



Town & Country
CHRISTMAS
BAZAAR

Linn County Fair & Expo Center
Albany Oregon
December 2, 3 & 4, 2011

Exhibit Space Application Enclosed

3700 Knox Butte Rd, Albany OR 97322

Web Page: www.lcfairexpo.com

Phone: 541-926-4314 or 1-800- 858-2005

FAX: 541-926-8630

fairexpo@co.linn.or.us



Dear Vendor,

Thank you for your interest in the Town & Country Bazaar held here at the Linn County Fair & Expo Center in December. We will continue to jury items from *new* vendors. **All items must be handcrafted.** **If you have participated in the past, we will not need to jury your items unless you have changed your product or have added new items.**

The prices for 2011 will remain the same as last year, and we will once again be using pipe and drape to enhance the appearance of the bazaar.

We will be opening at noon on Friday, December 2 and closing at 4:00 p.m. on Sunday, December 4. Set up will be from 8:00 a.m. until 6:00 p.m. on Thursday, December 1.

Also, cargo trailers must be parked in the RV spaces along the north fence. They will not be allowed in the vendor parking area.

Thank you for your support as we move forward to provide a wonderful event for the community.

Sincerely,

Cathy Exline

The information contained on the following pages is made a part of each Use Agreement by reference. It is your responsibility to familiarize yourself and your employees with the following rules, conditions, provisions and information.

Bazaar Dates and Hours

All booths are required to be open for business and staffed during open hours.

Friday, December 2	Noon – 8:00 p.m.
Saturday, December 3	10:00 a.m. – 6:00 p.m.
Sunday, December 4	10:00 a.m. – 4:00 p.m.

Booth Prices

The Linn County Fair Board has set pricing for booth space at the 2011 Town & Country Christmas Bazaar as follows:

WILLAMETTE EVENT CENTER

10' X 10' Corner booth	\$90.00 per booth
10' X 10' Line booth	\$ 75.00 per booth
Electricity for Booth	\$ 25.00 per booth

HOW TO APPLY FOR A SPACE

1. FILL OUT AND RETURN APPLICATION

The Exhibit Space Application is included within this handbook. Select your booth number and booth size. Fill out the application, sign and mail to the address indicated on the application or fax it to 541-926-8630 (make sure you send both sides). Be sure to make a photocopy for you records. **PLEASE DO NOT SEND PAYMENT WITH YOUR APPLICATION.**

2. WHEN TO SEND THE APPLICATION IN

❖ **Returning vendors with seniority: No later than April 15, 2011**

We will attempt to honor all preferences for space to the best of our ability, taking into consideration the following factors:

1. The number of years you have exhibited at the Town & Country Christmas Bazaar.
2. The date your application was received.
3. The compatibility of your exhibit with others in the same general area.

IF YOUR APPLICATION IS RECEIVED AFTER APRIL 15, 2011, YOU MAY LOSE YOUR SENIORITY FOR THE YEAR. THIS WILL SIGNIFICANTLY AFFECT WHICH SPACE WILL BE AVAILABLE TO YOU.

Notwithstanding the above, The Town & Country Christmas Bazaar reserves the right to designate the space where any Exhibitor may present their exhibit as it is deemed beneficial to Town & Country Christmas Bazaar and its patrons.

❖ **New vendors – Open due date for application**

It is recommended that you mail your application as early as possible, since space tends to fill up early. Follow the directions at the top of the page about filling out the application. If you are requesting a booth in an area where space is still available, your application will be reviewed and, upon approval, space will be assigned and an invoice will be mailed to you indicating your booth space number(s) and payment dates and amounts.

If space is not available: If you are requesting booth space in an area that is sold out or your product is the same or similar to other products we have booked already, your application will be held and you will be contacted later if booth space becomes available. To be considered, please fill out and return the enclosed application.

3. **PAYMENT** – Upon receipt of the application by the Town & Country Christmas Bazaar, space will be assigned and an invoice for the 2011 Town & Country Christmas Bazaar will be issued. **Payment is due on receipt of invoice.** Payments not made on time may result in cancellation of application. **Exhibitors will not be allowed to move into booths without full payments of all exhibit space.** The Town & Country Christmas Bazaar accepts personal checks, Money Orders, Bank Checks or Cash. There will be a \$25.00 processing fee added to the total amount due for any checks returned for “Non Sufficient Funds”. **Booth space must be paid in full prior to move-in.**

QUESTIONS – Please contact Cathy Exline, Linn County Fair & Expo Center 3700 Knox Butte Rd, Albany OR 97322, Phone: 541-926-4314 or 1-800- 858-2005, FAX: 541-926-8630, E-mail: cexline@co.linn.or.us.

**2011 TOWN & COUNTRY CHRISTMAS BAZAAR
EXHIBIT SPACE APPLICATION
December 2 – 4, 2011**

PLEASE TYPE OR PRINT – COMPLETE BOTH SIDES

Organization: _____

Name (First): _____ (Last) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Area Code & Phone Number: _____ Area Code & FAX: _____

E-Mail Address: _____ Web Page: _____

SPACE REQUEST

Seniority, date received and compatibility with other exhibits are factors that T&CCB considers when spaces are assigned. **However, T&CCB reserves the right to designate the area where any Exhibitor may present their exhibit as is beneficial to the Town & Country Christmas Bazaar and its patrons.**

SPACE SIZE REQUESTED: _____ (10' x 10', 10' x 20', 10' x 30", etc)

LOCATION PREFERENCE: Willamette Event Center (Booth #): _____ (1st choice)
_____ (2nd choice)
Corner booth _____
Line booth _____
Electrical _____

COMMENTS: _____

DESCRIPTION OF EXHIBIT

List below all items that you plan to sell or display. **ITEMS NOT LISTED HERE WILL NOT BE ALLOWED.** Please be specific. (Do not indicate "etc." or "accessories" or "same as last year:") **Include photographs and/or brochures if you are a new vendor or have new items.** Requests for changes or additions must be made in writing to TCCB by September 1.

If you need more description space you may attach a supplemental sheet.

PLEASE COMPLETE OTHER SIDE

SUPPLEMENTARY INFORMATION

Please complete all applicable information below.

Admission Passes: Each booth is allowed 2 passes. Additional passes can be purchased for \$1.00 each.
Number of additional passes _____ X \$1.00 = _____ Total .
Passes are specifically for use by exhibitors and their staff only.

Names for Passes: _____

Additional Tables _____ **X \$9.00 each** _____
Additional Chairs _____ **X \$1.50 each** _____

RV SPACE RENTAL

RV spaces can be reserved on line at www.lcfairexpo.com

CERTIFICATION OF APPLICANT

I have completely read and understand the 2011 Rules Governing Exhibits in the Commercial Exhibit Handbook. I understand that this is an application for space only, and is not a commitment by Town & Country Christmas Bazaar to rent space to me. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

For Office Use Only

Date _____ Check # _____

Booth # _____ Amount _____

RETURN BY MAIL TO:
Cathy Exline
Linn County Fair & Expo Center
3700 Knox Butte Rd
Albany OR 97322

RETURN BY FAX TO:
Cathy Exline
541-926-8630
Please include both sides of application.

**RETURN APPLICATION BY April 15, 2011 TO RECEIVE
CREDIT FOR SENIORITY.**

Booth Prices Include

1. **Space** - The use of space for three days. **Includes 1 table and 2 chairs**
2. **Admission Credentials** – Exhibitors will receive two (2) passes. Additional passes that are needed must be purchased. **Note: All Exhibitor passes are strictly for exhibitor and booth staff only and are NOT to be given or sold to anyone outside of your organization. Violators will face expulsion from the Town & Country Christmas Bazaar.**

Payment and Refund Policy

1. Upon acceptance of your application, you will receive an invoice for the total amount due. **All payments are due upon receipt.**

General Rules

1. Items for sale must be handcrafted by the exhibitor(s).
2. Exhibitors must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests, or employees.
3. By order of the State Fire Marshal, smoking is prohibited in booths or inside any buildings at the Linn County Fair & Expo Center. **Candles may not be lit in buildings.**
4. **Pets are not allowed on the Fairgrounds, or inside exhibit spaces.** Exceptions may be made for animals that are an integral part of an exhibit space for the purpose of selling an animal-related product. The TCCB Management must grant such exceptions in writing.
5. **Food or beverage may not be given away without Management’s written consent as such acts may conflict with concessions rights held by others. Exhibitors expecting to dispense free samples must obtain permission to do so before the bazaar opens. SALES OF READY-TO-CONSUME FOOD OR BEVERAGES (INCLUDING WATER) FROM A COMERCIAL EXHIBIT BOOTH ARE STRICTLY PROHIBITED.**
6. Placing of advertising material on or in automobiles on Fairgrounds property is specifically prohibited and no permission for such distribution will be granted under any circumstances.
7. Canvassing or solicitation except by exhibiting firms is not allowed. Canvassing or demonstration of exhibit must be confined to the inside boundaries of Exhibitor’s assigned space and in no case may extend to any other part of the grounds.
8. The Town & Country Christmas Bazaar 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, exhibitors, or members of the public.

9. The Town & Country Christmas Bazaar reserves the right to stop or remove from the Bazaar or relocate any Exhibitor or his representative and/or exhibit, performing any act or practice which, in the opinion of the Town & Country Christmas Bazaar, is illegal; interferes with the performance of other exhibitors; creates a health, safety or fire hazard; or violates any rules stated herein.
10. Exhibitor shall comply with those laws, rules and regulations and codes of the State of Oregon, Linn County, City of Albany, and the Town & Country Christmas Bazaar that may include but not be limited to worker's compensation insurance, health and safety, fire, construction, and utilities.
11. It is mutually understood and agreed that no alteration or variation of the terms of the TCCB rules shall be valid unless made in writing and signed by the parties and that no oral understanding or agreements not incorporated in the TCCB rules and no alterations or variations of the term thereof, unless made in writing between the parties, shall be binding on any of the parties.
12. The decision of the Event Manager or his/her representative, in their official capacities, must be accepted as final in any disagreement between Exhibitors.
13. All matters not covered in these conditions are subject to the decision of the Event Manager or his/her representative, in their official capacities, which shall be final.
14. The application is not binding upon the county or the Town & Country Christmas Bazaar until it has been duly accepted and signed by its authorized Event Manager or its representative, and payment received per the terms of the invoice.

Rules of Conduct

All Exhibitors are expected to conduct themselves in a professional manner and according to the Rules Governing Exhibits. Exhibitors will refrain from mentioning their competitors or their competitors' products in a derogatory manner or in any other way disparaging another exhibitor who is also participating in the Bazaar. Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the Bazaar. Such Exhibitors may not be invited to return to subsequent Bazaars.

The sale and/or misuse of credentials by Exhibitors, their agents, family members, or any other person may result in immediate expulsion with no refund and the Exhibitor may not be allowed to return to subsequent Bazaars.

All Exhibitors will be required to keep their booths open all 3 days of the Bazaar during all official Bazaar hours. Violators may face expulsion and not asked to return.

The Town & Country Christmas Bazaar provides a service to both Exhibitors and Patrons. It is our policy to maintain clean facilities, neat grounds, and respect for our Patrons. We must insist that Exhibitors provide the same respect for Patrons as well as fellow Exhibitors. Town &

Country Christmas Bazaar retains the right to remove any exhibitor and his exhibit from the Fair & Expo Center if Exhibitor does not comply with the signed Use Agreement and written rules.

Subleasing

Use Agreement holders are prohibited from subleasing, assigning, or apportioning to another party the whole or any part of the contracted space allotted to them by the Town & Country Christmas Bazaar. The allotted space is for the sole and exclusive use of the Exhibitor named on the Use Agreement. Use Agreement holders may subcontract for their goods or services to be sold by a third party as long as such goods or services are listed on the Use Agreement and approved by the Town & Country Christmas Bazaar.

Exhibitor Move-In

Move-in for all areas will be 8:00 A.M. to 6:00 P.M. on Thursday, December 1. All booths must be ready for business no later than 11:00 a.m. Friday, December 2. Linn County Fair & Expo Center reserves the right to demand removal of vehicles from any area of the grounds.

Please be patient during move-in. Due to extreme congestion on the grounds during move-in days, we ask that you allow yourself much more time than you may have anticipated. Please **BE SAFE!** Be cautious of pedestrians, trucks, forklifts, etc.

Booth Furnishings

Rugs or mats are suggested floor coverings for the exhibit booths (used with approved tape only and available at the Fair & Expo Office). Painting of floors is prohibited.

Exhibitors shall not deface Linn County Fair & Expo facilities or property in any way. **Use of staples, paint, tape, pins, etc. on floor and/or walls is prohibited.**

Minimum 14 gauge extension cords may be used only within the guidelines established by the City of Albany Fire Marshal's office. See enclosed Fire Marshal Regulation for details.

The height of either side of indoor exhibits may be 4' high at the front of the booth and 8' high at the back of the booth.

All booth furnishings, including signs and display racks must remain inside the boundaries of designated booth space at all times.

Exhibitor Clean-up

At the end of each day during Bazaar, each Exhibitor is responsible for the clean up of his exhibit area. Fair & Expo personnel will not enter booth exhibit area.

Any Exhibitor using food for demonstrations such as slicers, cookware, blenders, etc., must provide a water-proof, covered container to hold refuse, thus preventing leakage onto the floor or into other Exhibitor's booths. Each Exhibitor will be responsible for emptying their refuse container daily or more frequently as required. Any Exhibitor who has an exhibit that allows food, water, or refuse to leak onto the floor in into another Exhibitor's booth will be subject to a \$25.00 cleaning fee for each occurrence and after the second occurrence will be subject to expulsion from the Fairgrounds without refund. **You may be liable for injuries caused to persons slipping in such leakage.**

Cardboard Recycling

Containers designated solely for the placement of cardboard will be located in strategic areas convenient to the exhibit booths. Exhibitors are asked to break down and place cardboard in these specific containers.

Exhibitor Access

Exhibitors will be allowed access to the Willamette Event Center no earlier than 9:00 A.M. each day of the Bazaar. Access will be through the West Side of building. Lights will be turned out and building locked at 15 minutes past closing hour each evening of the Bazaar. Exhibitors should be prepared to close booths and leave exhibit area at that time. Exhibitors will not be permitted to remain in booths overnight.

Exhibit Move-Out/Removal

Exhibits may be removed after 4:00 P.M. on Sunday, December 4, 2011. **Vehicles are not allowed into buildings NO EXCEPTIONS.**

All exhibits must remain set-up until 4:00 P.M., Sunday, December 4, 2011; booths that take down early will not be asked back the following year.

All exhibits must be removed from the fairgrounds by 7:00 P.M. on Sunday, December 4, 2011. During dismantling, exhibitors will be expected to remove all trash and debris from their exhibit area and place it in trashcans provided by the Fair & Expo Center. Any articles or materials not removed from the grounds by 7:00 P.M. on December 5 may become the sole property of the Fair & Expo Center. The Fair & Expo Center reserves the right to dispose of such property in any manner it may deem in the best interests of the Fair & Expo Center. Removal of items is subject to fees.

Exhibitor Parking

Parking for Exhibitors will be located in the northwest lot behind the Willamette Event Center. Exhibitors are allowed one motorized vehicle such as a car, pick-up, van, etc. **Please do not park non-motorized vehicles such as cargo trailers in the Exhibitor parking area. Limited space in the northwest parking lot is available for parking cargo trailer, trucks, etc. that are being used to store stock for booths. PLEASE CALL AHEAD FOR AVAILABILITY.** Overnight sleeping is not allowed in this area.

Recreational Vehicles

RV spaces are available at Linn County Fair & Expo Center during the Bazaar and can be made on line at www.lcfairexpo.com. There are two RV parks close by, Blue Ox, 541-926-2886 and Knox Butte RV Park, 541-928-9033. You must make your own reservations.

Credentials

Exhibitors will receive a two (2) free admission passes for the purpose of staffing booth(s) as indicated on the application. You may purchase additional passes for \$1.00 each.

It is a violation to distribute any exhibitor passes to anyone except the staff needed to operate your booth. Under no circumstances may these passes be electronically reproduced. Misuse of any exhibitor passes will result in non-compliance proceedings and possible monetary fines, or permanent expulsion from the Bazaar.

Credentials must be picked up at the Fair Office located within the Willamette Event Center on December 1 from 8:00 A.M. to 6:00 P.M. **Credentials Will Not Be Mailed.**

Messages

It is very difficult for Event staff to deliver phone messages to Exhibitors. In most cases, we do not know the names of the people working in booths, and many callers don't know the name of the booth they are trying to contact. It is suggested that you arrange to have a cellular phone or pager if you need to receive messages from employees, family, etc.

Telephone and Internet Service

Telephone service is available in the Willamette Event Center. You will need to contact the Fair & Expo office to make arrangements. Contact at least 30 days prior to Bazaar. Wireless internet is also available at no charge.

Phone line \$75.00

Labor

The Town & Country Christmas Bazaar is not responsible, nor will it arrange to provide any kind of labor for the installation, removal or servicing of any exhibit space. It is recommended that Exhibitors needing to use local labor contact the Employment Office.

Fire Marshal Regulations

All Exhibitors will be required to abide by rules and regulations as set forth by the City of Albany Fire Marshal's Office. The rules are listed in this Handbook. Exhibitor should keep rules on hand in each exhibit booth. **SEE ENCLOSED RULES.**

Security

The Town & Country Christmas Bazaar will exercise all reasonable diligence in protecting property of Exhibitors, but will not be responsible for articles lost by fire or theft, or mysterious disappearance. Please report any thefts to the Event Office as soon as possible.



**THIS SECTION IS REQUIRED BY THE FIRE
MARSHALL**

City of Albany
Fire Department
333 Broadalbin SW
Albany OR 97321

Fire and Life Safety Division
541-917-7731

FIRE AND LIFE SAFETY REQUIREMENTS AND CHECKLIST

The following requirements apply to all expo, public assembly, show, fair, carnival, livestock and motorized vehicle events. Final approval of any event may be dependent on inspection by the **Albany Fire Department**. Questions may be directed to the Fire and Life Safety Division.

Exits:

- ✓ Obstructions shall not be placed in the required width of an exit path. Exits shall not be obstructed in any manner and shall remain free of any material. **Reference UFC 1203**
- ✓ Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable. All locking devices shall be of an approved type. **Reference UFC 1207.3**
- ✓ Exit signs shall be readily visible from any direction. **Reference 1212.2**

Obstruction of fire safety equipment:

- ✓ Materials or things shall not be placed or kept near fire safety equipment in a manner that would prevent such equipment from being immediately visible. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment. **Reference UFC 1001.7, 901.4.3 and 2501.13**

Fire Lanes:

- ✓ Fire lanes shall not be obstructed in any manner, including parking of vehicles. Widths shall be maintained at all times. **Reference UFC 902.2.4.1**

Decorations:

- ✓ Decorative material used inside of buildings shall be flame resistant. Drapes and curtains shall be treated and maintained flame resistant. **Reference UFC 1103.3.3.1 and 1103.3.3.2**

- ✓ If you would like to use hay bales and/or any loose combustible materials, you will need prior approval from the Albany Fire Department.

Open flames and cooking:

- ✓ Candles and other open-flame devices shall not be used in places of assembly. *Reference UFC 2501.17*
- ✓ All food preparation equipment, which produces grease-laden vapor (frying, deep fat frying, etc), shall be located under an exhaust hood equipped with a fire extinguishing system. *Reference UFC 1006.1*
- ✓ An additional 2A10BC portable fire extinguisher is required if cooking is involved. *Reference UFC 1002.1*

Cooking outside of buildings:

- ✓ An additional 4A20BC portable fire extinguisher is required if cooking outside is involved. *Reference UFC 1002.1*
- ✓ Commercial cooking equipment will only be allowed in approved locations using approved equipment and with prior approval from the Albany Fire Department.

Liquid petroleum gas (Propane) inside buildings:

The use of portable propane – gas containers shall not be allowed in buildings, with the following exceptions:

- ✓ For demonstrations and public exhibitions (not cooking), propane containers are limited to 12 pound water capacity and shall have 20 feet separation between containers and requires prior approval from the Albany Fire Department. *Reference UFC 8203.2.1.1 and 8203.2.1.6*
- ✓ Propane containers listed for temporary indoor heating use. *Reference 8203.2.1.3*
- ✓ Combustible materials shall at least 10 feet from propane containers. *Reference UFC 8209*

Propane outside buildings:

- ✓ Propane cylinders less than 125 water gallons in size must be at least 5 feet from the structure. *Reference UFC 8204.3*
- ✓ Propane cylinders 125 to 250 water gallons in size must be at least 10 feet from the structure. (Not allowed under building eaves). *Reference UFC 8204.3*
- ✓ Propane cylinders must be set on a firm foundation or be adequately secured and protected from potential damage. *Reference UFC 8210 and standard 82-1*

Electrical wiring / equipment:

All electrical wiring and equipment shall comply with the electrical code. Wiring connections to any circuit panel can only be performed by qualified, licensed electricians. Contact the Albany Building Department for needed permits.

Extension Cords:

- ✓ Cords shall be plugged directly into an approved receptacle, power tap or multiplug adapter and shall, except for approved multiplug extension cords, serve only one portable appliance. *Reference UFC 8506.2.3*
- ✓ Cords shall be maintained in good condition without splices, deterioration or damage. *Reference UFC 8506.2.5*
- ✓ The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. *Reference UFC 8506.2.5*
- ✓ Cords shall not be used in any manner that would subject them to environmental or physical damage. *Reference UFC 8506.3*
- ✓ Multi-plug adapters, such as multi-plug extension cords, cube adapters, strip plugs and other devices that do not comply with this code or the Electrical Code shall not be used. **Minimum 14 gauge cords are required.** *Reference UFC 8507*

Heating appliances:

- ✓ Heating appliances shall be installed and maintained in accordance with their listing in the Building, Electrical, and Mechanical Codes. All portable electric heating devices shall have high temperature limiting device and a tip over switch. *Reference UFC 1107.1*

Trash containers inside building:

- ✓ Combustible trash containers shall be removed from buildings at least once each working day. *Reference UFC 1103.2.1.5*
- ✓ Trash Dumpsters shall not be placed within 5 feet of a building. *Reference UFC 1103.2.2*

Motorized vehicle displays:

- ✓ Batteries shall be disconnected in an approved manner. *Reference UFC 2505.2.2*
- ✓ Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons whichever is less. *Reference UFC 2505.2.3.2*
- ✓ Vehicles shall not be fueled or defueled within the building. *Reference UFC 2505.2.3.1*
- ✓ Fuel tank openings shall be locked and sealed to prevent the escape of vapors. *Reference UFC 2505.2.3.4*
- ✓ The location of vehicles or equipment shall not block any exit or exit path. *Reference UFC 2505.2.4*

Obstruction of sprinkler systems:

- ✓ Tents, canopies or similar items that are over four feet in width shall not be used in areas protected with a fire sprinkler system. *Reference UFC 1001.5.1 and NFPA 13 5.5.5.3.1*

LINN COUNTY FAIR & EXPO CENTER

To I-5, Exit #233
North & Southbound
via Hwy 20

S

Albany Airport

W

To I-5, Exit
234A
Northbound

No parking area

OVERFLOW

LOADING

LOADING

ROW STALLS

4

5

**Vendor
Lot**

KEY

1. Willamette Event Center
2. Courtyard
3. Calapooia Arena
4. Cascade Livestock
5. Santiam

DOGWOOD

LIVESTOCK/EXHIBITION/VENDOR ENTRANCE

TRAILER
PARKING

3

2

1

LOADING
DOCK

Meeting
Rooms

OPERATIONS
COMPOUND

**Public Parking
Lot**

E

PUBLIC ENTRY ROAD

KNOX BUTTE ROAD

N

**National
Guard**

Total facility is
ADA accessible

DOGWOOD AVE.

LIVESTOCK/EXHIBITION/VENDOR ENTRANCE

TIMBER STREET

