the Fair Board and the sponsor fulfill their contractual obligations within the designated time frame, including payments from either party.
10. The Fair Manager and/or his/her designee shall report during regular Board meetings before executing sponsorship agreements secured for the County Fair.

**Adopted this \_\_\_\_\_ day of \_\_\_\_\_**

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President

**WASHINGTON COUNTY FAIR BOARD**

**Policy 203**

**Tobacco Advertising and Sponsorship Policy**

1. It shall be the policy of the Washington County Fair Board that no tobacco product advertising shall be allowed in any Fair Complex facility during the County Fair, except advertising contained in a program, leaflet, newspaper, magazine, or other written material lawfully sold, brought, or distributed within a Fair Complex facility during the County Fair.
2. Furthermore, it is the policy of the Washington County Fair Board not to directly solicit or accept any tobacco related sponsorships, including monies or other collateral material, during the County Fair.

**Adopted this \_\_\_\_\_ day of \_\_\_\_\_**

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President

# WASHINGTON COUNTY FAIR BOARD

## Policy 205

### Animal Welfare Policy

1. It shall be the policy of the Washington County Fair Board to ensure the humane handling, treatment, housing and transportation of all animals on the fairgrounds.
2. In application of this policy, the Washington County Fair Board shall work directly with the following agencies and organizations, as appropriate:
  - a. American Veterinary Medical Association;
  - b. Oregon State University Extension Service;
  - c. Oregon Department of Agriculture;
  - d. International Association of Fairs and Expositions;
  - e. Professional Rodeo Cowboy Association;
  - f. United States Department of Agriculture;
  - g. Western Fairs Association; and
  - h. Oregon Fairs Association.

The Washington County Fair Board shall reference the Animal Enterprise Protection Act of 1992 for purposes of information and where applicable, to situations as noted by law.

3. For the purposes of the Annual Washington County Fair, the Washington County Fair Board shall direct staff to appoint an Animal Welfare Committee as an advisory group comprised of Washington County Fair staff, board members, exhibitors, volunteers and if appropriate, contractors. The committee will also work with a designated Doctor of Veterinarian Medicine familiar with the activities and operation of the annual County Fair to review animal-related welfare matters at the fairgrounds.
4. While following industry practices, it is the responsibility of the Animal Welfare Committee to:
  - a. Develop rules and procedures regarding the handling and care of all animals residing on the fairgrounds;
  - b. Provide educational programs which promote public understanding of livestock, breeding, care and training;
  - c. Establish protocol regarding animal welfare inquiries, public health issues and/or demonstrations.
5. Prior to the opening of the Washington County Fair to the public, each animal exhibit will be inspected by a designated Animal Welfare Committee representative and/or a Doctor of Veterinarian Medicine.



6. This Policy is intended to be inclusive to all animals and animal exhibits at the annual County Fair including those animals being exhibited for competitive purposes as well as those animals used in exhibits such as petting zoos, pony rides and entertainment or educational activities.

**Approved this \_\_\_\_\_ day of \_\_\_\_\_.**

**ATTEST:**

\_\_\_\_\_  
**Recording Secretary**

\_\_\_\_\_  
**Board President**

**WASHINGTON COUNTY FAIR BOARD**

**Policy 206**

**Environmental Issues Policy**

1. It shall be the policy of the Washington County Fair Board to comply with all applicable city, county, state and federal statutes, rules and regulations, including but not limited to, waste management, lighting, noise, dust and all other environmental issues applicable to the operations and activities associated with the annual County Fair.
2. The authority to insure compliance with this policy is vested with the Washington County Fair Complex Manager and/or his/her designee.

**Approved this \_\_\_\_\_ day of \_\_\_\_\_.**

**ATTEST:**

\_\_\_\_\_  
**Recording Secretary**

\_\_\_\_\_  
**Board President**

**WASHINGTON COUNTY FAIR BOARD**

**Policy 207**

**Professional Development Policy**

1. It shall be the policy of the Washington County Fair Board to provide professional development opportunities to Board members on an on-going annual basis.
2. Such professional development opportunities include, but are not limited to, attendance at activities coordinated and/or offered by the Oregon Fairs Association, Western Fairs Association, International Association of Fairs and Expositions and departments of Washington County and the State of Oregon.
3. The cost of professional development activities shall be provided in the annual budget.
4. The authority to insure compliance with this policy is vested with the Washington County Fair Complex Manager and/or his/her designee.

**Approved this \_\_\_\_\_ day of \_\_\_\_\_.**

**ATTEST:**

\_\_\_\_\_  
**Recording Secretary**

\_\_\_\_\_  
**Board President**

**WASHINGTON COUNTY FAIR BOARD**

**Policy 208**

**American with Disabilities Act Policy**

1. It shall be the policy of the Washington County Fair Board to comply with the provisions of the American with Disabilities Act, as amended, with regards to the activities and programs offered by the Washington County Fair.
2. The cost of compliance with the American with Disabilities Act shall be provided in the annual budget.
3. The authority to insure compliance with this policy is vested with the Washington County Fair Complex Manager and/or his/her designee.

**Approved this \_\_\_\_\_ day of \_\_\_\_\_.**

**ATTEST:**

\_\_\_\_\_  
**Recording Secretary**

\_\_\_\_\_  
**Board President**

# Washington County Fair Board

## Policy 209

### Policy and Procedures for Managing Livestock Contact at the Washington County Fair

The Washington County Board of Commissioners has entrusted the Fair Board to give priority for the personal safety and security of members of the public who attend the Fair, as well as those who work and participate at the Fair. The Fair Board takes this matter seriously and has established the following policy and procedures for Fair Staff and Livestock Exhibitors in an effort to reduce transmission of diseases from animals to humans at the Washington County Fair.

#### 1. Expectations and Procedures to Reduce Contamination

- Livestock Exhibitors shall participate in Bio-Security training prior to exhibiting Livestock at the Fair. This training shall be conducted, at least once per year, by Washington County Public Health and the Fair Manager. If a livestock exhibitor fails to participate in Bio-Security training, the exhibitor may lose premiums and eligibility to participate at the Fair.
- To reduce the potential risks between animals and the public, County Fair staff, under the direction of the Fair Manager, shall set up the livestock barns, pens and show rings in a manner that prevents animals and the public from crossing paths yet still gives the public the opportunity to see and interact with the animals and the exhibitors. The Fair Manager shall gather input from Livestock Superintendents on layouts and make the best decision based upon this input, and other factors such as the number of animal entries, to minimize animals/exhibitors and the public from using the same pathways. If needed, a crossing area where animals are allowed to cross the public pathway shall be designated and managed by Fair Staff who shall ensure that during livestock crossing the public will not be allowed into the area and the area will be completely sanitized (Chemical SDS will be posted), and logged, prior to opening the area back up to the public.
- County Fair staff shall provide the following signage, in languages including but not limited to English and Spanish: (1) signs explaining the risks of animal-to-human disease at the entrances to the Fair and the Livestock barn areas; and (2) signs in the barns and showrings reminding the public to not eat or drink in the livestock areas, to not touch their face or mouth after petting the animals or touching the pens, to wash their hands when leaving the livestock area, and to store all personal belongings in plastic zip lock bags that will be provided by the Fair prior to entering the livestock area.
- County Fair staff shall provide an adequate number of handwashing trailers throughout the livestock area. These handwashing trailers shall be ADA-compliant and accessible by small children. Handwashing trailers shall be inspected and serviced hourly by Fair staff to ensure that they are operational and stocked with supplies. When possible, handwashing trailers should be staffed with volunteers to encourage the public to wash their hands. Handwashing trailers shall be located at the entrance/exits to the livestock area including next to the Dairy Women's Ice Cream booth. To encourage handwashing and shoe and stroller sanitization prior to leaving the livestock area, the

handwashing trailers shall be located as close as possible to the walkways where the public will be exiting the livestock area.

- If available, trained public health volunteers shall be stationed at the entrances to the livestock areas to educate the public on staying healthy around animals. These volunteers shall provide plastic bags to store food, beverages, pacifiers, toys, cups and other items during visits to the animal areas.
- Exhibitors shall keep their areas in the barn clean, remove manure from their pens and animal pathways as soon as possible, wipe down panels that are accessible by the public with bleach wipes several times during each day, keep animal pathways misted to prevent dust, keep all fans that are used to keep the animals cool at least 3 feet off the ground and position the fans airflow to prevent the creation of dust or movement of the bedding. Fair staff and exhibitors shall work together to keep public spaces in the barns, showrings, and other livestock areas clean.
- Exhibitors shall clean or change their shoes and wash their hands before leaving the barn/showring areas to prevent contaminating public areas. Chemical SDS shall be posted for cleaning supplies.
- When the public touch the animals and the animal pens, the exhibitors shall remind the public to wash their hands with soap and water and to not touch their face or mouth until they have completely washed their hands. This is the perfect time to provide public education regarding the importance of animal-to-human safety.
- Consumption of food and beverages are strictly prohibited inside the barns and show rings for the public and exhibitors. Due to the heat and the amount of time exhibitors spend in the barns, exhibitors may drink beverages as needed from containers with a twist off cap while in the barns and show rings.
- The milking parlor, animal washing areas, and the backsides of the barns shall be completely blocked from public access and public pathways.

## 2. Communication to Exhibitors

- The Fair Manager shall work with the Oregon State University 4-H Extension Agent and Future Farmers of America Advisors to arrange for information to be provided to youth livestock exhibitors and their parents regarding these policies and procedures, trainings, and other pertinent livestock exhibitor information regarding the County Fair at least 3 months prior to the first day of the Fair.
- For Open Class livestock exhibitors, information regarding these policies and other pertinent livestock exhibitor information shall be posted on the Fair website at least 3 months prior to the first day of the Fair.

Approved this \_\_\_\_\_ day of \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Recording Secretary

\_\_\_\_\_

Board President

**WASHINGTON COUNTY FAIR BOARD**

**Policy Resolution 305**

**Advertising, Canvassing or Soliciting Policy**

**RECITALS**

- (a) **WHEREAS**, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- (b) **WHEREAS**, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair; and
- (c) **WHEREAS**, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

- (1) During activities associated with the annual County Fair & Rodeo, no advertising, canvassing or soliciting, and no dissemination of written materials is permitted within the fenced-in portions of the Washington County Fair Complex property, and the air space above, except by persons exhibiting as lessees under exhibit space or sponsorship agreements signed by the Washington County Fair Complex.
- (2) During activities not associated with the annual County Fair & Rodeo, no advertising, canvassing or soliciting, and no dissemination of written material is permitted within the fenced-in portions of the Washington County Fair Complex, except in areas under the control, and rented by, a permittee(s). All such activity must be approved by the permittee(s) and confined to the areas within and/or adjacent to the facilities under the permittee's control. These areas include, but are not limited to, exhibit halls, barns, entrances, walkways and areas adjacent to such areas, such as parking lots.
- (3) During activities not associated with the annual County Fair & Rodeo, persons or groups are not prohibited from renting space in available facilities, outside the control of other permittee(s), for the purpose of advertising, canvassing or soliciting. Available facilities do not include public parking lots used or available for use during other activities or events.
- (4) No person or group shall use the properties of the Washington County Fair Complex to advertise products, goods, or services of a commercial nature, or solicit funds without the expressed written consent of the Washington County Fair Complex.
- (5) Canvassing, soliciting, and dissemination of written materials of a non-commercial nature is permitted on the Complex parking lot, if not under license, and on other property of the Washington County Fair Complex outside the fenced-in portions of the Washington County

Fair Complex. Such activities must be conducted in accordance with the following conditions:

- (a) Parking lot entrances, exits, and travel lanes must not be obstructed. Interference with traffic flow and with the duties of traffic attendants is prohibited.
  - (b) The use of land vehicles, including but not limited to cars, trucks, and other motorized vehicles, bicycles, scooters, skateboards, and skates is prohibited. Use of air vehicles is prohibited. Use of land vehicles as platforms or other temporary or permanent structures or platforms is prohibited.
  - (c) A person conducting such activity shall not place pamphlets, leaflets, or other material in or on any vehicles in the parking lots. Such activity must be conducted with pedestrians only, after their vehicles have been parked and they have exited.
  - (d) Loudspeakers and other sound devices are prohibited.
  - (e) Activity causing a crowd to gather is prohibited if pedestrian or vehicular traffic is obstructed or impeded.
  - (f) Activity conducted within twenty feet of an admission gate or ticket booth is prohibited.
  - (g) Activity conducted within five feet of an entrance or gate provided through fenced-in portions of the Washington County Fair Complex where access is provided to the general public is prohibited.
  - (h) Active obstruction of a Complex employee, contractor, subcontractor, agent or visitor's line of travel or active detention of a Fair employee, contractor, subcontractor, agent or visitor against his will is prohibited.
  - (i) Abusive language and actual or threatened physical harm directed against a Complex employee, contractor, subcontractor, agent or visitor is prohibited.
- (6) Any person or group canvassing, soliciting or disseminating materials covered by this policy must fill out a registration form and submit it along with a copy of each item to be distributed, petition to be signed, or any other materials to be used to the Washington County Fair Complex, 873 34<sup>th</sup> Avenue, Hillsboro, Oregon, 97124, at least 24 hours prior to such canvassing, soliciting or dissemination of material. Materials not submitted at least 24 hours in advance shall not be used.
- (7) Any person or group who places, or allows the placement of pamphlets, leaflets, or other material in or on vehicles or advertises or solicits funds without the expressed written consent of the Washington County Fair Complex, will be subject to a \$100 fine for each occurrence.



(8) Persons or groups are not prohibited from advertising, canvassing or soliciting on public sidewalks located on 34<sup>TH</sup> Avenue, Cornell Road or 28<sup>th</sup> Avenue, however, their activities may be restricted by city ordinance if such activities disturb the public peace, impede pedestrian or vehicular traffic, or create a public disturbance.

**Dated this 7th day of April, 2004.**

**ATTEST:**

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**Recording Secretary**

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**Board President**

# WASHINGTON COUNTY FAIR BOARD

## Policy 301

### Non-Paid Use of Fair Complex Facilities During the County Fair

#### RECITALS

1. Organizations requesting non-paid usage of Fair Complex facilities and/or equipment during the annual Washington County Fair are limited to those non-profit organizations whose activities directly support the annual Washington County Fair.
  - a. Fair Board approval to an organization to use its facilities and/or equipment during the annual Washington County on a non-paid basis is limited to the rental of the facility and/or equipment only. The Fair Board may charge for material expenses including, but not limited to, garbage removal, janitorial services and supplies, additional or excess utilities usage, staff time to set-up, tear-down or load-out event, staff overtime to cover extend event hours, etc.
  - b. Non-paid usage of Fair Complex facilities and/or equipment shall be evidenced by a Washington County Fair Complex Facility and Equipment Rental Contract (Exhibit I) signed by authorized representatives of both parties.
  - c. Use of Fair Complex facilities and/or equipment by such organizations shall support or be in connection with the organization's activities associated with the annual Washington County Fair.
  - d. Organizations allowed to use Fair Complex facilities and/or equipment at no charge shall not use such facilities and/or equipment for the purpose of raising funds unless said funds directly support the annual Washington County Fair.
  - e. Approval by the Fair Board for non-paid usage shall be based upon availability of facilities and/or equipment.
  - f. The Fair Board may withdraw its permission to permit an organization to use its facilities and/or equipment under this policy should said facilities and/or equipment be subsequently requested for paid usage. Such withdrawal by the Fair Complex shall not occur within 60 days of the annual Washington County Fair.
  - g. Organizations authorized to use of Fair Complex facilities and/or equipment shall return the Fair Complex facilities and/or equipment in the same or better

condition than received from the Fair Complex. Should the Fair Complex finds that its facilities and/or equipment was not returned in the same or better condition, the Fair Complex may make necessary repairs at the organization's expense.

2. Organizations requesting non-paid use of Fair Complex facilities and/or equipment during the annual Washington County Fair shall submit to the Fair Board, on or before the February Fair Board Meeting preceding each annual Washington County Fair, a written request that states:
  - a. the organization's non-profit status
  - b. the organization's planned activities at the annual Washington County Fair
  - c. the organization's support for and/or connection to the annual Washington County Fair
  - d. how funds, if raised by the organization during the annual Washington County Fair, would directly support the annual Washington County Fair.
3. The Fair Board shall, by Board action, approve or deny requests for non-paid use of facilities and/or equipment as part of the Board's planning for annual Washington County Fair events.
4. For the annual Washington County Fair immediately following the adoption of this policy, the Fair Board may, by Board action, review and approve or deny non-paid use of facilities and/or equipment for organizations granted said approval prior to the approval of this policy without requiring written requests.
5. Following each annual Washington County Fair, organizations shall file a report with the Fair Board noting the total number of individuals attending the non-paid event and the total funds raised, if any.

Approved this \_\_\_\_\_ day of \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**Recording Secretary**

\_\_\_\_\_  
**Board President**

# WASHINGTON COUNTY FAIR BOARD

## Policy 302

### Volunteer Policies

#### 1. EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy and practice of the Washington County Fair Board to ensure equal opportunity and affirmative action during the annual Washington County Fair for volunteers without regard to race, color, gender, religion, national origin, age, handicap, sexual orientation, or veteran status. An exception exists when, after reasonable accommodation has been made, age or handicap substantially limits the volunteer's ability to meet or perform legitimate service standards or poses a safety or security hazard.

#### 2. HARASSMENT

Consistent with the Washington County Fair Board Policy 106- Harassment Free and Violence Free Workplace, the Washington County Fair Board volunteer opportunities are committed to providing a work environment free of harassment.

**Reporting Procedure** - A volunteer who believes he or she has been the subject of harassment during the annual Washington County Fair will immediately report the alleged act to the volunteer's supervisor. If the volunteer is uncomfortable reporting the alleged act to the immediate supervisor, the employee may report the alleged act to the Washington County Fair Manager and/or his/her designee, who are outside the volunteer's own department.

Volunteers are obligated to report alleged acts of harassment where the alleged perpetrator is a coworker, supervisor, volunteer, or non-employee who does business with the annual Washington County Fair.

**Investigation** - In order to protect volunteer rights, the Washington County Fair Manager and/or his/her designee shall investigate and remediate any claims of harassment, whether by other employees, managers, supervisors, board members, or other citizens or visitors.

#### 3. INSURANCE AND INDEMNIFICATION

**The Washington County Fair Board does not provide worker's compensation insurance for volunteers.**

**Indemnification** - Volunteers are indemnified under the Oregon Tort Claims Act ORS 30.260 – 30.300 against any claims that may be made against them arising out of the course and scope of

their duties in service to the annual Washington County Fair. This obligation may be rejected by Washington County if the claim arises from a volunteer's malfeasance in office or willful or wanton neglect of duty.

#### **4. INJURY REPORTING PROCEDURE**

If a volunteer is injured while working at the annual Washington County Fair, the volunteer will immediately notify his/her supervisor.

#### **5. VOLUNTEER SERVICE**

Volunteers serve at the pleasure of the Washington County Fair Manager and/or his/her designee. Conduct or performance of an individual volunteer is subject to review and discipline that may lead up to and include dismissal of the volunteer.

#### **6. VOLUNTEER REPORTING STRUCTURE**

Volunteers are responsible to their immediate supervisor on the job. If a problem arises, volunteers are encouraged to discuss the issue with their immediate supervisor. If the issue remains unresolved, the next resource will be the volunteer programs coordinator or Fair Complex staff.

#### **7. ORIENTATION**

When feasible, volunteer orientation will occur before volunteer duties begin. Most positions have on-the-job training.

#### **8. CREDENTIALS AND PARKING PASSES**

If deemed necessary and appropriate, credentials and parking passes will be provided to volunteers

#### **9. VOLUNTEER CODE OF CONDUCT AND DRESS CODE**

Volunteers are held to high standards and as such, will conduct and dress themselves according to the **VOLUNTEER CODE OF CONDUCT** and **DRESS CODE** (attached).

**10. IMPLEMENTATION**

The Washington County Fair Manager and/or his/her designee shall have the authority to carryout the provisions of the policy and to make interpretations as necessary.

**11. NOTIFICATION**

Volunteers will be notified of these policies by receiving a copy of said policies when the volunteer agrees to provide services to the Fair Complex.

**Dated this** \_\_\_\_ **day of** \_\_\_\_\_.

**ATTEST:**

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Board President

# WASHINGTON COUNTY FAIR COMPLEX

## VOLUNTEER CODE OF CONDUCT

- I will conduct myself in the discharge of my duties, and in my relations with the public and Fair Complex staff, in a diplomatic and professional manner in accordance with the laws of the United States, the State of Oregon, the ordinances and policies of Washington County, and the policies of the Washington County Fair Board
- I will be courteous in the performance of my duties and I will not use profane, insolent, or offensive language when conducting business. I understand that as a volunteer I am a member of the public and have no status as an employee of Washington County.
- I will not act beyond the scope of my authority and understand that I may be held personally liable for my actions if I do.
- I will not remove, make copies, divulge, alter, enter false data, or make personal use of any records; reports; letters; documents; audio or video tapes; pictures; files; lists of names, addresses or phone numbers; or any other official business of the annual Washington County Fair. Nor will I utilize any equipment for personal reasons unless authorized by law, or as directed by the Fair Manager and/or his/her designee.
- I will not smoke or use tobacco products when actually engaged in close contact with the public. I will not attend any official event or report for duty with the odor of alcohol on my breath, nor will I consume alcohol while on duty.
- I will not use or illegally possess any controlled substance as defined by Oregon law, except as duly prescribed and necessary for health. I understand my use of a non-prescribed controlled substance or an unauthorized use of a prescribed controlled substance, whether on or off duty, will be cause for dismissal.
- I understand that while on duty, or when acting in an official capacity, or using an official title, or while wearing any annual Washington County Fair identification, I will not: solicit funds or otherwise act to influence, interfere with, or affect the results of a candidate's campaign or election, or the passage of any ballot measure.
- I will not authorize use of, or use for the benefit or advantage of any person or organization, the name, emblem, endorsement, services, or property of the annual Washington County Fair without written permission from the Fair Manager and/or his/her designee.
- I will not accept or seek for myself, or for any other person or organization, any financial advantage or gain from the annual Washington County Fair.
- I understand that I serve solely at the pleasure of the Washington County Fair Manager and/or his/her designee.

# WASHINGTON COUNTY FAIR COMPLEX

## VOLUNTEER DRESS CODE

Volunteers should wear clean clothing that is in good repair. Good judgment should always be used. Examples of attire that may not be deemed appropriate or safe include, but are not limited to:

- Shorts or cutoffs where pant legs are shorter than three inches above the knees
- Halter or tube tops
- Mini skirts
- T-shirts or tank tops (polo shirts with collars, sleeveless blouses, and tank tops underneath shirts or blouses are allowed)
- Gang-related attire
- Clothing bearing commercial or sports team logos.
- Clothing depicting sexual acts or nude body parts, alcohol, tobacco, or other drugs.
- Clothing with offensive language or symbols.
- Clothing that exposes cleavage or an undue amount of flesh on the back, chest, thigh, or mid-section.
- See-through or tight-fitting clothing
- If form-fitting pants are worn, a loose top, with the torso length to the fingertip must be worn over them.



**WASHINGTON COUNTY FAIR COMPLEX BOARD**

**Policy 303**

**Purchasing Policy**

The Washington County Fair Board shall adhere to Washington County Purchasing Rules.

Approved this \_\_\_\_\_ day of \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President

## WASHINGTON COUNTY FAIR BOARD

### Policy 305

#### Advertising, Canvassing or Soliciting Policy

1. During activities associated with the annual Washington County Fair, no advertising, canvassing or soliciting, and no dissemination of written materials or products is permitted within the fenced-in portions of the Washington County Fair Complex property, parking lots or the air space above, except by persons exhibiting as lessees under exhibit space or sponsorship agreements signed by the Washington County Fair Manager.
2. No person or group shall use the properties of the Washington County Fair Complex during the annual Washington County Fair to distribute or advertise products, goods, or services of a commercial nature, or solicit funds without the expressed written consent of the Washington County Fair Manager.
3. Canvassing, soliciting, and dissemination of written materials of a non-commercial nature during the annual Washington County Fair is permitted on the Complex parking lot, if not under license, and on other property of the Washington County Fair Complex outside the fenced-in portions of the Washington County Fair Complex. Such activities must be conducted in accordance with the following conditions:
  - (a) Parking lot entrances, exits, and travel lanes must not be obstructed. Interference with traffic flow and with the duties of traffic attendants is prohibited.
  - (b) The use of land vehicles, including but not limited to cars, trucks, and other motorized vehicles, bicycles, scooters, skateboards, and skates is prohibited. Use of air vehicles is prohibited. Use of land vehicles as platforms or other temporary or permanent structures or platforms is prohibited.
  - (c) A person conducting such activity shall not place pamphlets, leaflets, or other material in or on any vehicles in the parking lots. Such activity must be conducted with pedestrians only, after their vehicles have been parked and they have exited.
  - (d) Loudspeakers and other sound devices are prohibited.
  - (e) Activity causing a crowd to gather is prohibited if pedestrian or vehicular traffic is obstructed or impeded.
  - (f) Activity conducted within twenty feet of an admission gate or ticket booth is prohibited.
  - (g) Activity conducted within five feet of an entrance or gate provided through fenced-in portions of the Washington County Fair Complex where access is provided to the general public is prohibited.
  - (h) Active obstruction of a Complex employee, contractor, subcontractor, agent or visitor's line of travel or active detention of a Fair employee, contractor, subcontractor, agent or visitor against his will is prohibited.
  - (i) Abusive language and actual or threatened physical harm directed against a Complex employee, contractor, subcontractor, agent or visitor is prohibited.

4. Any person or group canvassing, soliciting or disseminating materials of a non-commercial nature covered by this policy during the annual Washington County Fair must fill out a registration form and submit it along with a copy of each item to be distributed, petition to be signed, or any other materials to be used to the Washington County Fair Complex, 873 34<sup>th</sup> Avenue, Hillsboro, Oregon, 97124, at least 24 hours prior to such canvassing, soliciting or dissemination of material. Materials not submitted at least 24 hours in advance shall not be used.
5. Any person or group who places, or allows the placement of pamphlets, leaflets, or other material in or on vehicles or advertises or solicits funds or distributes products during the annual Washington County Fair without the expressed written consent of the Washington County Fair Manager, will be subject to a \$100 fine for each occurrence.
6. Persons or groups are not prohibited from advertising, canvassing or soliciting or distributing products during the annual Washington County Fair on public sidewalks located on 34th Avenue, Cornell Road or 28th Avenue; however, their activities may be restricted by city ordinance if such activities disturb the public peace, impede pedestrian or vehicular traffic, or create a public disturbance.

Approved this \_\_\_\_\_ day of \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**Recording Secretary**

\_\_\_\_\_  
**Board President**

**WASHINGTON COUNTY FAIR COMPLEX BOARD**

**Policy 306**

**Access to Fair Complex Facilities**

1. During the annual Washington County Fair, those gates within the facility that allow the most convenient access for those producing the event and those attending the event, will be opened allowing entry into the facility. Gates and access points that do not directly apply to said activities will remain locked.
2. The Washington County Fair Board grants the Washington County Fair Manager and/or his/her designee the authority to question individuals during the annual Washington County Fair if individuals are found to be accessing areas of the facility not directly related to their stated business at the annual Washington County Fair.
3. If upon questioning the individual, or individuals, the Washington County Fair Manager and/or his/her designee deems there is no need for access to the part of the facility in question, the staff can ask the parties involved to vacate that part of the facility or to leave the facility entirely.
4. If the Washington County Fair Manager and/or his/her designee determines that in order to maintain the integrity and security of the facilities, to protect the public who is using the facilities, and/or to protect employees who work within the facilities during the annual Washington County Fair, an individual or individuals must be refused entry or ejected, the Fair Complex Board grants the Washington County Fair Manager and/or his/her designee the authority to refuse entry or eject such individual or individuals.
5. The Washington County Fair Manager and/or his/her designee shall contact law enforcement if an individual or individuals enter the Fair Complex without permission and/or refuse to leave the Fair Complex upon being ejected.

**Dated this** \_\_\_ **day of** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President

WASHINGTON COUNTY FAIR BOARD  
Policy 307  
Weapons and Outside Alcohol Policy

1. The Washington County Fair Manager and/or his/her designee shall contact local law enforcement and discuss security strategies each year before the annual Washington County Fair. Law enforcement shall be encouraged to be present and to patrol the Fairgrounds during the annual Washington County Fair.
2. Pursuant to ORS 565.240, during activities associated with the annual Washington County Fair, security shall be on site at all times when the County Fair is open to the general public.
3. Security shall check each individual for illegal weapons and outside alcohol before entry into the Fairgrounds for the annual Washington County Fair. Security checks shall be consistent for each individual entering into the fairgrounds. Individuals who do not consent to a security check shall not be allowed entry into the Fairgrounds. The Washington County Fair and/or his/her designee is given authority to provide specific instructions for security staff in advance of each year's County Fair after meeting with local law enforcement authorities. For purposes of this policy, the Fairgrounds consist of all areas inside the fenced off area at the Fair Complex used to conduct the annual Washington County Fair.
4. During activities associated with the annual Washington County Fair, no person is allowed to possess a loaded firearm(s) at the Fairgrounds unless the person:
  - a) is a law enforcement officer performing his/her official duties; or
  - b) has a concealed weapon license, can verify the license, and handles the firearm in conformance with concealed weapon license requirements.
5. Except as otherwise described above, during activities associated with the annual Washington County Fair, no person other than law enforcement shall be allowed to bring any other weapon, as defined in ORS 166.360(5) into the Fairgrounds.
6. During activities associated with the annual Washington County Fair, no person shall be allowed to bring any outside alcohol into the Fairgrounds.
7. Except as otherwise provided above, guests found in possession of the above-mentioned weapons or outside alcohol will be asked to remove the item from the Fairgrounds or dispose of it. Security shall not confiscate any items, nor is security to store or check the above described weapons.

8. Pursuant to ORS 166.370, it is prohibited for any person to intentionally possess a loaded or unloaded firearm or any other instrument used as a dangerous weapon (as defined in ORS 161.015) in any of the Fair Complex buildings at all times, during the annual Washington County Fair, unless the person is:
  - a) a law enforcement officer acting within the scope of employment;
  - b) a person summoned by law enforcement and engaged in assisting the officer;
  - c) a member of the military when engaged in the performance of duty;
  - d) possessing a handgun and is licensed to carry a concealed handgun; or
  - e) authorized by the Washington County Fair Manager to possess a firearm or dangerous weapon in the building.
  
9. Violation of this policy shall result in denial of entry into or ejection from the annual Washington County Fair. Security shall contact law enforcement if the individual or individuals refuse to leave the Fairgrounds.

Approved this \_\_\_\_ day of \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**Recording Secretary**

\_\_\_\_\_  
**Fair Board President**

**WASHINGTON COUNTY FAIR BOARD**

**Policy Resolution 308**

**4-H & FFA Residency Requirements for Participation in  
the Annual Washington County Fair**

1. The Washington County Fair Board shall only allow 4-H and FFA youth who permanently reside and attend school within Washington County to participate in Washington County Fair activities and competitions unless special circumstances are obtained by the Fair Board at least 18 months prior to the Annual Washington County Fair.
2. Any special circumstances obtained by the Fair Board must be re-considered annually.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ (month and year).

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President