

2024

COMMERCIAL EXHIBITOR HANDBOOK



**The 2024 Oregon State Fair is
AUGUST 23 – SEPTEMBER 2, 2024**

**Returning Vendors: To retain your seniority, submit your application no later
than **May 3, 2024**...no deadline for new vendors**

**ALL POTENTIAL AND RETURNING EXHIBITORS
READ THIS BOOK CAREFULLY!**

OREGON STATE FAIR—SITE MAP








- | | | |
|---------------------|----------------------------|---------------------------|
| 1. Jackman Long | 11. Beef Barn | 21. LB Day Amphitheatre |
| 2. Columbia Hall | 12. OSF Maintenance Shed | 22. Pavilion |
| 3. Floral Building | 13. Horse Barn | 23. S. Fairlift |
| 4. Log Cabin | 14. Livestock Pavilion | 24. Natural Resource Area |
| 5. School House | 15. Poultry Building | 25. Horse Race Barns |
| 6. 4-H Exhibit Hall | 16. Historic Horse Stadium | 26. Big Blue Awing |
| 7. N. Fair Lift | 17. Horse Warm-Up Arena | 27. Oak Grove Parking Lot |
| 8. Tap House | 18. Center Stage | 28. VIP Parking Lot |
| 9. Livestock Office | 19. Information Booth | |
| 10. 4-H/FFA Barn | 20. Cascade Hall | |
- AED LOCATED HERE**
-  Blue Gates
 -  Yellow Gates
 -  Red Gates
 -  Orange Gates
 -  Pink Gates

TABLE OF CONTENTS

Access to Buildings – Open and Closing	13	Green / Sustainability	5
Admission Passes	8, 15	Insurance / Indemnification	16
Application Process	6	Internet Service	15
Balloons	14	Maps of Exhibit Space Layouts	21-23
Booth Set-up & Furnishings	12	Map—Oregon State Fair—Site Map	2
Booth Specifications (Diagram)	20	Move-In	11
Camping	14	Move-Out	12
Cancellation / Refund Policy	9	READ FIRST – Things You Need to Know	4
Canopies and Booth Furnishings Rental	7, 14	Noncompliance Procedures	18
Cardboard and Vegetable Recycling	13	Parking	8, 14
Clean-Up	13	Payment Policy	8-9
Consumer Fraud Safeguard	11	Rain Policy	18
Counterfeit Merchandise	10	Rates and Fees	7
Dates and Hours of Operation	5	Relocation of Booth Space	12
Decorator (Booth Furnishings Rental)	14	Rules of Conduct	9-10
Deliveries of Products (Fed Ex, UPS)	14	Security	17
Directions to the Fair (map)	24	Signs	13
Drawings for Free Prizes	11	Spa Exhibits	14-15
Electrical Policies	15	Sponsors	4, 13
Electrical Service Rates	8	Subleasing	11
Fire Marshal Guidelines	19	Telephone Service	15
Force Majeure Policy	17	Vehicles	13
General Guidelines and Information	11-18	Weapons / Toy Weapons	18

Everyone, please read the following page
“THINGS YOU NEED TO KNOW”
(PAGE 4)

THINGS YOU NEED TO KNOW

THIS HANDBOOK IS YOUR CONTRACT!

Did you know...that as an applicant, if you are assigned exhibit space(s), this entire Handbook becomes a legal part of your contract/agreement by reference? It is your responsibility to become familiar with the following rules, conditions, provisions, and information. It is highly recommended that returning exhibitors read this Handbook very carefully as there are revisions and new information this year that will affect you.

LAST YEAR WAS A RECORD BREAKER

The Oregon State Fair started slow but quickly built up momentum. It was the close of an era due to the retirement of Wayne Petersen who had been with the Oregon State Fair 30+ years. The torch was passed on to the new Commercial Exhibitor Manager, who is excited to work with some of you again and many for the first time. The Oregon State Fair is continuing to make changes, updates, and improvements to provide excellent service to the patrons and vendors as we look to the future.

BACK TO NORMAL

Government officials on all levels, along with health authorities seem to all agree that the general public can live without some of the mandates imposed previously. However, we will, and should, continue to practice general cleanliness and health safety measures that have become more commonplace these past four years. We will also respect the choice of any fair guest, employee, or vendor to be as vigilant as they wish if it makes them feel safer. Vendors may not set their own health or safety rules that are more stringent than any, already in place. In all cases, if you or any employee is sick or has a fever, do not come to the fair!

CANCELLATION / REFUND / FORCE MAJEURE POLICIES

After Agreements are signed and payments are made, the standard cancellation policy shown on page 9 will apply. However, if the Oregon State Fair is canceled by government mandate or us, due to COVID-19 issues, any monies pre-paid by vendors will be refunded in full. This Force Majeure policy also applies to other fair canceling occurrences as explained in detail on page 17.

CATEGORY FULL

This year there are specific categories of products that likely will NOT be considered due to the current number of likely-to-return ones, thus avoiding over-saturation. These products include TENS Units, Massage Units, Skin Creams, Serums or Facial products, Hair Accessories including curling or flat irons, Psychics (palm or tarot card readers), Henna, Face Painting, and Sunglasses. Since we are at capacity of such, new vendors with any of the above products probably won't be assigned a space here.

SPONSORS

As with most fairs and large public events, sponsorships are very important and, in many cases, take priority over other exhibitors. Because of this, certain product categories may be reserved for exclusivity and/or "Sponsorship Only" holds. This could potentially exclude some returning exhibitors from selling products as Commercial Exhibitors. Consequently, some spaces on the maps contained in this Handbook may not be available.

DATES AND HOURS OF OPERATION

Friday, August 23, 2024, through Monday, September 2, 2024 (which is Labor Day). All booths are required to be open for business and staffed during the following hours (on some days, certain gates may open earlier for special promotions):

Sunday* through Thursday 10:00 am – 10:00 pm

Fridays and Saturdays 10:00 am – 11:00 pm

***Second Sunday (September 1) 10:00 am – 11:00 pm**

BE SUSTAINABLE AND ECO-FRIENDLY

An important goal of the Oregon State Fair is to raise awareness of the sustainable choices available to commercial exhibitors. It has become very important to demonstrate a minimal waste, environmentally responsible large event.

We ask you, as an exhibitor, to share this goal by cutting energy usage, reducing waste, and becoming more environmentally friendly. The general public is developing a great admiration for “eco-friendly” businesses. In many cases, doing so can provide a marketing edge over the competition.

Eco-friendly exhibitors are those who have taken that extra step to show the public a commitment to reducing their environmental impact. Such steps are very simple, others more elaborate. Here are some ideas:

- **Lighting:** Switch from incandescent to LED lighting. These are not only brighter and cooler, but use only a fraction of the energy as standard light bulbs, and last much longer.
- **Packaging:** Find out if your product supplier packages your product in recyclable materials. Styrofoam, while still very common for imported products, is **not** considered environmentally friendly.
- **Transportation (both Product and Employees):** The more products you keep on-site will reduce shipping costs and impact. Purchase locally, when possible. Also, you and/or your employees can carpool or utilize public transportation.
- **Paper Products:** Have brochures and other published material printed on recycled paper, use two-sided sheets, and portion control. Eliminate the cost and impact of brochures by handing out your website address on a business card.
- **Recycle your Waste Responsibly:** The Oregon State Fair provides containers for cardboard. For these to be accepted by the hauler at no cost, the cardboard container must not be contaminated with other trash. Please do not place Styrofoam, Stretch Wrap, or plastic straps into the provided containers. If you wish to re-use your cardboard product boxes, let us know and we’ll find a place to store them.

ABOUT THE APPLICATION

APPLICATION PROCESS (PLEASE NOTE THIS IS NOT FOR A FOOD CONCESSION STAND)

The Exhibit Space Application is available online as a fillable PDF file. You may download the Application at <https://oregonstatefair.org/business-center/exhibitor-applicaion/>. If requested, it can be sent to you by US Postal Service accompanying this handbook. Please fill out the Exhibit Space Application in its entirety, **both pages**. The Application requires that you select your choice of area and booth size. Specific space numbers may be requested, but not promised. When complete, please mail to 2330 17th Street NE, Salem, OR 97301 or email your Application to vendors@oregonstatefair.org. You may fax the Application to 971-273-7159. If you fax your Application, a cover sheet is not necessary, but be sure **BOTH PAGES** are sent. Please make a photocopy for your records. **DO NOT SEND PAYMENT WITH YOUR APPLICATION** – If you are assigned a space, you will be invoiced at a later date in the form of a Commercial Exhibit Agreement.

WHEN TO SEND APPLICATION

RETURNING EXHIBITORS

Applications are due **May 3, 2024**, if you wish to keep the seniority you've established. If your application is received after May 3, 2024, it will significantly affect which space will be available to you, since your application will be reviewed with new exhibitor applicants. Layout changes, programming changes, or new traffic patterns could prevent the same space assignments. The Oregon State Fair management will attempt to honor all preferences for space to the best of its ability, taking into consideration the following factors:

- The number of years you have exhibited at the Fair;
- The date your Application was received; and
- The compatibility of your exhibit with others in the same general area.

Regardless of the above factors, the Oregon State Fair management reserves the right to designate the space where exhibitors may present exhibits to the best benefit of the Oregon State Fair and its patrons.

NEW EXHIBITOR APPLICANTS

There is no due date for new Applications, but you should submit your Application as early as possible since space tends to fill up fast. If you are assigned space, a contract will be mailed to you (this is called a Commercial Exhibit Agreement) indicating your space number(s), payment dates, and amount due. **While we understand that you need to plan your summer, new Applicants are asked to limit calls and/or emails concerning their status.**

As a new exhibitor, you should consider the following:

- Check to see if there are any spaces available with the **Newcomer Rates**. While these outdoor spaces are limited, this could provide you with a 30% discount compared to spaces in the same area.
- Miscellaneous, stand-alone outdoor spaces that do not come with a structure area are very limited and likely will not be available to new exhibitors.
- Indoor space usually fills up before new exhibitors are assigned space. If you desire indoor space, you should apply for the space there, but list an optional outdoor location so that you still have an opportunity to be an exhibitor at the Fair.
- Due to space limitations or product saturation concerns, **not all applicants are assigned a space.**

IF SPACE IS NOT AVAILABLE

If requesting space in an area that is sold out or your product is not compatible with other products we have already booked in the same area, your Application will be held and you will be contacted later if space becomes available. If you have options to exhibit at other fairs or festivals, you may want to seriously consider those.

RATES AND FEES

JACKMAN LONG BUILDING (See layout map on page 21)

10' X 10' In-Line (pipe & drape included)	\$1,595 per booth
10' X 10' Corner (pipe & drape included)	\$2,050 per booth
10' X 30' (approximate) Perimeter Corner (pipe & drape included)	\$3,000 per booth

CENTRAL CANOPY AREA (See layout map on page 20)

10' X 10' In-Line Booth (Canopy Provided)	\$1,260 per booth
10' X 10' In-Line Booth Newcomer Rate* (Canopy Provided)	\$ 850 per booth
<i>*Qualified persons or companies who have never been a commercial exhibitor at the Fair.</i>	
<i>Outdoor in-line spaces only. Oregon State Fair management reserves the right to determine qualification.</i>	
10' X 10' Regular Corner Booth (Canopy Provided)	\$1,350 per booth
10' X 10' Prime Corner Booth (Canopy Provided)	\$1,480 per booth
20' X 20' In-Line Bulk Space (Canopy NOT Provided – see below)	\$2,600 per booth
20' X 20' Corner Bulk Space (Canopy NOT Provided – see below)	\$2,960 per booth
20' X 20' Prime Corner Bulk Space (Canopy NOT Provided – see below)	\$3,400 per booth

ABOUT CANOPIES:

Spaces/booths that have canopy provided are vinyl canopies with sidewalls provided, except the front. The color of the top is at the Fair's discretion. Bulk spaces do not include canopies. If one is desired, exhibitors must either rent one from the Fair's exclusive provider or provide their own. For rental information/ordering, please email info@allstartents.com. Please note that all canopies must meet the requirements in the Statewide Guidelines for Fairs, Trade Shows, Carnivals, or Common Venue Events as set by the Oregon State Fire Marshal. Please see page 19 for details. Also, all self-owned canopies must be in clean presentable condition. For example, no mold or stains, no colored tarps as roofing (these tarps may be used for overnight closures only), no holes, and no small water jugs for weights. **Remember, shabby-looking canopies are not allowed. To avoid having to change out during the Fair, it is highly recommended that you simply rent a canopy from our contracted provider.**

MISCELLANEOUS SPACES

Most miscellaneous spaces are stand-alone spaces with no structure or pipe and drape provided. Availability of all miscellaneous spaces may be dependent on specific programming or specific days. The exact locations of miscellaneous spaces will be determined by Fair Management or Program Manager. Electricity is subject to availability.

Livestock, Equine, or Ag-related spaces in Barns area (Canopy NOT provided)	\$5.50 per sq. ft.
General Outdoor Space – Locations and sizes vary (Canopy NOT Provided)	\$6.50 per sq. ft.
Prime Space – Higher traffic locations (Canopy NOT Provided)	\$7.40-\$9.55 per sq. ft.

NOTE: Miscellaneous spaces are not generally available to Applicants who could otherwise work out of one of the standard spaces offered above.

THE EXHIBIT SPACE FEE INCLUDES

Space – Use of space for 11 days, unless otherwise indicated on the Commercial Exhibit Agreement.

Electricity – One (1) regular household outlet/receptacle (1,000 watts total) per each 10’ X 10’ Inside Space, 10’ X 10’ Outside Canopy Space, or each Bulk Outside Space. Electricity to Miscellaneous Spaces is subject to availability.

Admission Passes – The exhibitor will indicate on the Application how many daily passes they require using the following formula: Number of daily employees X 11. This requested amount is subject to approval and/or modification by the Oregon State Fair management. Applicants are advised to be very definitive about requests, as it will be the only opportunity to do so. Should a space be assigned, the approved number of passes will be listed on the Commercial Exhibit Agreement and will be final. Additional passes needed beyond the approved amount may be purchased from the Credentials Office during the Fair for \$6 each. **Note:** All Exhibitor passes are strictly for Exhibitor and booth staff **ONLY** and **NOT** to be given or sold to anyone outside of your organization. Remember, all passes are bar-coded and can be tracked back to the Exhibitor. Violators will be subject to non-compliance penalties, or expulsion from the Fair.

Parking Permits – Each Exhibitor will receive complimentary Exhibitor parking permits based on the total booth rental fee. These permits, labeled “X-PARK”, will allow parking in the Exhibitor Lot, which provides easier access and may be closer to your booth space than the public parking lots. X-PARK permits will be allocated as follows:

- No more than two (2) permits if the total invoiced fee is \$0 - \$1,595;
- No more than three (3) permits if the total invoiced fee is \$1,596 - \$3,999;
- or No more than five (5) permits if the total invoiced fee is \$4,000 or more.

Season parking passes will be available for purchase at the Credentials Office. Additional Exhibitor parking options may be available for stock and freight trailers. Check with the Credentials Office upon arrival.

RATES FOR ADDITIONAL ELECTRICAL SERVICES

Each booth is provided with one (1) regular household outlet (1,000 watts total) per booth at no additional cost. The following rates apply to electrical requirements ordered in ADDITION to the outlet provided. Exhibitors will be limited to two (2) 50-amp outlets in any one (1) combined exhibit location.

CORDS OR OUTLET STRIPS THAT ARE “DAISY-CHAINED” POSE A FIRE HAZARD AND ARE NOT ALLOWED.

1 Outlet up to 1,000 watts (120V)	\$ 85
1 Outlet up to 2,000 watts (120V, 20 amps)	\$125
1 Outlet – 220 volts up to 20 amps	\$110
1 Outlet – 220 volts, 20 to 30 amps	\$125
1 Outlet – 220 volts, 50 amps.....	\$155

LATE ELECTRICAL ORDER SERVICE CHARGES: If electrical orders are received after August 15, add \$50 to the above rates.

PAYMENT POLICY

Your contract is summarized in the Commercial Exhibit Agreement. It is also your invoice. Fees, charges, and payment schedules are indicated in this document. You must sign and mail, or email it back with the first payment. The Oregon State Fair management recommends that you make a copy for your records.

IF YOU RECEIVE YOUR AGREEMENT/INVOICE BEFORE JULY 1, 2024: Payment is due approximately one month from when space is assigned and the Commercial Exhibit Agreement is mailed. Exhibitors may pay the entire amount on the due date or make two separate, one-half payments (dates will be indicated on your Commercial Exhibit Agreement). It is very important for exhibitors to strictly adhere to due dates when making two payments. If the second payment is missed, your booth space may be subject to cancellation and you may forfeit part or all of the first payment (see Cancellation Refund Policy for details). You will only receive the initial mailing from the Oregon State Fair management and no other “reminder notices”.

IF YOU RECEIVE YOUR AGREEMENT/INVOICE AFTER JULY 1: The total fee will be due in a single payment, unless otherwise indicated. Be sure to pay by the due date as indicated on the Commercial Exhibit Agreement to avoid cancellation.

FORM OF PAYMENTS: Before August 5, the Oregon State Fair accepts personal checks, Money Orders, Bank Checks, or most credit cards. There will be a \$35 processing fee added to the total amount due for any checks returned for “Not Sufficient Funds”. After August 5, personal checks will **NOT** be accepted unless approved by the Oregon State Fair Commercial Exhibits Manager. You may phone in a credit card payment to 971-701-6567 during regular business hours but don’t forget to forward your signed Agreement. **For mail-in payments, our address can be found on the Agreement.**

EXHIBITORS WHO DO NOT PAY THE TOTAL AMOUNT BY THE DUE DATE INDICATED ARE SUBJECT TO IMMEDIATE CANCELLATION AT THE DISCRETION OF THE OREGON STATE FAIR MANAGEMENT.

CANCELLATION/REFUND POLICY: Exhibitors canceling space *before August 5*, after a deposit has been paid are entitled to a 50% refund of any monies deposited. **NO REFUNDS will be issued for cancellations after August 5.** There will be no exceptions to this policy. **For cancellations due to pandemics or other occurrences, see Force Majeure policy (page 17).**

In the event the Exhibitor/Vendor fails to comply in any respect with the terms and Commercial Exhibit agreement, all payments for exhibit space shall be deemed earned and non-refundable by the Oregon State Fair management, and the Oregon State Fair management shall have the right to occupy the space in any manner it deems is in the best interest of the Oregon State Fair without further notice to the Exhibitor/Vendor.

RULES OF CONDUCT

The Oregon State Fair provides service to both Exhibitors and fairgoers. It is the Oregon State Fair management’s policy to maintain clean, safe facilities, and neat grounds and be respectful of fairgoers and exhibitors. It is stipulated that Exhibitors provide the same level of service and respect to fairgoers as well as fellow Exhibitors. The Oregon State Fair management retains the right to remove any Exhibitor/Vendor and their exhibit from the Fairgrounds if the Exhibitor does not comply with the signed Commercial Exhibit Agreement and written rules.

- 1. Exhibitor/Vendor remains responsible for complying with the OSF rules, policies, and regulations, as currently drafted. OSFEC has the right to amend from time to time.**
2. Sound devices, including but not limited to PA systems, musical instruments, and radios, are subject to the approval of the Oregon State Fair management and, if allowed, must be controlled so as not to interfere with others. The privilege for use of such sound devices may be revoked at any time. If you feel that another Exhibitor’s sound level is too loud, please report to the Exhibitor Information Booth. Do not try to “drown out” noise by creating more. All exhibitors should understand that it’s normal to hear other exhibitors from your space.
3. Exhibitors must have at least one (1) person in attendance at their exhibit at all times that the Fair is open to the public and must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests and/or employees.
4. The Oregon State Fair has designated smoking/vaping areas and Exhibitors are expected to use them. By order of the State Fire Marshal and the Department of Human Services, smoking is prohibited in booths or inside buildings, or within ten (10) feet of any outside doorway or entryway.

5. Certain pets may be allowed inside exhibit spaces. Animals that are an integral part of an exhibit space to sell an animal-related product will likely be allowed. Small well-behaved domestic pets are generally allowed, as long as the animal is safe and comfortable and there are no complaints from fair guests.
6. Food or beverages may not be given away without the Oregon State Fair management's written consent as such acts may conflict with concession rights held by others. Exhibitors expecting to dispense free samples and gift items must obtain permission to do so before the Fair opens. SALES of ready-to-consume food or beverages or vending machines from a commercial exhibit booth are prohibited.
7. Placement of advertising material on or in automobiles on the Fairgrounds property is strictly prohibited unless previous arrangements are agreed upon in writing by the Oregon State Fair management.
8. **All operations of exhibitors must be confined to the inside boundaries of the Exhibitor's assigned space and in NO case may extend to any other part of the Fairgrounds, including aisle ways.** Canvassing (polling, signature gathering, etc.) or sales, except by contracted exhibitors, is not allowed. Advertising of candidates for office may take place only in booth space rented for that purpose. **THIS WILL BE STRICTLY ENFORCED.**
9. The Oregon State Fair management reserves the right to refuse exhibits that may violate community standards of decency or otherwise infringe upon the rights of, or cause bodily harm or intimidation to, the Oregon State Fair management staff, exhibitors or Fair guests, and to refuse space, or shut down an exhibit space when deemed unsuitable by the Oregon State Fair management.
10. The Oregon State Fair management reserves the right to stop or remove from the Fair or relocate any Exhibitor or designated representative and/or exhibit, performing any act or practice which, in the opinion of the Oregon State Fair management, is illegal; interferes with the performance of other Exhibitors; causes apprehension to Fair guests or other Exhibitors; creates a health, safety, or fire hazard; or violates any rules stated herein.
11. **Counterfeit merchandise is illegal and is strictly forbidden.** You are in violation if you knowingly intend to sell or distribute unlicensed merchandise that has a counterfeit logo, graphic, or brand name that is identical to or substantially indistinguishable from a registered trademark. The Oregon State Fair management has procedures that will allow outside investigations and/or seizures concerning such merchandise. For further information on trademark counterfeiting, see Oregon Revised Statute (ORS) 647.135.
12. Exhibitor shall comply with those laws, rules, regulations, and codes of the State of Oregon, Marion County, City of Salem, and The Oregon State Fair that may include but are not limited to workers' compensation insurance, health and safety, fire safety, and utilities.
13. The decision of the Oregon State Fair CEO/Director or designated representative, in their official capacities, must be accepted as final in any disagreement between Exhibitors.
14. All matters not covered in these Rules of Conduct are subject to the decision of the Oregon State Fair and Expo Center CEO/Director or designated representative, in their official capacity, which shall be final.
15. The Commercial Exhibit Agreement is not binding upon the Oregon State Fair management until it has been duly accepted and signed by both the Oregon State Fair Commercial Exhibits Manager and Exhibitor, and payment is received from the Exhibitor per the terms of the Commercial Exhibit Agreement.
16. 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 products or services in a derogatory manner or in any other way disparaging another Exhibitor who is also participating in the Fair. Any unruly conduct, intoxication, use of foul language or refusal to follow rules may be considered grounds for immediate expulsion from the Fair. Such Exhibitors may not be invited to return to subsequent Fairs.
17. The sale or misuse of Daily Exhibitor Admission Passes and Parking Permits by Exhibitors, their agents or employees, 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 Fairs.

18. All Exhibitors will be required to keep their booths open all days and hours as indicated in the Commercial Exhibit Agreement, page 5. Exhibitors in violation of this understand they are subject to penalties or expulsion. Covering the display or hauling stock out shall constitute early closure.

GENERAL GUIDELINES AND INFORMATION

DRAWINGS FOR FREE PRIZES

The following rules apply to all Exhibitors who wish to conduct a drawing for free prize(s). Please describe give away method and prize(s) in the comments section of the Application. These do not apply to licensed charitable raffles, which are controlled and regulated by the Oregon Department of Justice:

1. Exhibitors who wish to conduct free prize drawings must indicate so in the application description area when submitting their Commercial Exhibit Space Application.
2. Entry forms/draw slips may ask for the patron's name, address, email, and phone number ONLY. The name of the EXHIBITOR MUST BE ON THE ENTRY FORMS/DRAW SLIPS, including the drawing date and list of the prize or prizes.
3. Any information obtained from entry forms/draw slips is for the exclusive use of the Exhibitor holding the drawing and may not be sold or distributed to another party.
4. All drawings for free prizes must be conducted on or before September 2nd, the last day of the Fair. Names, addresses, and phone numbers of the winner(s) must be submitted to the Oregon State Fair Commercial Exhibits Manager no later than September 23.
5. No further drawing or purchase may be required for a person to be eligible for the prize drawing and/or obtain the prizes to be awarded. **IF THERE IS ANY PURCHASE REQUIRED, THAT IS CONSIDERED A RAFFLE AND REQUIRES A SPECIAL LICENSE FROM THE GAMING DIVISION OF THE OREGON DEPT OF JUSTICE.**
6. At the booth where the drawings are entered, a visible sign must be posted to include the following information: (1) Date of drawing; (2) need not be present to win; (3) no purchase necessary; and (4) If entrants are subject to sales appointments, calls or contacts, this must be indicated.

SUBLEASING

Exhibitors are prohibited from subleasing, assigning, or apportioning to another party the whole or any part of the contracted space allotted to them by the Oregon State Fair management. The allotted space is for the sole and exclusive use of the Exhibitor named on the Commercial Exhibit Agreement, or its employees, group members, agent, or contractor.

CONSUMER FRAUD SAFEGUARD

Applicants who are found to be doing business against court order, notice, or investigation by the State of Oregon or any other state for alleged or confirmed violation of consumer fraud laws will be denied a Commercial Exhibit Agreement as an Exhibitor at the Oregon State Fair. All Applicants are subject to verification of this by the Oregon State Department of Justice, at the Fair's discretion.

EXHIBITOR MOVE-IN / SET-UP DATES AND TIMES

Move-in for all areas will be **8 am – 8 pm** (or later) on Monday, Tuesday, Wednesday, and Thursday, August 19, 20, 21, and 22. All booths must be installed and ready for business no later than 10 am on Friday, August 23rd. Vehicles will be

permitted on the grounds during the set-up of booths for unloading only. Be sure to follow any security guard's instructions. Unattended vehicles in fire lanes or interfering with traffic or another exhibit space will be removed by a tow truck. The Oregon State Fair front office will be available during most daytime move-in hours to verify space assignments before booth set-up. Should the Exhibitor set up in the wrong space, the Exhibitor agrees to move to its proper location at the Exhibitor's own expense and without protest. Further, the Exhibitor agrees to pay any licensed decorator for the transfer of any installed decorations, unless the decorator fails to follow instructions.

EXHIBITOR MOVE-OUT / TEAR DOWN DATES AND TIMES

Exhibits may be removed after 10 pm on Monday, September 2nd, once the fair is closed to the public. All exhibits must be removed from the Fairgrounds by 6 pm on Tuesday, September 3rd. Security personnel will be on duty until this time. During dismantling, Exhibitors will be expected to remove all trash and debris from their exhibit area and place it in the appropriate trash or recycle containers provided by the Fair. Any articles or materials not removed from the grounds by 5 pm on Friday, September 6th, will become the sole property of the Oregon State Fair and Expo Center. The Oregon State Fair management reserves the right to dispose of such property in any manner it may deem in the best interest of the Fair.

Please be patient during move-in and move-out. Due to extreme congestion on the grounds during the four move-in and move-out days, we ask that you allow yourself much more time than you may have anticipated. Quick tempers and anger do not get anyone moved in faster. Also, **BE SAFE!** Be very cautious of pedestrians, trucks, forklifts, etc. Vehicles left on grounds that restrict traffic flow, fire lanes, or another exhibit space may be towed at the owner's expense.

BOOTH SET-UP AND FURNISHINGS

All booths and furnishings are subject to the inspection of the City of Salem Fire Marshal who may demand removal of unsafe materials or a remedy of unsafe electrical hook-ups or cords. Please refer to the Fire Marshal Regulations provided by the City of Salem Fire Marshal's Office. Questions concerning the flame resistance of materials to be used in booths should be referred to the City of Salem Fire Marshal's Office phone at (503) 588-6381. Rugs or mats are suggested as floor coverings for the indoor exhibit booths, but electrical cords cannot be underneath them.

Exhibitors shall not deface the Oregon State Fair facilities or property in any way. Use of staples, paint, tape, pins, etc., on floors, walls, or drape panels is prohibited unless specifically approved by the Oregon State Fair management. Holes placed in asphalt by Exhibitors for canopy poles must be filled after the Fair.

Extension cords may be used only within the guidelines established by the City of Salem Fire Marshal's office.

The height of either side of indoor exhibits may be 4' high at the front of the booth (the first 5' from the aisle) and 8' high at the back of the booth (the back 5' from the back curtain). See page 20 for an illustration of this.

In the Jackman-Long building, all booth furnishings, including signs and display racks, must remain inside the boundaries of the designated booth space at all times. Exceptions may be made with some outdoor spaces, depending on aisle width, interference of neighboring vendors, or traffic flow issues. Some may be approved, others may not. **Regardless, always plan to have everything confined to your rented space.**

EXHIBITORS WITH DUPLICATE PRODUCTS

Commercial exhibitors at the Oregon State Fair do not have assurance of exclusivity with their products or services. However, Fair Management reserves the right to limit the number of duplicate products or services on a case-by-case basis. Whenever possible, duplicate products will be placed as far away from one another as possible. The Oregon State Fair management is not accountable for regional or territorial rights provided by certain companies for vending their products. It is each Applicant's responsibility to know if they are restricted from being an Exhibitor here due to such regulations by their supplying company.

RELOCATION OF BOOTH SPACE

Exhibitors will not be allowed to relocate their booth space once they are moved in. Exhibitors may observe what appears to be an available or empty space after the Fair has begun; there are any number of reasons that some spaces may appear available but assume that they are not. It is important that Exhibitors are satisfied with the initial space that they have purchased because that is the space they will occupy for the entire Fair.

SPONSORS

Due to the anticipated increase in paid sponsorships, certain product categories may be reserved for exclusivity and/or "Sponsorship Only" holds. This could potentially exclude some returning Exhibitors from selling products as Commercial Exhibitor. Also, some premium spaces held for sponsors may be sold at a higher rate to vendors. In cases of protest or disagreements from the Exhibitor, the decision of the Oregon State Fair management and Commercial Exhibits Manager shall be final.

SIGNS

All signs, banners, or posters supplied by Exhibitors must be professionally made and neat in appearance. Placement of a-frame signs must be contained to the specified booth space and not encroach into the aisle way. The use of hand-lettered or felt-marker signs is NOT allowed.

All signs advertising any product by brand name placed on the outside of the Exhibitor's designated area may be in violation or may require an extra fee, as this may conflict with paid sponsors. Helium blimps, high-flying tethered, or "air dancer" balloons will not be allowed unless pre-approved in writing by The Oregon State Fair management.

EXHIBITOR CLEAN-UP

At the end of each day during Fair time, each Exhibitor is responsible for the clean-up of his/her exhibit area. Trash may be placed in the aisle or concourse and the night clean-up crew will remove it. Fair clean-up personnel will not enter exhibit areas. Any Exhibitor using food for demonstration such as slicers, cookware, blenders, etc., must provide a waterproof, covered container to hold refuse, thus preventing leakage onto the floor or into other Exhibitors' booths. Each Exhibitor will be responsible for emptying their container daily or more frequently as required. Any Exhibitor who has an exhibit that allows food, water, or waste to leak onto the floor or into another Exhibitor's booth will be subject to a \$90 cleaning fee for each occurrence; after the second occurrence, the Exhibitor will be subject to non-compliance proceedings. You may be liable for injuries caused to persons slipping in such leakage.

CARDBOARD AND VEGETABLE RECYCLING

Containers designated solely for the placement of cardboard and others for vegetable scraps will be located in strategic areas convenient to the exhibit booths. Exhibitors are expected to flatten and place cardboard in these specific containers. **DO NOT PLACE REGULAR TRASH IN CARDBOARD CONTAINERS AND DO NOT PUT VEGETABLE SCRAPS IN TOILETS OR DRAINS.**

VEHICLE ACCESS TO FAIRGROUNDS

Exhibitors will have vehicle access to the grounds before opening each day of the Fair for unloading only. During Fair hours, all vehicles required to serve exhibit booths may enter the Fairgrounds between 8 am and 9 am. Exhibitors will bring vehicles onto the grounds only through Red Gate, located on 17th Street between Columbia Hall and the Jackman Long Building.

Vehicles found on the Fairgrounds after 9 am, may be towed to the Oregon State Fair's impounding area at the owner's expense. No Exhibitor vehicles, including motorized scooters (except ADA), golf carts, ATVs, or bicycles are permitted inside the Fairgrounds after 9 am, and all supplies and materials for booths or stands must be delivered by 9:00 a.m. or hand-carried. No vehicles will be allowed to enter after 9 am to remove any items sold for delivery.

ACCESS TO BUILDINGS (OPEN AND CLOSE)

Exhibitors will be allowed access to the Jackman-Long building no earlier than 9 am each Fair day. Access to the Jackman Long building will be through the entrance on the north side. At the end of the day, lights will be turned out and the building will be locked 15 minutes past closing hour each evening of the Fair. Exhibitors should be prepared to close booths and leave the exhibit area at that time. Outside exhibitors in canopies, bulk, miscellaneous, and manufactured home spaces will also observe the above schedule. Access to the grounds will be through Red Gate between Columbia Hall and the Jackman-Long Building. Exhibitors will not be permitted to remain in booths overnight.

BALLOONS

Exhibitors are prohibited from selling or giving away helium balloons. Exhibitors may only sell or distribute NON- HELIUM or non-inflated balloons from their exhibit space.

CANOPIES (Tent Company) AND BOOTH FURNISHINGS RENTAL (Decorator)

The company that will provide canopy and tent service for the Oregon State Fair will be All-Star Tents. They can be reached at info@allstartents.com *Please email all orders or inquiries!* The company that will provide other exhibitor services such as tables, chairs, carpeting, forklift service, etc. will be Eyebeam Event Services at 541-726-8803, or rentals@eyebeamevents.com These contractors have exclusive rights to provide such services as needed by the Exhibitor. This exclusivity is waived if the Exhibitor is using tents, canopies, or equipment *owned, brought in, and installed by themselves*. Outside companies may not come onto the Fairgrounds to provide or install such equipment. Please contact the tent company and/or exhibitor service company, as shown above for pre-ordering such equipment. Remember, most outdoor 10' x 10' tent structures are already provided to the Exhibitor as part of the fee.

DELIVERIES TO FAIRGROUNDS

The Fair will not accept freight deliveries before the Fair, as storage facilities are not available. Freight deliveries expected during the Fair must be received by the Exhibitor with storage and unloading pre-arranged. The official decorator company (see above) has a forklift service available for this. As a courtesy, the Oregon State Fair management will receive UPS, FedEx, or Amazon Prime shipments (except CODs) but will not be responsible for loss, theft, or damage after they are signed for. While every effort will be made to notify Exhibitors about packages (including CODs) promptly, the Oregon State Fair management assumes no responsibility for loss of business due to late delivery. COD recipients are solely responsible for payments on such packages. UPS or FedEx shipments, mail, or packages delivered by U.S. Mail during Fair time must have the Exhibitor's name and space number marked on the outside of the package.

PARKING FOR EXHIBITORS

Parking for Exhibitors who hold an Exhibitor season parking permit ("X" Park) will be located in the Exhibitor Lot on a first-come, first-served basis. Should the lot become full, "X" Park permits will allow access to the paid general parking lots. The "X" Park permit may be used on one (1) motorized vehicle such as a car, pick-up, van, etc. It may not be used on a non-motorized item such as a cargo trailer. For a fee, limited space is available for cargo trailers, trucks, etc., that are being used to store stock for booths. Check-in with the Credentials Office for availability and cost. Exhibitors will receive complete instructions concerning Exhibitor parking in the check-in packets before move-in.

CAMPING

A minimal number of full hook-up or electric-only spaces are available by reservation only by checking with the Oregon State Fair office beginning June 28th. Daily fees apply to all camping spaces. Remember, **Exhibitors will not be permitted to sleep in their exhibit booths overnight.**

SPA EXHIBITS

Most spa dealers will be asked to provide a detailed layout of the configuration and placement of spas within their booth space by August 12. This will help the Fair electricians determine how to deliver electrical service to the booth space. Fair electricians will deliver the electrical service to the location but are NOT responsible for hooking up each spa. If hoses are

found in aisle ways or walkways during public hours, they will be immediately removed by Fair personnel. Relocation of spas placed over hose bib vaults, basins, or other utilities will be the responsibility of the exhibitor. Use of sanitizing chemicals such as HTH, bleach, bromine, etc., is discouraged. However, if such a chemical must be used, the treated water may NOT be discharged into the ground or storm drain system without first neutralizing it. Violators are subject to fines by local DEQ officials, who will be on-site testing discharges.

ELECTRICAL

Each inside space and outdoor canopied or bulk space will be provided with one (1) regular household outlet (1,000 watts total) at no additional charge. Any additional outlets as required by the Exhibitor for extra lights, appliances, or high-draw exhibits must be purchased at established rates. Exhibitors may order additional electrical power on the Exhibit Space Application or by contacting the Oregon State Fair in writing no later than August 12. Orders received after this date will be assessed a penalty fee from \$50 to \$150 depending on the date received. Some orders may not be accommodated due to a lack of time, materials, or available electrical capacities. Should it be determined that an Exhibitor is using more power than entitled to, causing power overloads in exhibit areas, said Exhibitor will be required to purchase additional electrical facilities as needed for proper operation of equipment (and pay the appropriate penalty fee), or reduce the amount of power being used. Exhibitors will be limited to two (2) 50-amp outlets in any one (1) combined exhibit location depending on power availability. **SOME BOOTH SPACES HAVE AN ELECTRICAL PANEL LOCATED WITHIN THE PERIMETERS OF THE SPACE. UNDER NO CIRCUMSTANCES IS THE EXHIBITOR TO ENTER ANY ELECTRICAL PANEL.** THE OREGON STATE FAIR ELECTRICIANS MUST HAVE ACCESS TO THESE PANELS AT ANY GIVEN TIME. DO NOT BLOCK.

- Cords should be routed so that they do not present a trip hazard in both aisle ways and workspaces.
- Cords should be visually inspected before being put to use. Cuts, loose connectors, or exposed wires must not be put to use.
- Cords or outlet strips that are “daisy-chained” pose a fire hazard and are strictly disallowed.

ADMISSION PASSES

Exhibitors will receive an issued set quantity of daily admission passes for staff/volunteers working the booth(s) as indicated on the Commercial Exhibit Agreement. The number of passes received will be strictly based on the number of employees required to staff booth(s). This amount will be requested by the Exhibitor on the Exhibit Space Application. The Oregon State Fair management reserves the right to limit or modify the amount requested.

It is a violation to distribute any Exhibitor passes to anyone except the staff needed to operate a booth. Under no circumstances may passes be electronically reproduced. Misuse of any Exhibitor passes will result in non-compliance proceedings and possible permanent expulsion from the Fair. Remember, all passes are bar-coded and can be tracked back to the Exhibitor to whom they were assigned. Vendor passes for sale on Craig’s List will be tracked!

Additional Exhibitor discounted daily admission passes may be purchased from the Credentials Office for \$6 each (no refunds are available for unused passes). Exhibitors may purchase general season admission passes at the established rates. Additional discounted Exhibitor parking permits may be purchased. Passes must be picked up at the Credentials Office located on the west side of the Jackman-Long Building during move-in days, August 19, 20, 21, and 22, or any day during the Fair daily hours may apply. **PASSES WILL NOT BE MAILED.** The Oregon State Fair is a member of the Western Fairs Association and IAFE. Oregon State Fair will honor other members’ WFA and IAFE passes.

INTERNET AND TELEPHONE SERVICE

Encrypted Wi-Fi internet service may be available in your booth location. However, this is a courtesy and its speed, consistency, or service is not guaranteed. Wi-Fi should have a strong signal in the Jackman-Long building and the Central Canopy area but will be intermittent in other locations. To keep the general public from accessing the stronger signal, a passcode will be provided to Exhibitors. *For landline telephone service* Exhibitors are responsible for ordering and paying for such service from the local provider, CenturyLink. Please be sure to tell them that this is for temporary service and provide them with your correct address for billing.

INSURANCE

The Contractor/Renter shall obtain, at the Contractor/Renter's expense; the insurance specified below before performing any work under this Contract and shall maintain it in full force and at its own expense throughout this Contract, as required by any extended reporting period or tail coverage requirements, and all warranty periods that apply. The Contractor/Renter shall pay all deductibles, self-insurance retention, and self-insurance if any. All insurance must be issued by an insurance company licensed to do business in Oregon.

1. **Required of Contractors/Renters with one or more paid workers, as defined by ORS 656.027.**

WORKERS' COMPENSATION. All employers, including Contractor/Renter, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers unless they meet the requirement for an exemption under ORS 656.126(2). The Contractor/Renter acknowledges responsibility for complying with Oregon Workers' Compensation Law and shall comply with ORS 656.017 which requires that insurance be provided for all subject workers. The contractor/Renter also agrees to indemnify, defend, and hold harmless the State of Oregon; the State Fair Council, and Oregon State Fair and Exposition Center and its officers, employees, and agents from any claims arising out of or based upon the workers' compensation laws of the State of Oregon. The Contractor/Renter shall require and ensure that each of its subcontractors complies with these requirements.

2. **Required of all Contractors/Renters.**

COMMERCIAL GENERAL LIABILITY. Contractor/Renter shall obtain, at Contractor/Renter's expense, and keep in effect during the term of this Contract, commercial general liability insurance covering activities/operations/indemnity provided under this Contract. Coverage requirements are a minimum of \$1,000,000 per occurrence of personal injury, bodily injury, death, property damage, products, completed operations, and contractual liability coverage. Coverage shall be written on an occurrence basis with an annual aggregate limit that shall not be less than \$2,000,000.

The State of Oregon; the Oregon State Fair Council, Oregon State Fair & Exposition Center, and its officers, employees, and agents must be named as an additional insured on the Contractor/Renter's insurance certificate, concerning operations/activities performed under this contract. The certificate shall show coverage for dates that cover the period of the Contractor/Renter's operations/activities under this contract. The name of the "Insured" Contractor/Renter on the certificate of insurance provided must be the same as the Contractor/Renter listed on the Contract. Insurance declaration pages and automatic renewal policy statements will not be accepted as valid forms of insurance coverage.

3. **Required of all Contractors/Renters.**

CANCELLATION ENDORSEMENT. Notice of cancellation of any of the required insurance coverages, except for Auto Liability, is required. All policies required here shall be endorsed and include the State of Oregon, Oregon State Fair Council, and Oregon State Fair & Exposition Center on the policy as a cancellation notice recipient. **THIS MUST BE SPECIFICALLY NOTED ON THE CERTIFICATE OR ENDORSEMENT.**

4. **Required of all Contractors/Renters.**

CERTIFICATE(S) AND PROOF OF INSURANCE. The contractor/Renter shall provide to the Oregon State Fair & Exposition Center Certificate(s) of Insurance and any policy endorsements for General Liability insurance before delivering any Goods and performing any Services required under this Contract.

INDEMNIFICATION

By signing the Commercial Exhibit Agreement:

- Exhibitor agrees to hold harmless and release from liability The Oregon State Fair & Exposition Center from all claims for loss or damage of any nature caused by me or my exhibit;
- Exhibitor agrees to expressly assume all risks of harm to me or my exhibit, including harm resulting from the negligence of other exhibitors or Fair visitors; and
- Exhibitor agrees to indemnify (to pay any losses, damages, or costs, including legal costs incurred by) the Oregon State Fair management, and to hold them harmless concerning claims for harm to me or my exhibit and for claims made by others for any harm caused by me or my exhibit while at the Oregon State Fair.

FORCE MAJEURE

This section describes our obligations to you and your obligations to us if one of us is unable to perform under our contract because of an “Occurrence” outside of your control or our control.

- “Occurrence”: There are occurrences that neither of us can control: (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war (whether war is declared or not), invasion, hostilities, terrorist threats or acts, riot or other civil unrest; (d) government order, action or law; (e) actions, embargoes or blockades in effect on or after the date of this contract; (f) national or regional emergency, including pandemic emergency; or (g) strikes, labor stoppages or slowdowns or other industrial disturbances.
- If OSFEC Cannot Perform: If because of an “Occurrence”, the Oregon State Fair and Exposition Center (“OSFEC”) must cancel its promise to provide you with space, rental facilities, sponsorship benefits, or other opportunities provided by this contract, OSFEC will give you a full refund of any amounts previously paid to OSFEC under this contract. You agree that OSFEC has no further obligation to you under the contract and that the contract is automatically terminated effective as of the date of Notification of the “Occurrence”.
- “Notification”: We each agree to notify the other of our inability to perform our obligations under our contract within 48 hours of when we learn about the “Occurrence”, or within 48 hours of when we reasonably realize we will be unable to perform due to the “Occurrence”.
- Duty to Minimize: Upon Notification, if it is commercially reasonable for that party to still perform its respective obligations under the contract after the “Occurrence” is over, that party shall resume its obligations as soon as reasonably possible as long as the other party agrees and shall do its best to minimize the delay in performing its obligations under the contract.

SECURITY

Fair contracted security personnel will be on duty from 8 am on Monday, August 26, 2024, through 5 pm on Tuesday, September 3, 2024. The security company will exercise all reasonable diligence in protecting the property of Exhibitors, but will not be responsible for articles lost by fire, theft, or mysterious disappearance. Please report any thefts to the Exhibitor Information Booth or Security Office as soon as possible. Exhibitors are encouraged to bring their own security cameras to observe their own booth space.

RAIN POLICY

The Oregon State Fair management cannot prevent rain. All Exhibitors should be aware that, in Oregon, there is a very strong chance of having rain at some point during the Fair. When you sign your Commercial Exhibit Agreement, you are accepting that possibility. In the event of rain, we will make a reasonable effort to prevent the water from pooling, but certain outside areas *will pool*. There will be no refunds and all booths will be expected to remain open should it rain. We ask for your cooperation and you can expect the same from the Fair. Here are some suggestions for dealing with rain in the outdoor exhibit areas:

1. Build the booth up on a raised floor so that the booth will be above water puddles. Simple floors can be made from 2' x 4's and plywood or even out of pallets. When designing your floor, keep in mind safety precautions to prevent tripping hazards. Plan to put your floor in when you first move into your space; it will be too late if you wait until it starts raining.
2. Have a stiff push broom or wet vac available to remove water from your booth.

WEAPONS / TOY WEAPONS

For public safety reasons, to avoid disruptive events, and to further the peaceful enjoyment of the Oregon State Fair, certain items are PROHIBITED FROM SALE OR OPEN DISPLAY. These items include firearms, weapons, and destructive devices as these items are defined by OAR 576-065-0000 and Prohibitions and Regulations OAR 576-065-0010. Also, not permitted are sales of certain toy weapons and potential weapons or threatening items, which include but are not limited to, blowguns and darts, paintball guns, swords, daggers, throwing stars, electronic stun guns, mace, pepper spray, and laser pointers. Certain knives such as household knives or other prohibited items may be permitted with specific approval from the Oregon State Fair management and the Commercial Exhibits Manager. If approved, such items may be required to be sold with special packaging or other safety features as required by the Oregon State Fair management and Commercial Exhibits Manager. Other items not specifically described above, but which may present threats to public safety or the peaceful enjoyment of the Oregon State Fair, may be prohibited on an individual case basis. Periodically, additional items may be prohibited by notice of the Oregon State Fair management and Commercial Exhibits Manager or by Administrative Rule. The determination of prohibited items is at the absolute discretion of the Oregon State Fair management and Commercial Exhibits Manager. The Oregon State Fair security and public safety staff will actively assist in the enforcement of this policy.

NONCOMPLIANCE PROCEDURES

If an Exhibitor refuses to comply with fees, conditions, rules, or other information outlined in this Exhibitor Handbook or the Commercial Exhibit Agreement, the Oregon State Fair management will take the following action:

1. Upon first observation of the Exhibitor's noncompliance, the Oregon State Fair Management will discuss the matter with the Exhibitor to inform the Exhibitor of the infraction and request compliance.
2. If the Exhibitor's noncompliance reoccurs, the Oregon State Fair Management will issue the Exhibitor a written Notice of Violation, stipulating that the Exhibitor complies within a specific period.
3. If the Exhibitor fails to comply with the first written notice of a specified period, the Oregon State Fair management will issue a second written Notice of Violation, stipulating that the Exhibitor attend a meeting with the Oregon State Fair management on a specified date and time. Failure of the Exhibitor to attend the meeting or to comply with agreements reached during such meeting will result in exhibit space being revoked, and the Exhibitor will be required to remove booth furnishings immediately, or the Oregon State Fair management will remove and store furnishings at a fee of \$100 per day or a portion thereof.
4. Due to the Oregon State Fair occurring during a specified time frame, time is of the essence about the proceedings. Therefore, the "specified period" as referred to above, may be measured in hours or days.
5. In cases of protest or disagreements from the Exhibitor, the decision of the Oregon State Fair CEO/Director and Commercial Exhibits Manager shall be final.

THE OREGON STATE FAIR - FIRE AND SAFETY REGULATIONS

To reduce printing costs and reduce paper usage, the Statewide Guidelines for Fairs, Trade Shows, Carnivals, or Common Venue Events are not included in this Commercial Exhibitor Handbook.

This information remains part of your Commercial Exhibit Agreement as a Commercial Exhibitor at the Oregon State Fair. By signing your Agreement, you are agreeing that you have read and understand and/or, have access to all of the information in the documentation as mentioned earlier, and will comply with all regulations contained therein.

There are three (3) ways to obtain this important information:

Download the PDF file directly from the Oregon State Fire Marshal from the following site:

<https://www.eugene-or.gov/DocumentCenter/View/35258/State-Event-TA?bidId=>

Email the Oregon State Fair to request a PDF file be electronically sent to you:

vendors@oregonstatefair.org

Call or email The Oregon State Fair to request a hard copy be mailed directly to you (this document will **NOT** be faxed to you):

Phone: 971-701-6565

Email: vendors@oregonstatefair.org

The City of Salem Fire Marshal, the Oregon State Fire Marshal, and/or any authorized representative of the Oregon State Fair may close down any exhibit, exhibitor, concession, or display for noncompliance with the fire safety policy.

A.D.A. POLICY

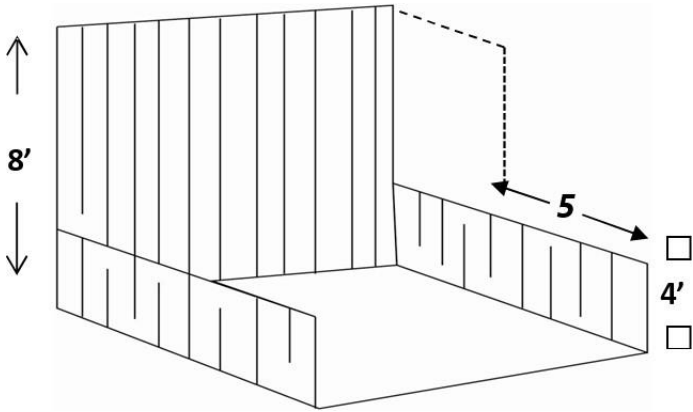
The Oregon State Fair supports compliance with the Americans with Disabilities Act. Please provide 72 hours notice if assistance is required. Contact the Oregon State Fair Office at (971)-701-6567.

FRAUD, WASTE, AND ABUSE POLICY

The Oregon State Fair is committed to preventing, detecting, deterring, and investigating suspected acts of fraud, waste, or abuse by employees, vendors, contractors, and other business partners. If you happen to witness any instance of Fraud, Waste, and Abuse, or to report suspected acts of Fraud, Waste, or Abuse, please contact the Main Office of the Oregon State Fair at 971-701-6567, and ask to speak with the Internal Auditor, or CEO/Director/.

BOOTH SPECIFICATIONS

Standard Indoor Booth



4' is the maximum height of display allowed in the front 5' of the booth. Exceptions are neighboring "end cap" booths (see below drawing regarding end cap booths)

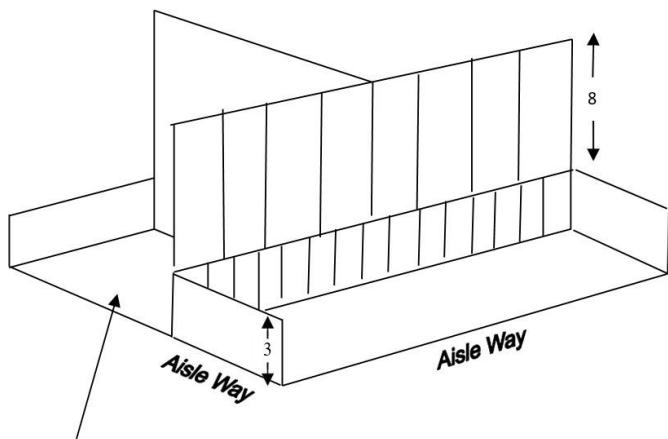
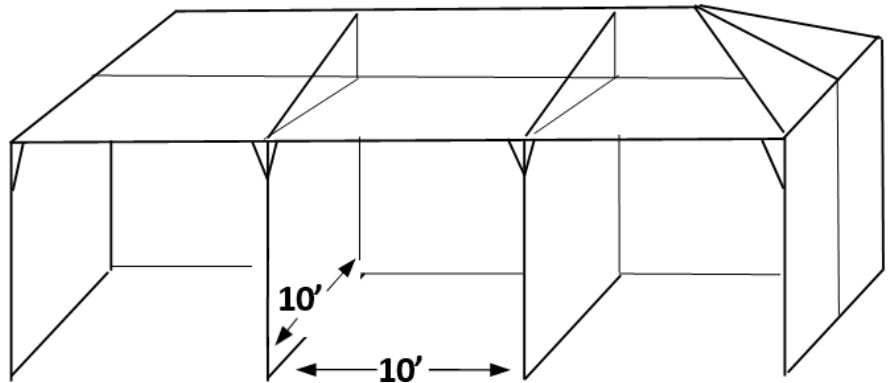
Each booth includes:

- * 8' drape back wall
- * 3' drape side dividers
- * One outlet, up to 1,000 watts
- * Admission and parking passes

Standard 10' x 10' Outdoor Booth

Each booth includes:

- * 3 sidewalls (except corner booths)
- * One outlet, up to 1,000 watts
- * Admission and parking passes

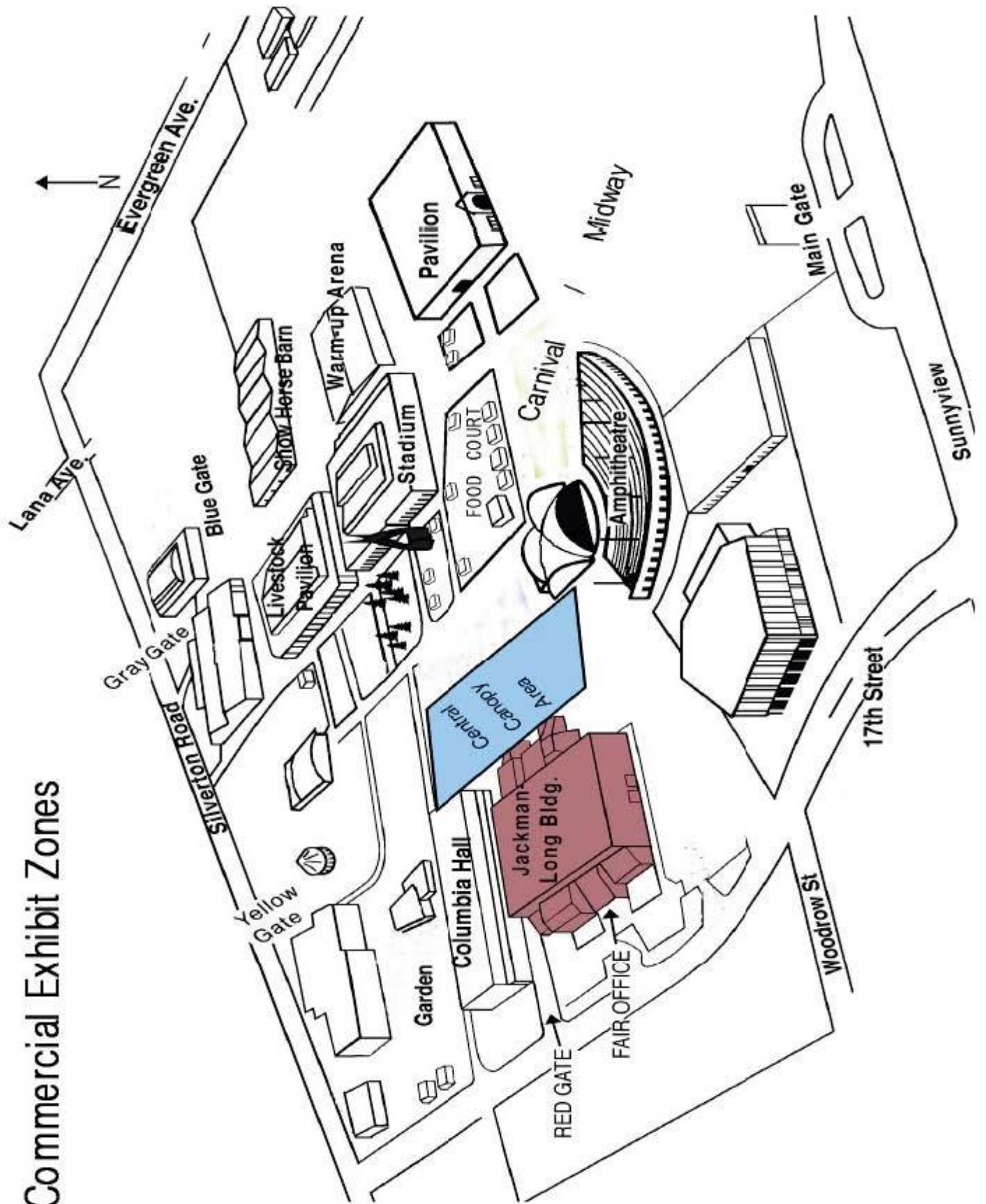


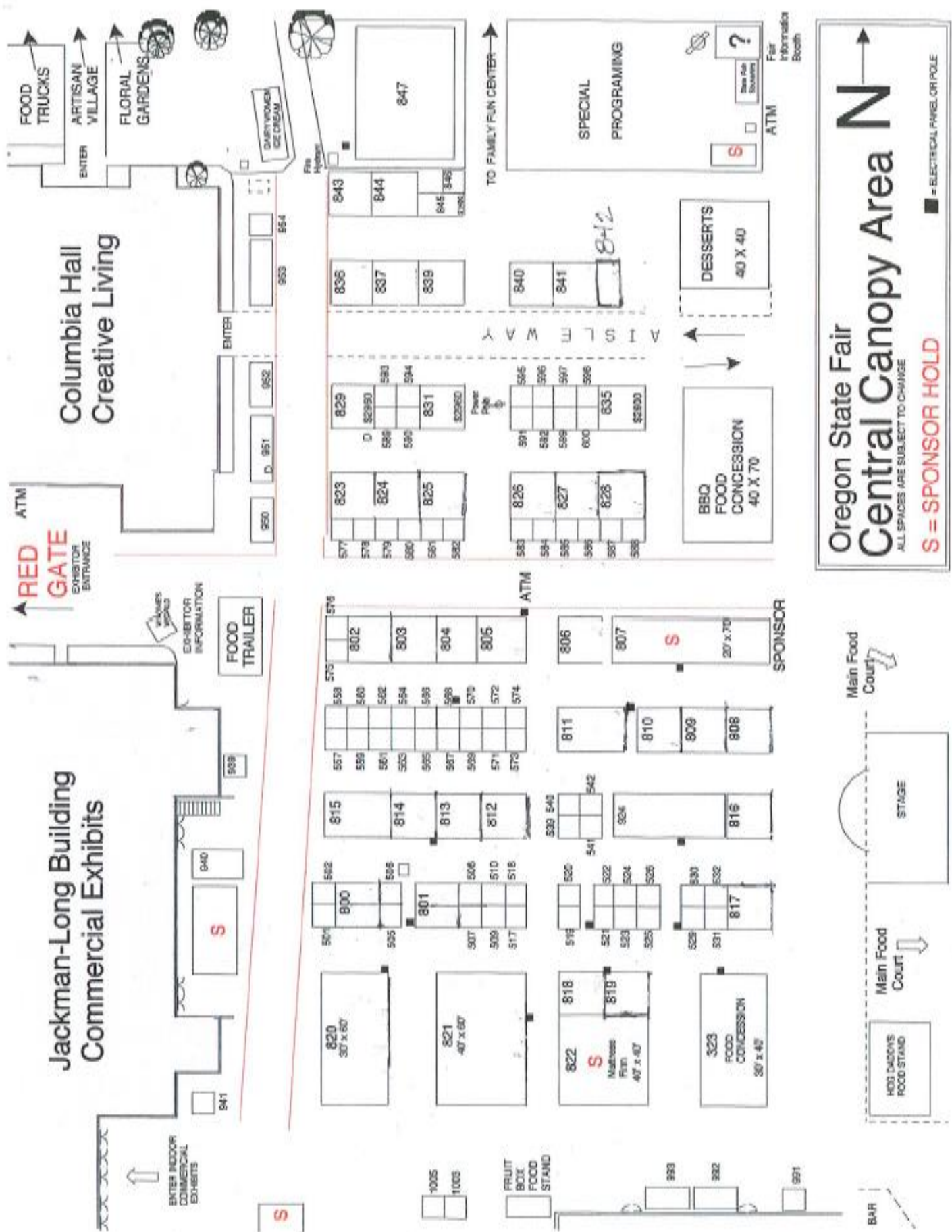
Indoor Booth End Cap "Back-Wall"

Neighboring exhibitors on either side of end cap displays may have limited visibility due to the height of the end cap full back wall.

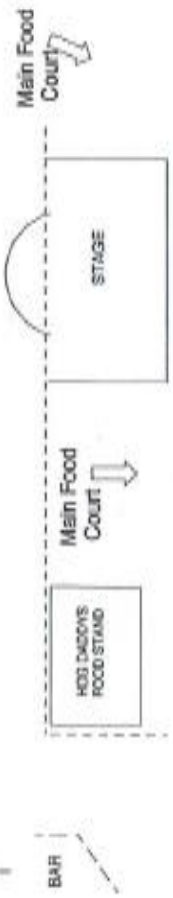
Neighbors of some end cap booths may have restricted visibility from one side

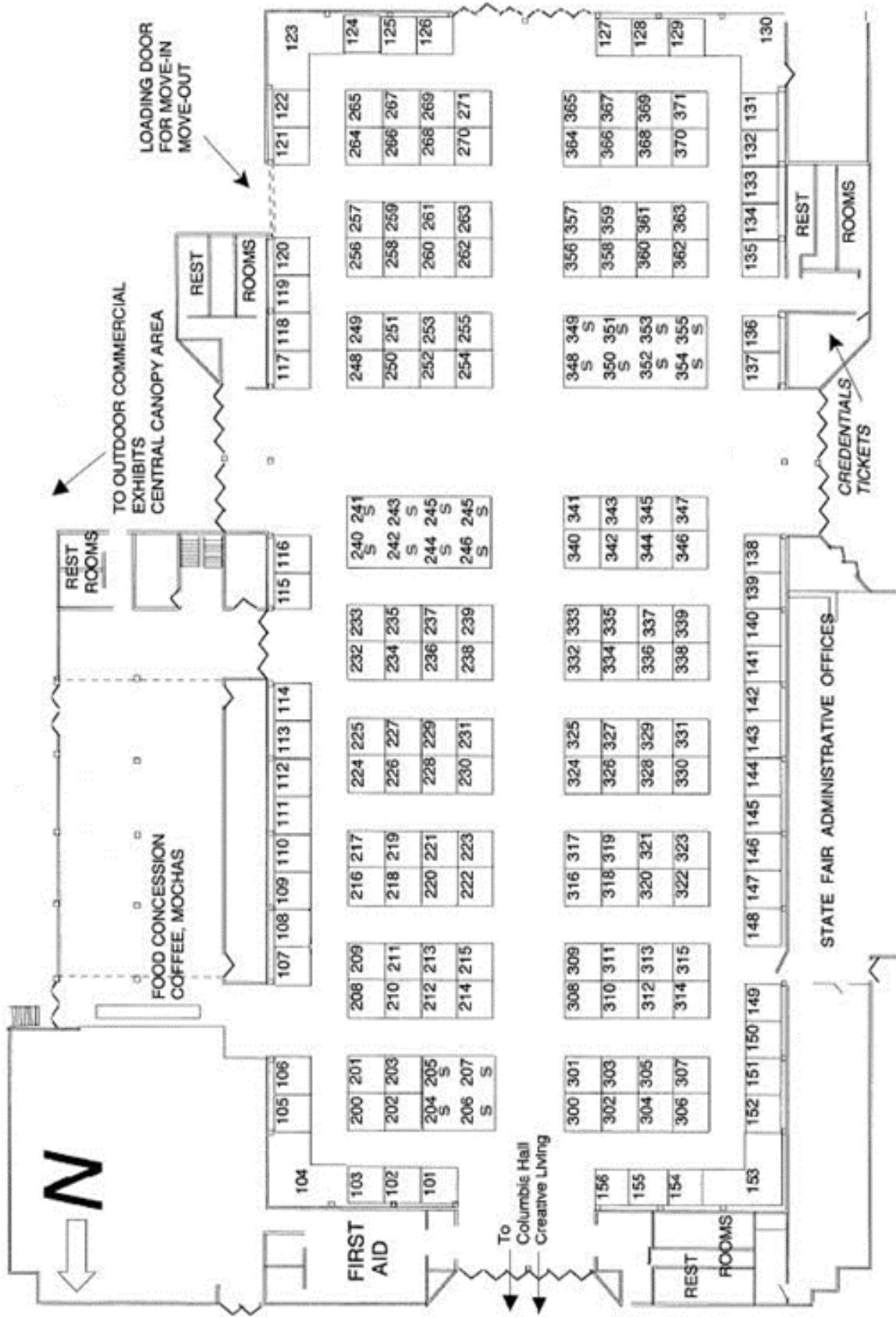
Commercial Exhibit Zones





Oregon State Fair
Central Canopy Area
 ALL SPACES ARE SUBJECT TO CHANGE
S = SPONSOR HOLD ■ = ELECTRICAL PANEL OR POLE





INLINE 10' X 10' SPACE.....\$1595.00
 CORNER 10' X 10' SPACE.....\$2050.00
 COVE SPACE (perimeter corners)....\$3000.00

Oregon State Fair Jackman-Long Building

THIS LAYOUT IS SUBJECT TO CHANGE

S = HELD FOR SPONSORS

EXHIBITOR ENTRANCE IS AT **RED GATE** ON 17TH STREET (There is a tall “Red Gate” sign there)

GPS TO: 2330 17TH ST NE SALEM OREGON 97301

