

KLAMATH COUNTY FAIR

RULES AND REGULATIONS

DEADLINES:

- Contract due by: July 15th 2016
- Payment due by: July 15th 2016
- Insurance due by: July 15th 2016

The following RULES and REGULATIONS apply for all CONCESSIONAIRES, EXHIBITORS, and ORGANIZATIONS participating in the KLAMATH COUNTY FAIR:

The KLAMATH COUNTY FAIR reserves the right to interpret and settle any differences arising out of incidents with respect to the Fair.

All Commercial Exhibitors and Food Concessionaires doing business on the Fairgrounds must provide the Klamath County Fair a Certificate of Liability. The Certificate of Liability must name KLAMATH COUNTY, KLAMATH COUNTY FAIR BOARD, and EMPLOYEES as additional insured. This coverage shall include Contractual Liability insurance for the indemnity provided under this contract. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of \$1,000,000.00 per occurrence, and \$2,000,000.00 aggregate.

Food Concessionaires are responsible for their own health permits.

The Environmental Health Division (Public Health) Department:

Located:

3314 Vandenberg Rd., Klamath Falls, OR 97603

Phone:

541-883-1122

Hours:

Monday, Tuesday, Thursday, Friday

8:00 AM-12:00 PM and 1:00 PM – 5:00 PM

Wednesday

10:00 AM-12:00 PM

All exhibitors are expected to conduct themselves in a professional, businesslike manner. Any unruly conduct or use of foul language to Fair Patrons or Fair Personnel will be considered grounds for expulsion. Exhibitors are limited to only the space leased for any advertising, brochures, and/or handout materials. There will be no soliciting by exhibitors, organizations or any other persons allowed on the fairgrounds property outside of their leased space.

SPACE AGREEMENT, CHECK- IN, AND PAYMENT OF FEES

1. During the official hours of each day during Fair, all Commercial Exhibits and Food Booths must be open to the public and in charge by a competent attendant.

2. Food, beverage, or gift samples may not be given away without permission from the Fair Coordinator.

3. Your **AGREEMENT** is enclosed; please SIGN AND RETURN ONE COPY, and RETAIN ONE COPY FOR YOUR RECORDS. Your payment amount and due date are listed on this Agreement. Exhibitors

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will not be allowed access to the assigned space without FULL PAYMENT OF RENT and any other fees that may be due per your Agreement.

4. **COMMERCIAL EXHIBITORS** check-in will be conducted at the BUSINESS OFFICE in the Multi-Purpose Building on **Wednesday, August 17, 2016** from **12 NOON until 8P.M.** (PLEASE NOTE: CHECK IN TIME COMMENCES AT 12 NOON.)

5. **FOOD BOOTH CONCESSIONAIRES** check-in time will be scheduled by communication between Concessionaire and the Fair Coordinator prior to the week of the Fair. (PLEASE CALL AHEAD AND LET A BUSINESS OFFICE STAFF KNOW WHEN YOU ARE PLANNING ON ARRIVING AT OUR FAIR.)

6. Anyone canceling space once payment has been made will forfeit all booth rent paid to the Klamath County Fairgrounds. **DEPOSITS WILL NOT BE REFUNDED.**

EXHIBITOR SET-UP

1. Exhibitors shall have vehicle access to the grounds prior to opening day. Vehicles will be permitted on the grounds during set-up for unloading only. **Exhibitors may move into their booths after checking in on Wednesday, August 17, 2016 from 12 NOON until 8 P.M. All exhibits must be in place and debris removed from aisles no later than 10:30AM on Thursday, August 18, 2016.**

ACCESS TO GROUNDS AND EXHIBIT AREAS

1. **VEHICLES:** 7 A.M. - 9 A.M. THURSDAY THROUGH SUNDAY FOR DELIVERY ONLY.
ENTRANCE: NORTH VENDOR GATE. (SEE ATTACHED MAP)

ANY VEHICLES on the grounds after the designated hours will be towed away at the owner's expense. Supplies must be hand carried from parking lot after designated hours. For SECURITY REASONS the buildings shall be secured within **30 minutes** of closing each evening.

2. **INDOOR EXHIBITS:** DOORS are open to EXHIBITORS ONLY at 8 A.M. Thursday through Sunday, unless other arrangements are made through the Fair Office to get in earlier.

3. **FAIR VENDOR HOURS:** THURSDAY, 12 NOON - 10 P.M.; FRIDAY AND SATURDAY, 10 A.M. - 10 P.M.; SUNDAY, 10 A.M. - 5 P.M. (PLEASE NOTE THE OPENING TIME AND THE CLOSING TIME OF EACH DAY OF THE FAIR.)

4. **CREDENTIALS:** Food Concessionaires and Commercial Exhibitors will be issued credentials for gate admission. A **maximum of six (6) season passes good for all four days admission OR six (6) daily tickets for each day will be issued under the contract price.** You may purchase additional credentials, if necessary, at a reduced price of 50% off regular price. These should be purchased at the time of check-in or during the week prior to the commencement of the Fair.

5. **PUBLIC DAILY ADMISSION:** ADULTS - \$5.00; SENIOR CITIZENS - \$3.00; CHILDREN (7 - 12) - \$3.00; and CHILDREN (6 & UNDER) – FREE (Subject to change)

6. **EXPULSION:** If at any time the Fair Coordinator or Management feels it necessary to remove a vendor from the fair for any reason, vendor is to close booth and move out after the closing hour of fair that day.

ELECTRICAL

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1. Each indoor space will be provided with one (1) 110 outlet. Bulk space areas will be provided access to electricity. Exhibitors must have their own heavy-duty extensions cords. If additional outlets and/or power is required by an exhibitor, the Fair Manager or the Fair Coordinator shall be consulted and will provide it at a nominal fee if the power is available in the area requested.

EXHIBITOR CLEAN-UP

1. At the end of each day during the FAIR, each Exhibitor and Concessionaire is responsible for the clean up of his or her area. Please place trash in garbage containers at the close of FAIR each day and the clean-up crew will remove it.
2. Any Exhibitor using food for demonstration such as slicers, blenders, etc., must provide a waterproof covered container to hold refuse. The Exhibitor shall be responsible for emptying their own container daily or more frequently if necessary.
3. The Klamath County Fair provides a service to both Exhibitors and Fair Patrons. It is our policy to maintain clean, neat fairgrounds and to respect our Fair Patrons. We insist that Exhibitors and Concessionaires provide the same respect for our Fair Patrons as well as fellow Exhibitors.

EXHIBIT REMOVAL

1. **ALL EXHIBITOR'S CONCESSIONS SHALL REMAIN OPEN TO THE PUBLIC UNTIL 5 P.M. ON SUNDAY NIGHT, AUGUST 21, 2016. ANY CONCESSION THAT DISMANTLES PRIOR TO CLOSING TIME OF THE FAIR SHALL BE FINED THE SUM OF \$50.00 AND WILL NOT BE INVITED BACK THE FOLLOWING YEAR.**

All INSIDE BOOTHS shall dismantle on SUNDAY NIGHT, after the closing hour of Fair. ALL OUTSIDE BOOTHS shall be removed from the grounds by 5 P.M., MONDAY, AUGUST 22, 2016. During dismantling, all booths will be expected to bag and remove all trash and debris from their exhibit area. Any articles or materials not removed from the grounds will become the sole property of the FAIR and the FAIR reserves the right to dispose of such property in any manner it may deem in the FAIR'S best interest. **NO SELLING OR VENDING WILL BE ALLOWED AFTER CLOSING TIME SUNDAY NIGHT!**

YOUR COOPERATION IN OBSERVING THE ABOVE RULES AND REGULATIONS WILL BE GREATLY APPRECIATED. THANK YOU.

**KLAMATH COUNTY FAIR
3531 SOUTH SIXTH STREET
KLAMATH FALLS, OR 97603-4744
Tele. (541) 883-3796 Fax (541) 883-3798
Web Site: www.kcfairgrounds.org
E-Mail: tpatzke@klamathcountv.org**

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