



## **2022 W.O.E. ONLINE VENDOR APPLICATION**

Vendor Application for August 19th, 20th, 21<sup>st</sup>, 2022.

Thank you for your interest in joining us during our 90th Anniversary of the Western Oregon Exposition (WOE)! We appreciate you fully reading the rules and regulations and completely filling out the application. If you have any questions, please feel free to email us at [westernoregonexpo@gmail.com](mailto:westernoregonexpo@gmail.com) or call us at 541-942-6150.

### **SECTION 1: VENDOR RULES, REGULATIONS AND AGREEMENTS**

The first part of the application is all the rules, regulations and agreements you will need to commit to. By agreeing to all of these, it forms a legal, binding contract. Please fully read all the information and reach out to us with any questions.

1. Vendors may begin setting up their space any time after 10:00am on Thursday, August 18th, 2022. Booths must be completed by 8:00pm on Thursday evening. If other arrangements are needed, please call the fair office at (541)942-6150 or email [westernoregonexpo@gmail.com](mailto:westernoregonexpo@gmail.com)
2. Vendors will secure all ropes, tie downs, electrical cords, or any other hazardous items which may cause injury to the public with their own weights.
3. Vendors will dispose of all garbage in proper sites. Please leave the space cleaner than you found it!
4. During the hours of the fair, 10:00am to 8:00pm on Friday and Saturday, and 10:00am to 4:30pm on Sunday, vendors are responsible to be at their booths. Volunteers will make rounds to stand in for bathroom and food breaks as needed. You may also ask your neighbor for assistance!
5. No cars allowed inside the grounds after 10:00am during the fair for public safety purposes! If special arrangements have been made for a vehicle to be inside the grounds during operating hours, the speed limit is 5pmh. Restock times can be arranged with golf cart assistance upon request.
6. Should an issue with another vendor or a customer arise, please locate a Fair Staff member for immediate assistance.
7. Take down of vendor spaces may not begin until 4pm on Sunday August 22nd, no exceptions. Should you take down and leave before this time, it will be considered a breach of contract and you will not be invited back.
8. Please make sure your area is clean and free of all debris before you leave.

**CHECK THE BOX TO AGREE**

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## **FAIR INSURANCE INFORMATION**

1. **Limitation Liability:** Western Oregon Exposition assumes no responsibility for any Vendor property placed anywhere on the grounds by vendors. Western Oregon Exposition is hereby expressly relieved and discharged from any and all liability for any loss, injury, or damage to persons or property that may be sustained by reason of the occupancy at this year's fair.
2. **Indemnity:** Vendor agrees to defend, indemnify and save the Western Oregon Exposition Inc and their officers, agents, and employees harmless from any and all loss, claim. Action, costs, expenses, judgments, subrogation or other damages resulting in damage or death, including loss or destruction of property, of whatsoever nature arising out of, attendant to this agreement.
3. Vendors shall not be held responsible for any losses, expenses, claims, subrogation actions, costs, judgments or other damage directly, solely and approximately caused by the negligence of the fair or its agents.
4. **Costs and Attorney Fees:** Should the Western Oregon Exposition or its agents or vendors file suit or action against the vendor on any cause arising in any way from this agreement and contract, the vendor agrees to pay to the Western Oregon Exposition such reasonable costs and such as attorney's fees and court costs, that the court having jurisdiction of the case determines, in addition to costs and disbursements allowed to a prevailing party as a matter of law.
5. **ALL VENDORS ARE REQUIRED TO HAVE INSURANCE. THERE WILL BE NO EXCEPTIONS.** Along with your own supplies and weights to withstand winds, all vendors are required to have Commercial General Liability Insurance no less than \$1,000,000 per occurrence, naming Western Oregon Exposition Inc. as additional insured.

**CHECK THE BOX TO AGREE**

## **OTHER RULES AND REGULATIONS**

1. **FIRE AND LIFE REGULATIONS:** All vendors must comply with appropriate Fire and Life Safety regulations. For information and/or details, please contact the Cottage Grove Fire Marshal's office. The running of combustible engines will need prior approval and must comply with all regulations.
2. **NOISE:** No sound device or amplifications may be used by vendors without the prior written consent of the Vendor Superintendent. If such a device is approved, the vendor shall use it in a manner that causes the least disturbance to



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those booths or events around them. If it is determined at a later time during the fair itself that the device is too loud or is causing unnecessary noise, approval may be revoked and the vendor will be required to remove the device.

3. NO POLITICS! There will be no vendors expressing in any way shape or form political views nor will any vendor be allowed to have a booth for the purpose of displaying a political party or a candidate for any office.

4. NO DRUGS: The Western Oregon Exposition does not condone the use of drugs on our property. Should we find any drugs or drug paraphernalia, you will be escorted off the grounds immediately.

**CHECK THE BOX TO AGREE**

Please sign your full legal name to agree to all the Rules & Regulations

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Thank you for taking the time to read and familiarize yourself with our rules and regulations. Please continue to the next section.

### **SECTION 2: BOOTH INFORMATION**

Please fill in each question with as many details as possible. Thank you.

**Contact Name:**

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**Phone Number:**

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**Mailing Address:**

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**Vendor Booth Name:**

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## **Product Description:**

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**Do you sell your items outside of the fair? Please feel free to write down your website address and we will try to put it up on our page!**

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## **Do you need to make any special arrangements?**

Please let us know any special arrangements that you may need. We are able to accommodate most requests such as a restock run, handicap parking inside the grounds (handicap placard required), and different set up time/date.

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### **VENDOR SPACES SIZES AND PRICES**

- \$40.00 – Indoor 10x10 Space (Very limited quantity, NOT first come, first serve)
- \$40.00 – Outdoor 10x10 Space (Canopies and Tents allowed)
- \$40.00 – Outdoor Food Tent 10x10 (Does not include food trucks or trailers)
- \$75.00 – Outdoor Food Truck/Trailer (Does not include hookups)
- \$15.00 – Additional fee for Electricity and Water for entire weekend

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## **PAYMENT METHOD**

- Cash – preferred as an in person transaction
- Check – in person or mailed to PO Box 793 Cottage Grove, OR 97424
- Credit Card – via PayPal

## **THE END!!**

You have made it to the end of the questions! Thank you so much for wanting to be a part of our hometown heritage fair! We look forward to seeing you in August!