



# CLATSOP COUNTY

## FAIR BOARD AGENDA

### WORK SESSION & REGULAR MEETING

92937 WALLUSKI LOOP, ASTORIA

---

Tuesday, March 05, 2024

---

#### FAIR BOARD MEMBERS:

Matt Bellingham- Chair  
Sarah Finn- Vice Chair  
Mallory Litehiser  
Kallie Linder  
Brittany Israel  
[fair@clatsopcounty.gov](mailto:fair@clatsopcounty.gov)

#### CONTACT:

92937 Walluski Loop  
Astoria, OR 97103  
Phone (503) 325-4600

[www.clatsopcounty.gov](http://www.clatsopcounty.gov)

---

Join the meeting from your computer, tablet or smartphone

<https://co-clatsop-or-us.zoom.us/j/88628310578?pwd=D2EAmMI6ktt5pvY53lhMUtK9IU6RJw.tP-F0QM39IoDIFeX>

You can also dial in using your phone.

+1 253 205 0468

Webinar ID: 886 2831 0578

Passcode: 905758

#### **WORK SESSION: 5:00 PM**

*Work Sessions are an opportunity for Board members to discuss issues informally with staff and invited guests. The Board encourages members of the public to attend Work Sessions and listen to the discussion, but there is generally no opportunity for public comment. Members of the public wishing to address the Board are welcome to do so during the Board's regularly scheduled monthly meetings.*

#### **TOPICS:**

- [1.](#) Review of poster contest **5 min**
  - [2.](#) Discussion about Master Gardner Association **5 min**
  - [3.](#) Arena Concert 5.17.2024 **5 min**
  - [4.](#) Supporting Acts **5 min**
  - [5.](#) Planning Amendments **10min**
  - [6.](#) Community Participation in Fair **5 min**
  - [7.](#) Horse Stall **30 min**
- 

#### **REGULAR MEETING: 6:00 PM**

#### **CALL TO ORDER**

## **ROLL CALL**

## **AGENDA APPROVAL**

**PUBLIC COMMENT** - At this time anyone wishing to address the Fair Board concerning items of interest on or off the Agenda may do so. The person addressing the Fair Board will, when recognized, give their name and address for the record. All remarks will be addressed to the whole Board and limited to 3 minutes per person. Fair Board members reserve the right to delay any action, if required, until such time when they are fully informed and the matter is scheduled as an agenda item.

## **CONSENT CALENDAR**

[8.](#) Camping Rules

[9.](#) 2.6.2024 Fairboard Minutes

## **BOARD MEMBER REPORTS**

## **MANAGERS' REPORT**

## **BUSINESS AGENDA**

[10.](#) Vendor rules and application

[11.](#) Security RFP proposal

## **GOOD OF THE ORDER**

## **ADJOURNMENT**

# Fair Board Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

March 5, 2024

---

<b>Topic:</b>	Review of poster contest
<b>Presented By:</b>	Kyle Sharpsteen, Fairground Manger

---

<b>Informational Summary:</b>	The deadline for the contest was March 1 <sup>st</sup> . We will review the applicants and discuss the next steps for the poster.
-------------------------------	---

### Attachment List

Original work will be displayed at the meeting.

# Fair Board Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

March 5, 2024

---

<b>Topic:</b>	Discussion about Master Gardner Association
<b>Presented By:</b>	Kyle Sharpsteen, Fairground Manger

---

<b>Informational Summary:</b>	Several members of the master Gardner association have reached out about significant improvements to the garden.
-------------------------------	--

### Attachment List

# Fair Board Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

March 5, 2024

---

**Topic:** Arena Concert 5.17.2024  
**Presented By:** Kyle Sharpsteen, Fairground Manger

---

**Informational Summary:** Finalizing details for indoor arena concert. Jfell productions.

### Attachment List

# Fair Board Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

March 5, 2024

---

<b>Topic:</b>	Supporting Acts
<b>Presented By:</b>	Kyle Sharpsteen, Fairground Manger

---

<b>Informational Summary:</b>	Discuss supporting acts and options for Saturday night show.
-------------------------------	--

### Attachment List

# Fair Board Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

March 5, 2024

---

**Topic:** Planning Amendments  
**Presented By:** Kyle Sharpsteen, Fairground Manger

---

**Informational Summary:** Discuss the pre application meeting and determine next steps.

### Attachment List

# Fair Board Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

March 5, 2024

---

<b>Topic:</b>	Community Participation in Fair
<b>Presented By:</b>	Kyle Sharpsteen, Fairground Manger

---

<b>Informational Summary:</b>	Talk about leads and suggestions to get local partners involved in the fair.  Assign members to do some reach out to groups they have connections with.
-------------------------------	---

### Attachment List



# Fair Board Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

March 5, 2024

---

<b>Topic:</b>	Horse Stall
<b>Presented By:</b>	Kyle Sharpsteen, Fairground Manger

---

<b>Informational Summary:</b>	Talk about the horse stall and getting the stakeholders input. Site visit to the horse stalls and discuss the goals.
-------------------------------	---

### Attachment List

## **2024 Clatsop County Fair Exhibitor Camping Information & Rules**

1. **Exhibitor Camping Reservation Forms are due to the Clatsop County Fair & Expo no later than: July 12, 2024.**  
Camping packets containing permits, parking passes, and wristbands will be available for pick-up at the Fair & Expo Office starting July 22, 2024.
2. Only exhibitors with projects entered in the Fair are allowed to camp at the Fairgrounds. Only registered campers with camping bracelets will be allowed into the campground area. Security will be monitoring access at the entrance. Guests are not permitted in the campground.
3. The camping fee at Clatsop County Fair & Expo is \$15 per night + 10.5% transient room tax. (Saturday, July 27 through Sunday, August 4, 2024). Fees will not be pro-rated and may not be paid on a daily basis.
4. **NO DOGS or OTHER PETS** shall be permitted in the campground.
5. Personal ATVs/side-by-sides are not permitted in the campground.
6. Campsite space is limited. RVs are not to exceed 38' in length.
7. Dry camping only. Water and electric hook-ups are not available in the campground.
8. Limited to no more than 3 vehicles per site. The first vehicle is at no charge and any additional vehicle permits may be purchased for \$15 each. Access to the campground will be limited to the listed vehicles. You must display your parking pass. LICENSE NUMBER of the vehicle(s) per campsite on the reservation is required to receive a parking pass.
9. Campsites are reserved using the reservation form only. You must list the names of ALL campers.
10. Campers who prepare food at their campsites must catch their wastewater in containers and dispose of it through approved drains. No gray water or bilge shall be disposed of on the Fair & Expo grounds.
11. Zero tolerance: Underage use of alcohol/smoking/vaping is prohibited in the campground. All drugs are prohibited.
12. No radios, stereo boxes or other amplified sound shall be permitted after 10 p.m. No sound interference of Fair entertainment will be tolerated. Campers shall not create disturbances or unnecessary noises in the campground.
13. Fire season rules apply. Please be mindful of current restrictions. Water must be accessible.
14. Fire lanes must be kept clear at all times. Any vehicles parked in a fire lane will be towed at the owner's expense.
14. To rent a campsite you must be 21 years or older, otherwise an adult must be present at the campsite.
16. Campsites remaining 48 hours after close of Fair will be removed at the owner's expense.
17. The Camp Host has full authority to enforce all rules and has the authority to eject campers from the campground without refund. Failure to comply with these rules will result in the removal from the campground.

Clatsop County, its officers, elected officials, agents, and employees are not responsible for theft or damage occurring to personal property left unattended in the camping area. Please make sure your property is stored in a secure location.



# FAIR BOARD MEETING MINUTES

Tuesday, February 6, 2024

Clatsop County Fair & Expo (Exhibit Hall), 92937 Walluski Loop, Astoria, OR 97103

## **FAIR BOARD MEMBERS**

Kallie Linder, Chair

Brittany Israel, Vice Chair

Matt Bellingham

Sarah Finn

Mallory Litehiser

## **WORK SESSION 5:00 PM**

### **Fair Board Roles**

Fairgrounds Manager, K.Sharpsteen: Fair Board Meeting Packet for Feb. 6, 2024 is following the Clatsop County format and may appear different. Fair Board discussed in previous meetings to have longer work sessions. The work session for Feb. 6, 2024 is one-hour vs 30 minutes. Fair Board given the opportunity to discuss Fair Board roles and the roles of the chair and vice chair. Fairgrounds Manager suggested to update the by-laws and pulled up the by-laws on the shared screen. Fair Board are involved with committees this year. Chair is to work with Fairgrounds Manager to create the Fair Board Meeting and Work Session agendas, facilitates meetings, and helps keeps the Fair Board informed. Fair Board added that the Chair acts as a liaison and “sets the tone” when communicating with other organizations and community groups.

### **2024 F&E Budget Development**

Budget projections are due Feb. 16, 2024. The submission deadline for the budget requested is March 1, 2024. K. Sharpsteen to confirm when the current levy ends. Fair Board looked over and discussed Revenue and Expenditure Projections handouts. Brief discussion to hire or adjust staff schedules to work weekends during events to avoid overtime expenses or charge the events to pay for the staffing/temp hire(s), if needed.

K. Sharpsteen requested a date from the Fair Board to meet at the end of the month to go over what the actual budget request will be. Date proposed to meet is Feb. 27. K. Sharpsteen to look into adjusting the budget for advertising, training and education, Fair premiums, and separating concert entertainment from the Fair entertainment line item.

### **2024 Exhibitor Camping**

K. Sharpsteen expressed the need to stress to Exhibitor campers that the camping deadline is a firm deadline. Exhibitor campers will need to pay the transient room tax. Wristbands were required in 2023 to access the camping area and security checked for wristbands. Fair Board suggested to not have security check for camping wristbands this year and instead continue to have someone at Gate 4 (camping access road) to check vehicles for camping passes. Only those with a camping pass can drive through the gate and drive into the camping area.

4-H Association side by side was driven into the camping area in the past, creating issues and causing others to ask to also have their side by side in the camping area. Fair Board stressed that the guidelines need to clearly state that side by sides are not permitted in the camping area and

the 4-H Association may park their approved side by side near the shop in the evening.  
M. Bellingham volunteered to act as the Camp Host during the 2024 Fair.

### **Auction Time Input**

Sandra Carlson, OSU 4-H Coordinator requested the Fair Board to provide input by Friday, Feb. 9 in favor of change or in support of the current auction time. Market Animal Auction took place at 2:00 p.m. in 2023. Fair Board discussed the timing of scheduling other events (and locations) after the auction – taking into consideration the loading of animals. Fair Board decided that each Fair Board member will send an email to K. Sharpsteen, Fairgrounds Manager. K. Sharpsteen will then compile the input received from each Fair Board member and will submit it by the deadline.

### **Lower Columbia Radio Control Society**

The Lower Columbia Radio Control Society submitted payment for renewal of the agreement to continue to use the lower field of the property. K. Sharpsteen asked for input from the Fair Board regarding the “Letter of Agreement” signed by a former Fairgrounds Manager. An actual agreement needs to be reviewed by County Council and signed by the County Manager. Document states “This agreement is yearly and renews each January. It can be canceled or renegotiated at that time with 30-day notice.” K. Sharpsteen to give the organization 30-day notice and the agreement will be renegotiated. K. Linder added that the shape of the area used by the organization should be a rectangle for field mowing purposes.

Work Session Adjournment at 6:09 pm

## **FAIR BOARD MEETING 6:00 PM**

### **Call to Order**

Meeting called to order at @ 6:09 pm by Chair, Kallie Linder.

### **Roll Call**

All board members in present.

### **Designation of Chair and Vice Chair**

Matt Bellingham and Sarah Finn were reappointed to the Fair Board in January 2024 by the County Commission.

Motion to nominate Matt Bellingham as Fair Board Chair (B. Israel). Second (S. Finn).

Matt Bellingham accepted nomination. All in favor. Motion carried. Matt Bellingham is elected Fair Board Chair.

Motion to nominate Sarah Finn as Fair Board Vice Chair (M. Bellingham). Second (K. Linder).

Sarah Finn accepted nomination. All in favor. Motion carried. Sarah Finn is elected Fair Board Vice Chair.

### **Agenda Approval**

Motion (K. Linder) to approve February 6, 2024 agenda. Second (S.Finn). Motion carried.

Agenda approved.

### **Public Comment**

No public comment.

### **Consent Calendar**

Motion (K. Linder) to approve January 2, 2024 Fair Board Meeting Minutes. Second (B. Israel).  
Motion carried. Minutes approved.

### **Board Member/Committee Reports**

**K. Linder and S. Finn** - Met with K. Sharpsteen. Working on getting local entertainers and reached out to Seth Howard, Magician to do roaming magic and teach classes during Fair. Getting pricing. Suggested partnering with the Clatsop County Food Bank and offer a food drive on the Tuesday of Fair and also partnering with the Wildlife Center and ask Fair patrons to bring in supplies. Fair patrons to receive an admissions discount if they bring in food/supplies to donate to these organizations.

Buck Trout Fair Ambassador (contractor).

Sheep wrangling.

K. Sharpsteen spoke with a motorsport BMX company.

**M. Bellingham and B. Israel** – Review of proposed Fair handicapped parking map. People Mover and mini bus drop-off at top of Main Gate entrance with approx. 16 spots. Approx. 10 handicapped spots by horse arena (intended for individuals to park before hours and who are staying onsite all day). Additional handicapped parking area at the base of the pedestrian bridge.

Suggested more signage on the property.

K. Linder suggested to announce before the Fair that if retirement centers want to bring a bus load of people to Fair need to pre-arrange the drop-off in advance to Fair so that security can be informed ahead of time.

K. Sharpsteen mentioned that Astoria School District handicapped accessible van is available to operate during Fair. Waiting on estimated price. Add an “Accessibility” tab on the Fair website.

Waiting to hear back from Romeo Entertainment re: Fair concert act.

An RFP is out for security and K. Sharpsteen sent the RFP to several security companies. The deadline is Feb. 14.

**B. Israel** – Wants to meet with 4-H, Friends of the Fair, OET for the March Board Meeting to talk about horse stalls.

Looking at May 10 or 11 to bring in a tribute band in the Indoor Arena while the floor is down.

### **Manager’s Report**

- Meeting with Katrina and Colleen Robert (Linn County & Lincoln County Community Competitions) to talk about using ShoWorks and support during the 2024 Fair Community Competitions.
- Would like to get committee monthly meetings on the schedule to get the volunteers engaged.
- OFEA (Oregon Festivals & Events) Annual Conference is the end of the month in Seaside.
- Ethics training is the end of the month (Feb. 28).

### **Business Agenda**

Use of General Entertainment funds:

Tribute band budget is around \$10,000. Ideal stage size for bands is 24’x16’ (the current stage is 24’x12’). K. Sharpsteen suggested to purchase 3 sections to extend the stage.

Would like to have a Mud Bog event before Crab, Seafood & Wine Festival.

Motion (B. Israel) to use the General Entertainment funds to move forward with scheduling a tribute band and mud bogs and to purchase additional sections of stage. Second (M. Litehiser).

Motion carried.

### **Financial Report**

- Future Financial Reports will include up to the month prior that is fully completed due to Fair Board meetings taking place early in the month and the Fair Board meeting packet getting prepared in the month prior before the month is even completed.
- January Financials were looked over during the work session 2024 F&E Budget Development.

### **Good of the Order**

- K. Linder: Asked for status update of MOUs for 4-H and FFA and would like to get them wrapped-up. K. Sharpsteen provided an update and said FFA would like to add another event and needs talk with FFA to clarify their needs. OSU MOU was provided to Fair Board for input/suggestions. Need to make it clear in the MOU the type of value they are getting as part of telling the Fair & Expo story and what we are doing for the community.
- K. Linder: Voiced that FFA Banquet (nonpaying event) should not have been bumped to the Indoor Arena due to another event (paying event). The FFA event will need: heat, projection, music, tables, chairs, and the stage. K. Linder referred to an email from Tess (FFA) and would like for these things to be taken care of.
- M. Bellingham: Thanked K. Linder for being Fair Board Chair this past year.

### **Adjournment at 6:45 pm**

Approved By: \_\_\_\_\_

**Fair Board  
Clatsop County  
AGENDA ITEM SUMMARY**

**March 5, 2024**

---

**Agenda Title:** Vendor Handbook and Application  
**Category:** Business Agenda  
**Presented By:** Kyle Sharpsteen, Fairground Manger

---

**Issue Before the Fairboard** Approval of Handbook and application

**Informational Summary:** Staff and the vendor committee have been working on a formal vendor handbook. The draft was reviewed at the special meeting held on 2.15.2024 and then this final draft was sent in the weekly update for your review.

**Fiscal Impact:** Needed to go live with the application.

**Requested Action:**

I move to approve the 2024 vendor handbook and application.

**Attachment List**

- A. Final Draft off vendor handbook
- B. Screenshots of the application on Eventeny

# 2024 CLATSOP COUNTY FAIR

## Vendor Information, Rules & Regulations Handbook



**2024 THEME:** *“The Forest to the Farm: A Timber and Agriculture Showcase. Explore the interconnectedness of forestry and agriculture in Clatsop County.”*

**LOCATION:** Clatsop County Fair & Expo, 92937 Walluski Loop, Astoria, OR 97103

### DATES TO REMEMBER:

March 2024: Vendor application available online.  
Payment information is taken at the time of applying and will be processed only IF the vendor is approved.

July 1, 2024: Vendor applications DUE or until capacity is reached.

July 15, 2024: For Approved Vendors ONLY: Proof of Certificate of Liability Insurance listing Clatsop County Fair Expo as “Additional Insured DUE.

<b>SET-UP:</b>	Monday, July 29, 2024	8:00 am – 4:00 pm*
<b>FAIR DATES:</b>	<b>Tuesday, July 30 – Saturday, August 3, 2024</b>	
<b>FAIR HOURS:</b>	Tuesday, Wednesday, Thursday	11:00 am-9:00 pm
	Friday	11:00 am- 10:00 pm
	Saturday	10:00 am-10:00 pm
<b>BREAK-DOWN:</b>	Saturday, August 3, 2024	<b>AFTER</b> 10:00 pm*
	Sunday, August 4, 2024	8:00 am – 4:00 pm*

Gates will open during fair days at 10:00 am for 4-H events and fair entertainment.  
Exhibitors/vendors will not be required to be in place until posted fair hours, but can open earlier if they want to.

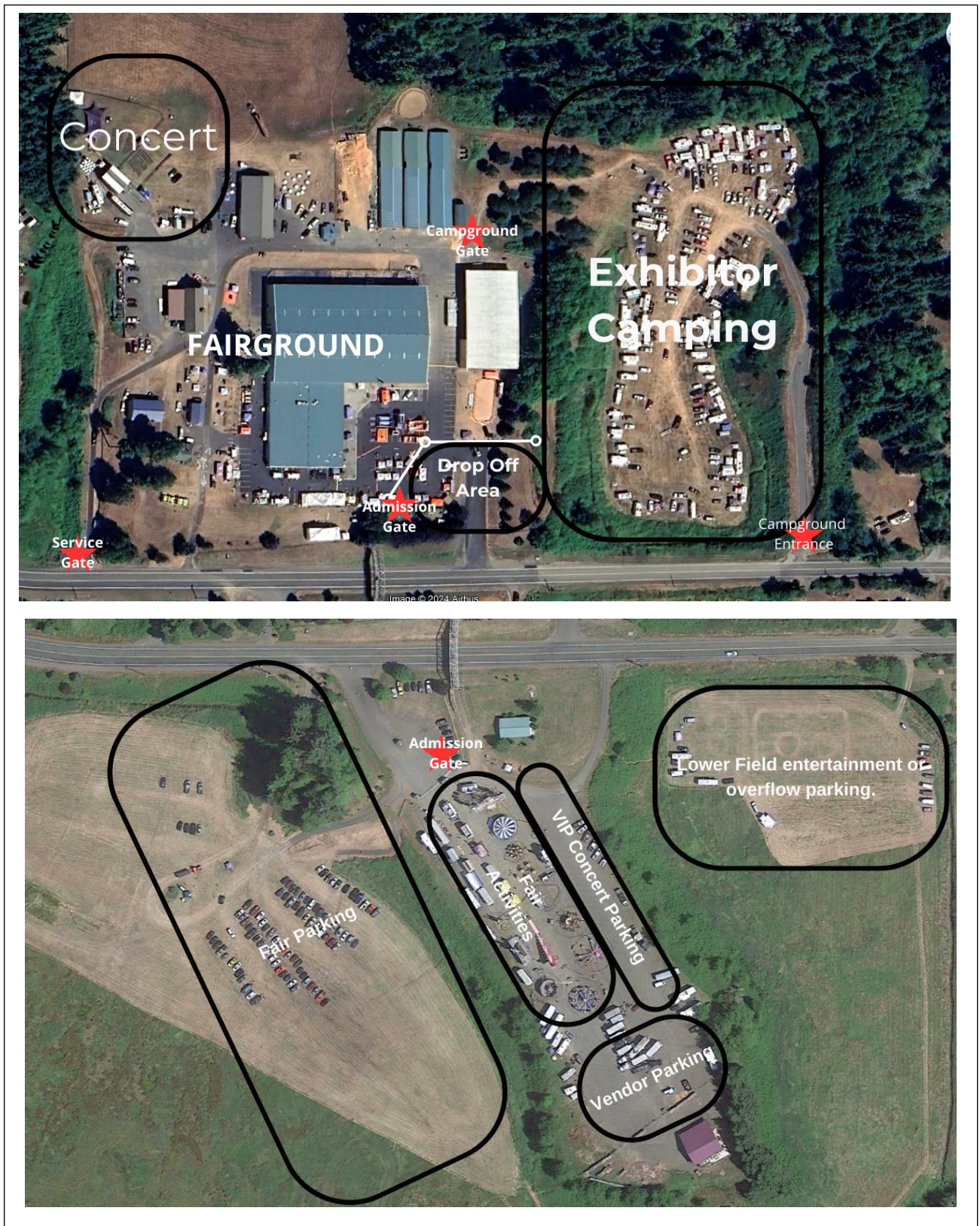
***\*Leaving early, breaking-down early, or arriving late will not be tolerated.  
If this happens, the vendor will not be invited to subsequent fairs and will result in a \$150 fine.***



# **TABLE OF CONTENTS**

	<b>PAGE</b>
About the Fair	<b>4</b>
Access to Buildings – On Fair Days	<b>6</b>
Admission Passes	<b>4 , 8 , 12</b>
Application Process	<b>9 - 10</b>
Booth Locations	<b>12</b>
Booth Set-Up & Break-Down	<b>12 - 13</b>
Camping	<b>11</b>
Cancellation / Refund Policy	<b>9</b>
Cash / Change	<b>6</b>
Check-In	<b>12</b>
Clean-Up	<b>13</b>
Dates and Hours of Operation	<b>1</b>
Deliveries of Products (FedEx, UPS, USPS)	<b>6</b>
Electrical Connections	<b>7</b>
Fire & Life Safety Requirements	<b>14 - 15</b>
Fire Extinguishers	<b>14</b>
Food Vendor Gross Sales %	<b>11 , 13</b>
Food Vendor Information	<b>11, 13 - 14</b>
Green / Sustainability – We Need Your Help!	<b>6</b>
Hold Harmless	<b>16</b>
Insurance	<b>11</b>
Internet	<b>7</b>
Map – Clatsop County Fair	<b>3</b>
Noncompliance Procedures	<b>15</b>
Parking	<b>7</b>
Payment	<b>9</b>
Pets	<b>7</b>
Prohibited Items	<b>7 - 8</b>
Rain Policy	<b>8</b>
Rates & Fees	<b>10 - 11</b>
Relocation of Booth Space	<b>13</b>
Review Process	<b>10</b>
Rules of Conduct	<b>4 - 5</b>
Security	<b>8</b>
Subleasing	<b>13</b>
Tables, Chairs, Pipe & Drape	<b>10 , 13</b>
Vehicles	<b>6</b>
Vendor Badge Swap	<b>8</b>
Venue Information	<b>6 – 8</b>
Water/ Wastewater Services	<b>8 - 9</b>

# CLATSOP COUNTY FAIR – MAP



## **ABOUT THE FAIR**

The first Clatsop County Fair was held in 1905 with the annual Astoria Regatta in downtown Astoria. In 1911, the County Granges brought the Fair to Gearhart Park and in 1920, the Fair returned to downtown Astoria. In 1994, Clatsop County turned over the old John Jacob Astor Experiment Station (more recently used as the Clatsop Community College farm) to the Fair Board and this remains the current location of the Clatsop County Fair.

The Clatsop County Fair attracts 7,000-10,000 fairgoers each summer and provides diverse entertainment options for everyone with live music daily, main stage performances, talent show, car show, food, vendors, games, animals, exhibits, a large concert performance (Friday, August 2, 2024) and more! Parking is free and daily fair admission is \$10 (ages 7-55), \$5 (ages 55+), 6 and under are free, with a \$40 cap per family (per day). A 5-day admission Booster Band is available for \$35 per person.

## **RULES OF CONDUCT FOR ALL EXHIBITORS/VENDORS**

The Clatsop County Fair Management retains the right to remove any exhibitor/vendor and their booth from the Fairgrounds if the exhibitor/vendor does not comply with the Rules of Conduct.

1. All exhibitors/vendors are expected to conduct themselves in a professional, business-like manner. Exhibitors/Vendors will refrain from mentioning their competitors or their products in a disparaging or derogatory manner. Any unruly conduct, use of foul language, or refusal to follow rules may be considered grounds for immediate expulsion from the fair. Such exhibitors/vendors may not be invited to return to subsequent fairs.
2. Consuming alcoholic beverages and smoking or vaping is prohibited in booth spaces.
3. All exhibitors/vendors will be required to keep their booths open during all hours of the fair. Exhibitors/Vendors in violation of this understand they are subject to penalties or expulsion. Covering the display, breaking down early, or hauling stock/merchandise out shall constitute early closure.
4. Sound devices, including but not limited to PA systems, musical instruments and radios must be kept at a low volume 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/vendor's sound level is too loud, please report the exhibitor/vendor to the Fair Office. Do not try to "drown out" noise by creating more.
5. Exhibitors/Vendors must have at least one (1) person in attendance at their booth/exhibit at all times. The fair is open to the public and the exhibitor/vendor must keep booth space in good order, taking every precaution against possible injury to visitors, guests, and/or employees.

6. Placement of advertising material on or in automobiles on the Fairgrounds property is strictly prohibited, unless previous arrangements are agreed upon in writing and in advance by the Clatsop County Fair Management.
7. All operations of exhibitors/vendors must be confined to the inside boundaries of exhibitor's/vendor'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 individuals, is not allowed. Advertising of candidates for office may take place only in footprint rented for that purpose. THIS WILL BE STRICTLY ENFORCED.
8. Clatsop County Fair Management reserves the right to refuse exhibitors/vendors which may violate community standards of decency or otherwise infringe upon the rights of, or cause bodily harm, intimidation to, the Clatsop County Fair Management, Fair Board, staff, exhibitors/vendors, or Fair guests, and to refuse space, or shutdown a booth if deemed unsuitable by Clatsop County Fair Management.
9. Clatsop County Fair Management reserves the right to stop or remove from the fair or relocate any exhibitor/vendor or designated representative and/or exhibit, performing act or practice which, in the opinion of the Clatsop County Fair Management is illegal; interferes with the performance of other exhibitors/vendors; causes apprehension to fair guests or other exhibitors/vendors; creates a health, safety, or fire hazard; or violates any rules stated herein.
10. Do not incorporate the Clatsop County Fair logo in your booth/exhibit space/merchandise/signage unless you have written authorization in advance from Clatsop County Fair Management to do so.
11. The sale or misuse of badges/passes and parking permits by exhibitors/vendors, their agents, or employees, family members, or any other person may result in expulsion with no refund.
12. The decision of the Clatsop County Fair Management or designated representative, in their official capacities, must be accepted as final in any disagreement between exhibitors/vendors. All matters not covered in these Rules of Conduct are subject to the decision of the Clatsop County Fair Management or designated representative, in their official capacity, which shall be final.
13. Exhibitor/vendor agrees not to discriminate because of age, creed, ancestry, sexual orientation, disability, color, sex, marital status, religion, or national origin, and further agrees not to discriminate for the same aforementioned reasons against any person or persons in connection with admission, services or privileges offered to or enjoyed by the general public.
14. **Failure to comply:** If exhibitor/vendor fails to comply with any state law, County ordinance, rule of Clatsop County Fair & Expo, or directive of the Fair Manager or designee, Clatsop County Fair & Expo may remove exhibitor/vendor from the premises.



## **GOING GREEN! BE SUSTAINABLE AND ECO-FRIENDLY**

We love putting on the Clatsop County Fair but we often have a nagging feeling about the amount of garbage it creates. It has become very important in our community to demonstrate a minimal waste and environmentally responsible large event, and we need your help!

We ask you, as an exhibitor/vendor 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 and in many cases, can provide a marketing edge over the competition.

Please place recycling in the proper receptacles and break down cardboard. For cardboard to be accepted by the hauler, the cardboard must not be contaminated with trash.

## **VENUE – CLATSOP COUNTY FAIR & EXPO CENTER**

### **ACCESS TO BUILDINGS (ON FAIR DAYS)**

During the Fair, exhibitors/vendor vehicles will be allowed to drive on the grounds for restocking booths on **Tues. July 30 - Sat. Aug 3** between 8:00 am to 9:30 am. **NO VEHICLES INCLUDING MOTORIZED SCOOTERS (EXCEPT ADA), GOLF CARTS, OR ATVS WILL BE ALLOWED ON THE GROUNDS DURING THE OPERATING HOURS OF FAIR UNLESS AUTHORIZED BY CLATSOP COUNTY FAIR MANAGEMENT IN ADVANCE.** During times when vehicle traffic is allowed on the grounds, the Clatsop County Fair speed limit must be observed at all times: 10 mph or less. All supplies and materials for booths or stands must in the Fairgrounds before 9:30 am or hand-carried. No vehicles will be allowed to enter after 9:30 am to restock or remove any items sold for delivery. Fairground staff may be able to aid in emergency situations only, depending on availability.

### **CASH/CHANGE**

Vendors are responsible for their own change, so plan ahead. There is an ATM available on site.

### **COORDINATION WITH FAIR MANAGER**

The point of contact for Clatsop County Fair & Expo/Clatsop County Fair is the Fair Manager. The Fair Manager is authorized by Clatsop County to oversee the activities of the exhibitor/vendors operating during the Clatsop County Fair. If exhibitor/vendor application is approved, exhibitor/vendor agrees to cooperate fully with directions and orders of the Fair Manager.

### **DELIVERIES**

The Clatsop County Fair & Expo will not accept freight deliveries on behalf of exhibitors/vendors before the Fair, as storage facilities are not available. Freight deliveries expected during the Fair must be received by the exhibitor/vendor with storage and unloading pre-arranged.

## **ELECTRICAL CONNECTION**

Exhibitors/Vendors are responsible for their own outlet power strip and extension cord (at least 50') to connect to 120 volt outlet. Cords and power strip shall be maintained in good condition without splices, deterioration or damage. Cords should be routed so that they do not present a trip hazard in both aisle ways and workspaces. Typical power distribution is with a "spider box", Each box has 20 amp 120v receptacles, on 30amp I6-30 outlet and one 50 Amp 125/250V Locking California-Style CS63 Plug. If exhibitor/vendor requires an adapter, the Clatsop County Fair & Expo has a limited supply available for purchase. If the exhibitor/vendor booth requires unique power connections, please coordinate with Fair Management well in advance.

## **INTERNET**

Wi-fi password will be provided to exhibitors/vendors at check-in. To ensure all exhibitors/vendors can access the wireless, DO NOT give out the exhibitor/vendor password to members of the public under any circumstances. Due to the remote location of the Fairgrounds and the possibility of unexpected service interruptions, exhibitors/vendors should consider bringing their own form of payment processing that does not require internet access.

## **LABOR**

Clatsop County Fair is not responsible, nor will it arrange to provide any kind of labor for, the installation, and removal, or servicing of any exhibit/vendor booth space. It is recommended that exhibitors/vendors needing to use local labor contact the local Employment Office.

## **PARKING**

Parking is available to exhibitors/vendors with a designated parking pass and is located at the south end of the gravel parking lot. Each exhibitor/vendor will receive two (2) parking passes at check-in/booth set-up. Additional free parking is available in the lower field. There will be a people mover operating that can drop exhibitors/vendors off at either admission booth. Exhibitor/vendor parking considerations subject to change. During times of the fair where VIP parking is in service, exhibitor/vendor parking may be reduced and will need to use the lower parking and people mover.

## **PETS**

Dogs and other pets are not allowed on the grounds, in booths, or in the RV/camping area except those animals approved in writing by Clatsop County Fair Management; law enforcement dogs, dog guides, or bona-fide service animals.

## **PROHIBITED ITEMS**

For public safety reasons and to further the peaceful enjoyment of the Clatsop County Fair, certain items are PROHIBITED FROM SALE OR OPEN DISPLAY on the Clatsop County Fairgrounds. These items include firearms, weapons, and destructive devices.

Clatsop County Fair Management reserves the right to maintain the integrity, appeal, and cleanliness of the Fair and may determine an item prohibited at any time. The determination of prohibited items is at the discretion of the Fair Management.

### **RAIN POLICY**

THIS IS A RAIN OR SHINE EVENT. The Clatsop County Fair Management cannot prevent rain. All exhibitors/vendors should be aware that, on the Oregon Coast, there is a possibility of having rain. When the exhibitor/vendor application is submitted, the exhibitor/vendor is accepting that possibility. In the event of rain, the Clatsop County Fair & Expo will make 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 exhibitors/vendors can expect the same from the fair. Here are some suggestions for dealing with rain in the outdoor exhibit areas:

- Build booth up on a raised floor so that 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 the floor, keep in mind safety precautions to prevent tripping hazards.
- Incorporate a covered tent for rain or heat events.
- Have a stiff push broom or wet-vac available to remove water from the booth

### **SECURITY**

While the Clatsop County Fair will make reasonable efforts to provide security, the exhibitor/vendor accepts full responsibility for his/her personal property. Overnight security is onsite Monday, July 29 – Saturday, August 3, 2024.

### **VENDOR BADGE SWAP**

For your convenience, "Vendor Badge Swap" is available at the Admissions booth. This is provided so that incoming and outgoing exhibitor/vendor booth staff and volunteers can exchange vendor badges. Exhibitors/vendors will be provided with four (4) exhibitor/vendor badges allowing for free 5-day admission. These are non-transferable to non-booth personnel. Additional vendor badges can be purchased for \$10 each.

### **WATER CONNECTION**

If exhibitor/vendor requires water hook-up, exhibitor/vendor will need to coordinate with Fair Management well in advance of the fair. Most food vendor locations have hose bibs nearby, but some locations may need to have a holding tank during fair hours and can be refilled before or after the fair is open to the public.

### **WASTEWATER SERVICES**

No waste water connections are available on the grounds for vendors. Holding tanks are rented on a as needed basis. Access to hard plumbed wastewater connection must be coordinated in advance. Other vendors will also haul their portable tanks to the holding tanks for disposal. Plumbed connections are limited and not guaranteed. Dumping of grey/black water on the grounds is prohibited and could result in expulsion from the fair. Vendor will be charged clean

up fees for any dumped wastewater. Vendors are encouraged to be self-contained with the option to periodically pipe or haul to the rented holding tanks.

## **APPLICATION PROCESS**

### **APPLICATION**

**Please read through the entire 2024 Clatsop County Fair Vendor Information, Rules & Regulations Handbook BEFORE submitting a vendor application.** The exhibit/vendor application is available online via the Eventeny platform - a link to the online application is available at: [www.clatsopcofair.com](http://www.clatsopcofair.com).

If the exhibitor/vendor is approved, approval of the application is not a conveyance of an interest in real property, a lease agreement or any other similar disposition. It constitutes nothing more than limited contract permission to use the area(s), facilities, and/or equipment and/or supplies identified in the vendor application. No permission is given to: improve, damage or alter the real or personal property of the Clatsop County Fair & Expo or Clatsop County.

### **PAYMENT**

NO payment is processed until the application is approved – that is – NO payment is processed at the time the application is submitted. IF the application is approved, the vendor will be notified and payment will be processed using the payment information submitted in the vendor application. All credit card processing fees will be passed through to the applicant. If the vendor opts to pay by check, the vendor has ten (10) days to provide payment to the Clatsop County Fair & Expo. If payment is not received within ten (10) days without alternate payment arrangements being made with Clatsop County Fair Management, the vendor may be rejected.

Move-in cannot start until the application has been fully approved and the full payment is made. If any exhibitor/ vendor fees and charges are incurred during the event, such charges will be billed to the exhibitor/vendor within fourteen (14) days of closure of the Fair. Payment is required within thirty (30) days or a 1.5% late fee per month will be assessed to the outstanding balance.

### **CANCELLATION/REFUND POLICY**

Approved Exhibitors/Vendors cancelling their booth space ***BEFORE July 1*** are entitled to a 50% refund. **NO refunds will be issued for cancellations after July 1.** There will be no exceptions to this policy.

In the event the exhibitor/vendor fails to comply in any respect with the Clatsop County Fair Vendor Rules & Regulations, all payments for exhibit/vendor booth space shall be deemed earned and nonrefundable by the Clatsop County Fair Management, and the Clatsop County Fair Management shall have the right to occupy the space in any manner it deems is in the best interest of the Clatsop County Fair without further notice to the exhibitor/vendor. Commissions due on sales are still required for expelled vendors.



## REVIEW PROCESS

Every vendor is carefully screened with a commitment to creating a diverse Fair with the highest quality products available. The Clatsop County Fair encourages all accepted exhibitors/vendors to incorporate the Fair theme: *“Forest to the Farm: A timber and agriculture showcase exploring interconnectedness of forestry and agriculture in Clatsop County”* into their booth decorations and/or products.

Exhibitors/vendors at the Clatsop County Fair do not have assurance of exclusivity with their products or services. However, Clatsop County Fair Management reserves the right to limit the number of duplicate products or services on a case-by-case basis. The Clatsop County 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/vendor here due to such regulations by their supplying company.

If requesting booth space in an area that is sold out or your product is not compatible or similar with other products we have already, the exhibitor/vendor application will be held and exhibitor/vendor will be contacted later if space becomes available. If the exhibitor/vendor has options to participate at other Fairs or Festivals, the exhibitor/vendor may want to seriously consider those.

## **RATES & FEES**

### **INDOORS, EXHIBIT HALL: RETAIL VENDOR BOOTH SPACE – *not available to food vendors***

- 10’ X 10’ INLINE INDOOR retail booth space: \$250.00  
*Pipe & drape, 1 table and 2 chairs included*
- 10’ x 10’ CORNER INDOOR retail booth space: \$300.00 (*very limited availability*)  
*Pipe & drape, 1 table and 2 chairs included*

### **OUTDOORS: RETAIL VENDOR BOOTH SPACE**

- 10’ X 10’ INLINE OUTDOOR retail booth space: \$200.00  
*Pipe & drape not provided. Table and chairs available upon request.*
- 10’ x 10’ CORNER OUTDOOR retail booth space: \$250.00 (*very limited availability*)  
*Pipe & drape not provided. Table and chairs available upon request.*

### **OUTDOORS: FOOD or BEVERAGE VENDOR BOOTH SPACE**

- Base space size 10’ width x 20’: \$200.00
  - Additional fee for space over base booth size is \$1.00 per additional square foot (subject to availability and this fee is in addition to the % required on gross sales.)

## **CAMPING**

Overnight camping for exhibitors/vendors will only be allowed in the designated area. RV camping is \$20 per night + 10.5% transient room tax (includes power/water/no sewer). Limited power and water connections available. Tent camping is \$10 per night + 10.5% transient room tax. Complete a camping form at [www.clatsopcofair.com](http://www.clatsopcofair.com) or at the Fair Office. Please note that RVs will be blocked in during Fair hours. Vendors must follow all campground rules, dumping of grey/black water is prohibited and could result in expulsion from the campsite.

## **VENDOR BADGES**

Exhibitor/Vendor will receive Four (4) exhibitor/vendor badges allowing for free 5-day fair admission. These are non-transferable to non-booth personnel. Vendor badge swap is available at Admissions. Additional vendor badges can be purchased for \$10 each.

## **15% OF GROSS SALES (FOOD VENDORS ONLY)**

**15% of gross sales or the booth fee, whichever is higher will be considered final payment collected on the last day of the fair. Extra booth space above the base size is in addition to the %15 of sales.** Register tape must be provided at the close of business daily. A \$300 penalty fee will be charged if daily gross sales are not reported. If payment is not provided on the last day of fair, the vendor will not be invited to return to subsequent fairs.

## **INSURANCE DUE BY: July 15, 2024**

**ALL exhibitors/vendors must provide proof of Certificate of Liability Insurance and MUST be current during booth set-up and during Fair dates.**

**The following entity MUST be listed as “Additional Insured”:**

**Clatsop County Fair & Expo: 92937 Walluski Loop, Astoria, OR 97103**

**2024 Dates to be covered:**

**July 29 (set-up), July 30 – August 3 (Fair Dates), and August 4 (clean-up day, if needed)**

At least 15 days prior to the event identified above, exhibitor/vendor must procure and maintain in full force through the term of the Vendor Agreement Comprehensive General Liability insurance (premium policy) with coverage limits of at least \$1,000,000 per occurrence; \$2,000,000 aggregate; naming “Clatsop County Fair & Expo” 92937 Walluski Loop, Astoria, OR 97103. If exhibitor/vendor is serving alcohol (and approved by OLCC and the Clatsop County Fair & Expo to do so), insurance must include liquor liability coverage. The coverage document must obligate the issuing insurance company to provide at least 30 days prior written notice to Clatsop County Fair & Expo before cancellation or change in coverage. Failure to meet any of these insurance mandates shall constitute material breach of the Vendor Agreement by exhibitor/vendor and Clatsop County Fair & Expo may, at its sole discretion, terminate the exhibitor/vendor approval into the Clatsop County Fair.

**WORKERS COMPENSATION INSURANCE:** Vendor shall maintain workers’ compensation insurance affording statutory workers’ compensation benefits with coverage as required by law.

## **BOOTH SET-UP & INFORMATION**

**ALL vendors MUST be set-up and have product to sell during all hours of the Fair.**

**Any exhibitors/vendors tearing down and leaving early (or arriving late) will result a \$150 fine and will not be invited to return to subsequent fairs.**

### **CHECK-IN**

Exhibitor/vendor set-up for the Clatsop County Fair is from 8:00 am – 4:00 pm on Monday, July 29. Upon arrival, all exhibitors/vendors must check-in at the Fair Office prior to unloading and/or setting-up their booth.

At check-in, the exhibitor/vendor will receive a packet containing the following:

- Four (4) exhibitor/vendor badges allowing for free 5-day fair admission. These are non-transferable to non-booth personnel. Vendor badge swap is available at Admissions. Additional vendor badges can be purchased for \$10 each.
- Two (2) exhibitor/vendor parking passes. Additional free parking is available in the lower field.
- Maps of the fair layout
- Emergency phone numbers
- Other important and relevant fair information.

**BOOTH SET-UP:** Exhibitor/vendor is responsible for ALL display materials. A canopy or tent is recommended for outdoors. The exhibitor/vendor is responsible for securing any structure with sandbags or heavy blocks.

The exhibitor/vendor shall furnish to the Clatsop County Fair & Expo, no later than 30 days before the fair, a full and detailed plan of any temporary structures, staging, booths, etc. that may be placed upon the premises by exhibit/vendor or its employees, agents, participants, invitees, and exhibitors, or volunteers. Any such structures, booths, staging, etc. must comply with all applicable safety and fire regulations and be approved by Clatsop County Fair Management. Clatsop County reserves the right to withhold approval under this paragraph for any reason.

### **BOOTH LOCATIONS:**

Locations are subject to change from year to year. Clatsop County Fair Management will determine the location of booths. Clatsop County Fair Management will do their best to place exhibitor/vendors in their preferred location but does not guarantee the exhibitor/vendor will be placed in their first-choice location. Clatsop County Fair Management reserves the right to relocate the reserved space if necessary for better utilization of display space.

The majority of the exhibit/vendor booth spaces are located outside. There is a limited amount of booth spaces available indoors (Exhibit Hall) for commercial exhibitors/vendors.

## **BREAK DOWN AND DAILY CLEAN-UP**

Each exhibitor/vendor is responsible for the clean-up of their own area each day. Any exhibitor/vendor that allows food, water, or waste to leak onto the floor/ground or into another exhibitor/vendor booth will be subject to a \$50 cleaning fee for the 1<sup>st</sup> occurrence; after the 2<sup>nd</sup> occurrence, the exhibitor/vendor will be subject to noncompliance proceedings and may be liable for injuries caused to persons slipping in such leakage.

After the fair, all exhibitor/vendor booth spaces areas must be left clean. Failure to do so can result in expulsion with no refund. Exhibitor/vendor may leave Fairground's tables and chairs in the booth but ALL garbage must be disposed of in the proper dumpsters and cardboard must be broken down and recycled. **Any exhibitors/vendors tearing down and leaving early (or arriving late) will result a \$150 fine and will not be invited to return to subsequent fairs.**

**INDOOR EXHIBITORS/VENDORS (NO FOOD VENDORS INDOORS):** NO tents or overhead awnings are allowed in the indoor vendor area (Exhibit Hall). This premises must remain free or temporary attachments such as nails, wires, and/or other foreign items that may result in damage to buildings or equipment.

## **RELOCATION OF BOOTH SPACE**

Exhibitors/vendors will not be allowed to relocate their booth space once they are moved in. Exhibitors/vendors may observe what appears to be an available or empty space after the fair has begun; there is any number of reasons that some spaces may appear available, but assume that they are not. Clatsop County Fair Management reserves the right to relocate a reserved booth space if necessary for better utilization of display space.

## **SUBLEASING**

Exhibitors/vendors are prohibited from subleasing, assigning, or splitting booth space to another party the whole or any part of the space allotted to them by the Clatsop County Fair Management. The allotted space is for the sole and exclusive use of the vendor/exhibitor named on the vendor application, or its employees, group member, agent or contractor.

**TABLES, CHAIRS, AND PIPE & DRAPE:** Indoor retail exhibitors/vendor booths are curtained with pipe & drape and include one (1) table and two (2) chairs. Outdoor exhibitor/vendor booth spaces do not include pipe & drape. Tables and chairs are available upon request.

## **FOOD VENDORS**

Outdoor booth space availability only. NO alcoholic beverages may be sold. There is an additional fee for frontal space over 10'.

**Daily Sales:** Register tape must be provided at the close of business daily. A \$300 penalty fee will be charged if daily gross is not reported. **15% of gross sales or the booth fee, whichever is higher will be considered final payment collected on the last day of the Fair.** If payment is not provided on the last day of Fair, the vendor will not be invited to return to subsequent Fairs.

**No Eating in Booth:** As directed by the Clatsop County Environmental Health Department, food vendor staff and/or volunteers are not allowed to eat in their booth. Staff/Volunteers can drink out of a covered container with a straw or handle.

**Oregon Food Handler Card(s):** Anyone cooking or handling food must have an Oregon Food Handler Card. Staff only working as a cashier do not need this card.

**Clatsop County Temporary Restaurant License:** Accepted food vendors must complete the **Clatsop County Temporary Restaurant License Application and provide payment to Clatsop County Environmental Health by early July (date TBD by Environmental Health)**. Approved food vendors will be provided instructions and “Next Steps” once the vendor has been accepted into the Fair.

More information about Clatsop County Environmental Health guidelines and restrictions can be found online at: <https://www.clatsopcounty.gov/publichealth/page/safe-food> or contact [envhealth@clatsopcounty.gov](mailto:envhealth@clatsopcounty.gov) (503)325-9302.

**Fire Extinguisher:** Food vendors must provide a Type K fire extinguisher in your booth. Fire Marshal will verify.

## **FIRE AND LIFE SAFETY REQUIREMENTS**

**The following mandatory requirements apply to all exhibitors/vendors.**

No exhibitor/vendor booth shall be installed or operated which interferes in any way with access to or visibility of any exit door or exit sign. Exit doors may not be blocked by means of ropes, chains, wire or any other device that limits their use.

No exhibitor/vendor booth shall be installed or operated as to interfere with or block access to firefighting equipment such as fire extinguishers, fire alarms, fire sprinkler equipment rooms, or hydrants. Vehicles shall not be parked in fire lanes.

All drapes, curtains, drops, tents, and all decorative material shall be made of non-combustible material or shall be treated with an appropriate flame-retardant chemical. Certification of flame-retardant treatment shall accompany the exhibitor’s/vendor’s application.

Hay bales cannot be used for seating inside buildings or tents. Hay bales and loose hay may be used for decoration inside buildings or tents provided the material is treated and maintained in a flame-retardant condition. Such use requires written approval from the State Fire Marshal.

Open flame heat processing or warming equipment is prohibited. All food preparation equipment or processes which produce grease laden vapor (frying, deep fat frying, broilers, fry grills, hot top ranges, ovens, and rotisseries) shall be located under an exhaust hood equipped with a fire extinguishing system. **Each vendor/exhibitor is required to have a minimum forty BC rated five (5) lb. dry chemical extinguisher. FOOD VENDORS must also provide a Type K fire extinguisher.** The use, storage and handling of flammable or combustible liquids inside buildings and tents are prohibited.

The use and storage of LP Gas or LP Gas containers inside buildings or tents is prohibited. Containers located outside of buildings/tents shall be secured in an upright position with rigid brackets or chains. Regulators and piping must be LP Gas approved and protected from physical damage.

All electrical cords and equipment shall comply with the state electrical codes. **It is the responsibility of the exhibitor/vendor** to provide required GFCI protection while using Clatsop County Fair & Expo electrical outlets.

The following requirements apply when any vehicle is parked, displayed, or stored inside any building or tent: LP Gas containers/tanks shall be emptied or removed from the vehicle; Gasoline tanks shall be substantially empty and the gas cap must be locked, closed, or taped in place; and both battery cables shall be disconnected from the battery. Terminals shall be taped with electrical tape. Motorized vehicles shall not be fueled inside a building and fuel and other flammable or combustible liquids shall not be stored inside a building.

## **NONCOMPLIANCE PROCEDURES**

In the event that an exhibitor/vendor refuses to comply with fees, conditions, rules, or other information outlined in the Vendor Rules & Regulations, the Clatsop County Fair Management will take the following action:

1. Upon first observation of exhibitor's/vendor's noncompliance, the Clatsop County Fair Management will discuss matter with the exhibitor/vendor to inform the exhibitor/vendor of infraction and request compliance.
2. If exhibitor's/vendor's noncompliance reoccurs, the Clatsop County Fair Management will issue to exhibitor/vendor written Notice of Violation, stipulating that the exhibitor/vendor comply within a specified period of time.
3. If exhibitor/vendor fails to comply with the first written notice specified time period, the Clatsop County Fair Management will issue a second written Notice of Violation, stipulating that exhibitor/vendor attend a meeting with the Clatsop County Fair Management on a specified date and time. Failure of exhibitor/vendor to attend meeting or to comply with agreements reached during such meeting will result in booth space being revoked, and exhibitor/vendor will be required to remove booth furnishings immediately.
4. Due to the Clatsop County Fair occurring during a specified time frame, time is of the essence with regard to the proceedings. Therefore, "specified period of time" as referred to in the above, may be measured in hours or days.
5. In cases or protest or disagreements from the exhibitor/vendor, the decision of the Clatsop County Fair Management shall be final.

## **HOLD HARMLESS/INDEMNIFICATION**

**All exhibitors/vendors must read and acknowledge acceptance of the Clatsop County Fair Hold Harmless Agreement as part of the completed online vendor application in Eventeny. The submitted application and signing-off on the Hold Harmless Contract constitute the exhibitor's/vendor's knowledge and agreement to comply with all rules of the Clatsop County Fair.**

Exhibitor/Vendor agrees to comply with all rules, regulations, and standards established or imposed by Clatsop County Fair & Expo which affect, relate to, regulate, or prescribe the manner of set-up, maintenance, health & safety, operation, and conducting of business in a booth at the 2024 Clatsop County Fair. Signature and/or submission of an application to participate as an exhibitor/vendor constitutes exhibitor's/vendor's knowledge of, understanding of and consent to comply with all rules, regulations, and standards. Failure to comply could result in the expulsion from current and/or future Clatsop County Fair & Expo events.

Clatsop County Fair & Expo shall not in any manner be liable or responsible for loss or damage to the exhibitor's/vendor's property caused by fire, theft, or any other cause whatsoever, except as such loss may be caused by the sole negligence of the County.

To the fullest extent authorized by law, the exhibitor/vendor agrees to indemnify, hold harmless, and defend Clatsop County, Clatsop County Fair & Expo, and their officers, officials, employees, volunteers, and agents from and against all claims, suits, actions, losses, damages, liabilities costs, and expenses of any nature (including attorney fees) on account of personal injury, death, or damage to, or loss of property or profits resulting from or arising out of, in whole or in part, any act, omission, negligence, fault, threat to safety or persons or property at the Clatsop County Fair & Expo, or violation of law or ordinance by exhibitor/vendor.

Exhibitor/Vendor shall have control of the defense and settlement of any claim that is subject to this section, however neither exhibitor/vendor nor any claims representative or attorney engaged by exhibitor/vendor shall defend the claim in the name of Clatsop County or Clatsop County Fair & Expo, nor purport to act as legal representative of Clatsop County of Clatsop County Fair & Expo without first receiving from the County's Legal Counsel, in a form and manner determined appropriate by the County's Legal Counsel, authority to act as legal counsel of Clatsop County or Clatsop County Fair & Expo, nor shall exhibitor/vendor settle any claim on behalf of Clatsop County or Clatsop County Fair & Expo without the approval of the County's Legal Counsel.



Resume Application

APPLICATION

# 2024 Clatsop County Fair – Commercial Vendor Application

- 🕒 Deadline: Jul 01, 2024 11:59 pm (GMT-08:00) Pacific Time (US & Canada)
- 🏠 2024 Clatsop County Fair
- 📅 Date: Jul 30, 2024 10:00 am – Aug 03, 2024 10:00 pm (PST)
- 📍 Astoria, Oregon
- 💰 \$ 200–300

About the event

2024 Clatsop County Fair dates are July 30 – August 3 with our outdoor concert on August 2. This year's Fair theme is "The Forest to the Farm: A Timber and Agriculture Showcase." Explore the interconnectedness of forestry and agriculture in Clatsop County, with exhibits on sustainable logging, timber processing, and the ways these industries support one

[Show more >](#)



Clatsop County Fair & Expo

Contact Organizer

About the application

**BEFORE** submitting a vendor application please read the 2024 Clatsop County Fair Vendor Information, Rules & Regulations Handbook. The deadline for Commercial Vendor Applications is July 1, 2024 or until vendor capacity is reached.

[Show more >](#)

Terms & Conditions

**PAYMENT:** If the vendor application is approved, the payment information submitted with this application will be processed at the time of approval. If the vendor application is approved and the vendor opts to pay by cash or check, payment must be received within ten (10) days of the application being approved. If payment is not received within ten (10) days, without

[Show more >](#)

Related files

[FINAL 2024 Clatsop Co. Fair Vendor Information Rules & Regulations Handbook.pdf](#)



2024 CLATSOP COUNTY FAIR

# 2024 Clatsop County Fair – Commercial Vendor Application

E

1. Business Info
2. Additional Info
3. Pictures
4. Prices

## Business Information

Business name \*

Enter your business name here. If you do not have a business name, you can use your brand name or full name here.

Legal business name \*

Enter your legal business name here if different than your business name.

Contact name \*

Full name of the person who is the best contact for the business.

Country/region \*

United States

Please enter a country/region.

Street address \*

Please enter your street address.

Apt, suite.

Optional

(Optional) Please enter suite/apt/room etc. if necessary.

City \*

Please enter a city.

State/province \*

- Select state/province -

Please select your state or province.

Zip or postal code \*

Please enter your zip or postal code.

Email address \*

Enter the email address for communication with the event organizer.

Phone \*

Enter the phone number for communication with the event organizer.

Website

Optional

(Optional) The website of the business. If you do not have a website, you can enter your social media page URL.

Business logo



Click here to upload a logo

(Optional) Please use a high quality logo picture so that it can be displayed on multiple platforms. Low quality pictures cannot be resized effectively and will result in cropped or pixelated pictures.

2024 CLATSOP COUNTY FAIR

2024 Clatsop County Fair – Commercial Vendor Application

1. Business Info

2. Additional Info

3. Pictures

4. Prices

Additional Information

Upload booth images or a sketch.\*

Choose Files

No file chosen

Upload photos of your product(s) and/or logo.\*

Choose Files

No file chosen

Write a short description of your business. Please include your business name and the city/state where your business is based.\*

Description of items for sale or giving away.\*

What are your prices?\*

I permit the Clatsop County Fair & Expo to release my contact information to members of the public upon request only. The Clatsop County Fair & Expo may share my contact information with members of the media for purpose of promoting this event and/or event guide advertising opportunities.\*

☐ Yes

☐ No

I read and understand the 2024 Clatsop County Fair Vendor Information, Rules & Regulations Handbook and agree to the terms and conditions.\*

☐ Yes

☐ No

By signing your FIRST and LAST name, you read and acknowledge the Hold Harmless Agreement.\*

Type your name here

Type your name here to sign

Signature

All exhibitors/vendors must read and acknowledge acceptance of the Clatsop County Fair Hold Harmless Agreement as part of the completed online vendor application in Eventeny. The submitted application and signing-off on the Hold Harmless Contract constitute the exhibitor's/vendor's knowledge and agreement to comply with all rules of the Clatsop County Fair.

Exhibitor/Vendor agrees to comply with all rules, regulations, and standards established or imposed by Clatsop County Fair & Expo which affect, relate to, regulate, or prescribe the manner of set-up, maintenance, health & safety, operation, and conducting of business in a booth at the 2024 Clatsop County Fair. Signature and/or submission of an application to participate as an exhibitor/vendor constitutes exhibitor's/vendor's knowledge of, understanding of and consent to comply with all rules, regulations, and standards. Failure to comply could result in the expulsion from current and/or future Clatsop County Fair & Expo events.

Clatsop County Fair & Expo shall not in any manner be liable or responsible for loss or damage to the exhibitor's/vendor's property caused by fire, theft, or any other cause whatsoever, except as such loss may be caused by the sole negligence of the County.

To the fullest extent authorized by law, the exhibitor/vendor agrees to indemnify, hold harmless, and defend Clatsop County, Clatsop County Fair & Expo, and their officers, officials, employees, volunteers, and agents from and against all claims, suits, actions, losses, damages, liabilities costs, and expenses of any nature (including attorney fees) on account of personal injury, death, or damage to, or loss of property or profits resulting from or arising out of, in whole or in part, any act, omission, negligence, fault, threat to safety or persons or property at the Clatsop County Fair & Expo, or violation of law or ordinance by exhibitor/vendor.

Please share the names of other events you've taken part in, along with the event organizers' full name, email address and phone number.

10,000+ users have filled in this form!

Event Organizer Full Name	Email	Re-enter Email	Event name	Phone
Event Organizer Full Name	Email	Re-enter Email	Event name	Phone
Event Organizer Full Name	Email	Re-enter Email	Event name	Phone

Go Back

Save & Continue

2024 CLATSOP COUNTY FAIR

# 2024 Clatsop County Fair – Commercial Vendor Application

Event date: J

1. Business Info

2. Additional Info

3. Prices

## Prices

Enter Discount Code

Apply

10' x 10' INLINE INDOOR Booth Space	<div>0</div>	X \$250.00	\$0.00
Price per 10' x 10' INLINE INDOOR Booth Space: \$250.00 Max allowed: 10 Charged upon acceptance Single booth space is 10' feet wide and 10' feet deep. Pipe & drape, 1 table, and 2 chairs included.			
10' x 10' CORNER INDOOR Booth Space (very limited availability)	<div>0</div>	X \$300.00	\$0.00
Price per 10' x 10' CORNER INDOOR Booth Space (very limited availability): \$300.00 Max allowed: 10 Charged upon acceptance Single booth space is 10' wide and 10 deep. Pipe & drape, 1 table, and 2 chairs included.			
10' x 10' INLINE OUTDOOR Booth Space	<div>0</div>	X \$200.00	\$0.00
Price per 10' x 10' INLINE OUTDOOR Booth Space: \$200.00 Max allowed: 10 Charged upon acceptance Single booth space is 10' feet wide and 10' feet deep. Pipe & drape not provided. Table and chairs available upon request.			
10' x 10' CORNER OUTDOOR Booth Space (very limited availability)	<div>0</div>	X \$250.00	\$0.00
Price per 10' x 10' CORNER OUTDOOR Booth Space (very limited availability): \$250.00 Max allowed: 10 Charged upon acceptance Single booth space is 10' feet wide and 10' feet deep. Pipe & drape not provided. Table and chairs available upon request.			

Additional Vendor Badge	<div><div>0</div><div>▼</div></div> X \$10.00	\$0.00
<div>Price per Additional Vendor Badge: \$10.00</div> <div>Max allowed: 10</div> <div>Charged upon acceptance</div> <div>Approved Exhibitor/Vendor will receive Four (4) exhibitor/vendor badges allowing for free 5-day Fair admission. These are non-transferable to non-booth personnel. Vendor badge swap is available at Admissions. Additional vendor badges can be purchased for \$10 each.</div>		
RV Camping	<div><div>0</div><div>▼</div></div> X \$22.10	\$0.00
<div>Price per RV Camping: \$22.10</div> <div>Max allowed: 21</div> <div>Charged upon acceptance</div> <div>RV camping is \$20 per night + 10.5% transient room tax (includes power/water/no sewer). Limited power and water connections available. Please note that RVs will be blocked in during Fair hours. Vendors must follow all campground rules, dumping of grey/black water is prohibited and could result in expulsion from the campsite.</div>		
Tent Camping	<div><div>0</div><div>▼</div></div> X \$11.05	\$0.00
<div>Price per Tent Camping: \$11.05</div> <div>Max allowed: 20</div> <div>Charged upon acceptance</div> <div>Tent camping is \$10 per night + 10.5% transient room tax.</div>		
Payment method	<div>Credit or debit card</div> <div>▼</div>	
Total		\$0.00

EXAMPLE: \$200 booth selected

Payment method	<div>Credit or debit card</div> <div>▼</div>	
Processing fees	\$12.87	
Total	\$212.87	
Due upon acceptance	This amount will be charged upon application acceptance.	\$212.87

Special Request

Please enter any special requests or comments here. Any request will be considered but not guaranteed.

# Fair Board Clatsop County

## AGENDA ITEM SUMMARY

March 5, 2024

---

**Agenda Title:** Security RFP proposal  
**Category:** Business Agenda  
**Presented By:** Kyle Sharpsteen, Fairground Manger

---

**Issue Before the Fairboard** Approval of proposal for Security and event services for the 2024 fair

**Informational Summary:** The fairground issued an RFP for security and event services and requested an additive item for admission/ticketing services. We received 3 responsive proposals and one non-responsive proposal. After evaluating the proposal, it is suggested that we award the contract to Event pros/ TCB for security services and negotiate a final scope of work.

**Fiscal Impact:** Paid for out of County Fair Expenses. Will provide valuable data on admissions statistics.

### **Requested Action:**

I move to accept Event Pros proposal and have the fair manager negotiate a final scope of work.

### **Attachment List**

- A. Event Pros proposal
- B. Event Pros ETIX fees



**EVENT PROS NW**  
PARTNERS IN EXCELLENCE

Division of TCB Security Services, INC

## 2024 Clatsop County Fair

Prepared By:  
Mike Goff, CEO



**February 1st, 2024**

Please find enclosed in this proposal our estimate to provide security services to the 2024 Clatsop County Fair. TCB is pleased to provide this detailed pricing structure for security, gate staff, ticket takers, and other event staff to effectively control access and provide guest services at the 2024 Fair.

It is understood that the final staffing numbers, shift dates, times and locations still need to be defined. This proposal is based on staffing positions as outlined in your RFP.

We have outlined each position, the hourly bill rate as well as any fixed cost that may be associated with the operation of the fair.

I'm certain there will be fine tuning, but please allow this proposal to act as our pricing guild for a final service agreement. If you have any questions, please do not hesitate to reach out to me any time. My contact information is listed below.

Professionally,

**Mike Goff**  
**CEO**  
**541-265-5265**



## Our History

TCB got its start in Oregon fairs and festivals in 1996. Originally starting in the industry providing event related equipment as well as sound and lighting services. In the process of providing these services it became apparent that the State was lacking in the area of quality event staffing & security services. Many of our clients were asking us if we could help them in this area as they had become accustomed to the quality of service we provide.

After much research and consideration we decided in 2000 that we would begin an expansion into the event staffing industry. Starting with just a handful of event security officers we quickly gained momentum and started working larger events across the region. Fairs, community events and festivals were being added each year and eventually in 2008 we sold our event rental & sound and lighting company and focused strictly on security and staffing.

As of 2014 TCB employed over 400 team members across the state and has provided services to events ranging from 25 guests to over 500,000. We have been privileged to provide services to local, regional and national events!

During all these years of growth, TCB has kept its focus on quality, never wishing to be the biggest in the business, only the BEST! We have remained focused on the fact that our industry is a people business, and we strive to provide you people who want to provide for positive guest experiences, safe events, and fun!

We look forward to the possibility of working together on your next event!

*Professionally,*

*TCB Management Team*





## Estimate For Services

Enclosed you will find a copy of our estimate for services for the 2024 Clatsop County Fair. Please note that the estimate was developed based on information provided by the Fair and we interpreted it as intended to the best of our knowledge. There may be areas where adjustments are needed based on the Fair's working knowledge of the document we were provided.

General Event Staff	
Bag Checker	\$28.75
Concert Staff	\$28.75
Crowd Control	\$28.75
Door Staff	\$28.75
Event Staff	\$28.75
Ticket Taker	\$28.75
Security Services	
Event Security Certified	\$31.00
DPSST Unarmed Officer	\$32.00
DPSST Armed Officer	\$34.00
Supervision	
Lead	\$33.00
Supervisor	\$36.00
Event Director	\$45.00
Ticketing Services / Cash Handling	
Ticket Seller (Box Office)	\$29.00
Parking Seller	\$29.00
Box Officer Manager	\$36.00
Banker	\$34.00

**Travel Related Cost: Client to provide accommodations for staff. We are open to placing 2 staff in each hotel room with 2 queen beds.**



## **Staffing**

TCB currently employs more than 400 team members across Oregon. These members bring with them a variety of skills that include retired and active Law Enforcement, Fire & EMS services, Military, as well as Private Security. Our Team members are the backbone of our success and we value the contributions each of them make to the success of your event. Team members are provided fair wages, desirable working conditions and an opportunity to succeed with TCB. Here is what a few have had to say about working at TCB.

"My experience with TCB has been wonderful. In the time that I have been employed, the staff are very welcoming and helpful with their training. It has always been an extremely professional environment, and the support from supervisors and staff has always been phenomenal"

"This is a very well run company with technology of today they're up on everything. They communicate excellently, they're training is very good. The people they hire are honest, honorable, hardworking people. The experience that I've had has been very good"

"I have worked for TCB for over 20 years, I have stayed with TCB for so long for one very simple reason. Family. Yes, it's hard work with long hours and a fair amount of dedication. But the people you get to work with...cream of the crop. We do our jobs and we have a lot of fun doing it"

## **TCB Management Team**

TCB is lucky to have a management team that is truly made up of the best in the industry. With past experiences ranging from, Event Management, Fire Captains and Chiefs, retired Law Enforcement, Corrections, Insurance & Risk, Emergency Management, Fair Board Members, Disney Cast, and so much more! We have stacked our deck to bring you best in class service with your guest safety, security, and experience in mind.



## **Service Areas**

### **Event Staffing:**

- Event Security
- Crowd Management
- Guest Services
- Bag Inspectors
- Alcohol Monitors
- ID Checkers

### **Parking Operations:**

- Traffic Direction
- Parking Ticket Sellers
- Parking Flaggers
- Electronic Parking Point of Sale

### **Medical Services:**

- First Aid Station Management
- Incident Reporting
- Emergency Planning
- EMTs

### **Ticketing Services:**

- Complete Ticketing Solution
  - Online
  - At the Gate
- Box Office Staffing & Management
- Ticket Sellers
- Accounting Staff

### **Consulting:**

- Safety Training
- Emergency Planning
- Volunteer Training
- Threat Assessment



### On Site Operations

TCB may bring onsite a 30' Mobile Operations Trailer. This trailer should be located inside of the venue or in a common operations area. TCB will operate from this location with functions such as dispatch, banking and operations supervisors.

TCB will need a 50Amp 220V power service at the location.

TCB can provide golf carts for operations should they be allowed on festival property.

TCB's Operations Trailer is outfitted with both VHF & UHF Radios systems for not only our internal communications, but also the ability to directly connect with Law Enforcement and Medical services. In addition we are equipped on board with internet, radio repeaters, printer, copier and big screen TV's for camera viewing.





## **Uniforms**

TCB will provide all staff with official TCB uniforms. All staff are required to wear ONLY TCB provided shirts, hats, and jackets. All staff are required to wear the same solid color uniform pants ( dress style, no jeans, shorts, etc) . Pant color will be black or khaki depending on weather conditions.

Uniform and appearance is something that is taken very seriously as we feel our staff provide your guest with their first impression of the venue.

## **Technology**

**TCB Usages a mix of technology during events. Below are a few examples.**

- Computer Aided Dispatch
- Records Management System
- Digital 2-Way Radio Service
- Deployable Camera Options
- Electronic Age Verification
- Deployable Wifi Mesh
- Hand Held and Walk Through Metal Detection

## **Training & Certifications**

TCB follows all Oregon State Laws concerning private security services. We employ three DPSST Executive Managers along with several Supervisory Managers. We have our own on staff state licensed trainers who provide year round in person and as well as online training opportunities to our staff. Our training team is composed of industry leaders from both the private and public safety sector.



## **“Partners In Excellence”**

TCB takes great pride in being a successful part of your guest experience. We consider it a great honor and don't take the job lightly. Over the past two decades we have strived to not only provide great security and event staff for your event, but also to change the thinking behind the job to encompass the complete guest experience! “Partners in Excellence” is TCB's definition of our responsibility to you, our partner and your guest. We strive to build partnerships with your organization to achieve guest and client excellence.

### **Staff Excellence:**

#### **We Create a friendly Atmosphere:**

- We give a positive first impression
- We always arrive to work in proper TCB Uniform
- We always have a smile
- We always use courteous words

#### **We Give Personal Touch:**

- We treat each guest as a special individual
- We know that a single good or bad experience can form a guest's impression
- We address guest by their names whenever possible
- We take ownership of a problem until it is resolved

#### **We Know The Answers:**

- We respond cheerfully & quickly, if we know the answer, & as soon as possible if not
- We never pass the buck, we always take ownership of the problem
- We make sure we know our venue before the event starts

#### **We Are A Team:**

- We maintain a friendly atmosphere
- We take our job seriously, but not ourselves. By having fun we help our guests have fun!

### **Service Standards:**

1. Safety: “I provide for the welfare of myself, my guest & my partners
2. Courtesy: “ I act at all times in a professional and courteous manner
3. Experience: “ I utilize efficient and consistent procedures, maximizing my guest experiences.



### **A Few of Our Events in Oregon**

Portland Rose Festival & Parade  
Oregon State Fair  
Portland City Fair  
Philomath Frolic & Rodeo  
Mt. Angle Oktoberfest  
Pendleton Whiskey Music Festival  
Newport Seafood & Wine Festival  
Oregon Garden Resorts  
Cape Blanco Country Music Festival  
Willamette County Music Festival  
Hood River Hops Festival  
Wurstfest  
Rhodeodendron Festival  
Scandinavian Festival  
Douglas County Fair  
Clackamas County Fair  
Linn County Fair  
Clatsop County Fair  
Benton County Fair  
Lincoln County Fair  
Columbia County Fair  
Marion County Fair  
Harney County Fair  
Coos County Fair  
Klamath County Fair  
Polk County Fair  
Lakeview Roundup  
Garibaldi Days  
Homer Davenport Days  
Santiam Canyon Stampede  
Sublimity Harvest Festival  
Mackenzie River Cider Festival  
Vale Rodeo  
Oregon State University Athletics  
Corvallis Fall Festival  
Portland Rose Parade & Starlight Parade  
Douglas County Speedway  
Coos Bay Speedway



## **References**

Clackamas County Fair Attendance of 114,000  
Brian Crow  
503-266-1136

Mt. Angel Oktoberfest Attendance of 300,000  
Peter Schmit  
855-899-6338

Oregon Beverage Services Attendance of 500,000+  
Carol Unruh  
503-362-3391

Portland Rose Festival Attendance of 185,000  
Steven Bledsoe  
503-227-2681

## **Key Contacts**

Mike Goff  
CEO  
541-265-5265  
[mgoff@tcbmanagement.com](mailto:mgoff@tcbmanagement.com)  
Dispatch Center: 24x7 541-574-2828

## **Memberships & Affiliations**

Oregon Fairs Association  
Oregon Festival & Events Association  
International Festivals & Events Association  
International Association of Assembly Managers  
ASIS





**EVENT PROS NW**  
YOUR COMPLETE EVENT PARTNER

## Pricing Proposal

1. Term.....
2. Software Upgrades/Maintenance..... No charge
3. Support..... No charge (email, phone, screen share)
4. Training..... No charge (phone, webinar, Knowledge Base, Etix U, Etix Live)
5. Rockhouse Partners digital marketing support.... Included
6. Fraud monitoring service for online sales..... No charge

### -----FEES-----

7. Onsite support and training..... Free Training (Remote) Onsite support see staffing RFP.
8. Etix credit card processing fee..... 3% (*Visa, MasterCard, Amex, Discover*)  
this fee does not apply if you use your own merchant account
9. Box office fees.....\$.05 Cents Each  
(tickets sold through Etix in person, at the venue)
10. Online fees..... 10% of ticket price + .50 Each. ( Cap of \$4.50)  
i.e \$10.00 Ticket = \$1.85 in fees and credit card process
11. Etix toll free phone center fees..... Online fees + \$4.50/order
12. Online/Phone Center delivery fees..... Mobile, Print-at-home, Will Call: No charge  
(you decide on delivery methods) Standard U.S. Mail (Etix fulfills): \$4.50/order  
Expedited Mail (Etix fulfills): \$19.95/order

**Note:** By default, we pass all fees to the ticket buyers, but you are welcome to absorb the fees. We can also collect additional fees, on your behalf, to be passed on to ticket buyers.

### -----OPTIONAL HARDWARE and STOCK-----

13. Blank Etix brand ticket stock..... No charge in mutually agreed upon quantities
14. Scanners for ticket validation..... No charge in mutually agreed upon quantities  
Free iPhone/Android scanning apps also available
15. Box office/DIY kiosk terminals..... No charge in mutually agreed upon quantities
16. Credential Terminal.....\$150/unit/month; printer ribbons, blank cards,etc pricing TBD
17. Shipping of all hardware, stock, and supplies paid for by the client.

**All ticket sales funds collected by the Etix credit card merchant account will settle to your bank account the week after your event transpires.**