



W.O.E. Fair Vendor Application 2022

*Vendor Application for the
W.O.E. Fair - August 19th,
20th, & 21st*

Thank you for your interest in joining the Western Oregon Exposition Fair for 2022!

VENDOR SPACE FEES & RESERVATION INFO

Vendor space fees range from the low cost of \$40 (for indoor or outdoor 10' x 10' spaces) to the high end of \$75 (for a food truck or trailer vendors). It is an extra \$15 for water and electric hookups for the whole fair weekend. Reservations for vendor spaces made BEFORE April 1st, 2022 will receive a discount of \$10 per space. Payment for your reservation may be made via Paypal to westernoregonexpo@gmail.com or in person via cash or check. Your reservation will be held once payment is made. Paid reservations made before April 1st will be given the opportunity to request a particular location up to March 31st, with priority given to the previous years' vendors.

VENDOR INSURANCE

Insurance is required to be a vendor at the W.O.E. Fair, and proof of insurance must be turned in prior to vendor space setup. There are no exceptions to this. The insurance necessary is Commercial General Liability Insurance in an amount no less than \$1,000,000 per occurrence. Western Oregon Exposition, Inc. must also be listed on the policy as an additional insured party.

While it is recommended that you do your own research to find an insurer that is right for you, Act Insurance is one such provider that specifically serves artists, crafters, and tradespeople. The company mentioned here is to provide a frame of reference for any vendors that are new to the W.O.E. Fair. Through Act Insurance, three days of General Liability Insurance coverage starts at \$49.00, and including an additional insured party on the policy is free (<https://www.actinsurance.com>).

VENDORS INVITED TO ENTER W.O.E. EXHIBIT COMPETITION

All vendors that make the items they are selling are encouraged to enter into the W.O.E. Exhibit Competition. Entering your handcrafted items as an exhibitor will make you more visible to visitors, and you will also have the chance to add "award-winning" to the description of your item(s) if you win. Entry into this competition is FREE! Forms will be available during entry days of Wednesday, August 17th from 12:00 p.m. to 8:00 p.m. and Thursday, August 18th from 8:00 a.m. to 12:00 p.m.

QUESTIONS?

Call us at 541.942.6150 with any questions, or email us at westernoregonexpo@gmail.com. We will respond in a timely manner.

Name *

Phone Number *

First Name

Last Name

Area Code

Phone Number

Address *

Email *

Street Address

example@example.com

Street Address Line 2

City

State / Province

Postal / Zip Code

Please take the time to read the entire Vendor Rules & Agreement portion of this application. Once you are finished reading, please fill in all Vendor Information questions.

VENDOR RULES & AGREEMENT

Rules & Agreement for Fair Set-Up, Conduct, Takedown & Cleanup

VENDOR SET-UP RULES AND AGREEMENT

- A.1)** Vendors may begin setting up their space starting Thursday, August 18th at 8:00 a.m. Booths must be completed by 8:00 p.m. on Thursday, August 18th. If special arrangements are needed, please call the fair office at 541.942.6150 or email westemoregonexpo@gmail.com.
- A.2)** Vendors will secure all ropes, tie-downs, electrical cords, or any other hazards which may cause injury to the public.
- A.3)** Vendors will dispose of all garbage properly. Please leave the space cleaner than you found it!
- A.4)** For vendors located outside, pop-up canopies are allowed.
- A.5)** The W.O.E. is a family affair. All booths must be kept clean and friendly, no vulgar or obscene displays will be allowed.

FAIR CONDUCT RULES AND AGREEMENT

- B.1)** Vendors are responsible to be at their booths during fair hours, from 9:00 a.m. to 8:00 p.m. on Friday and Saturday, and from 9:00 a.m. to 4:00 p.m. on Sunday.
- B.2)** No cars are allowed inside the grounds after 9:00 am during the fair for public safety purposes! Restock times can be arranged with golf cart assistance upon request.
- B.3)** For any issues that may arise, please contact a Fair Board Member, and we will resolve the issue as quickly as possible.

VENDOR TAKEDOWN AND CLEANUP RULES AND AGREEMENT

- C.1)** Takedown will begin at 4:00 p.m. on Sunday, August 21st. Early takedown is not allowed. Takedown must be completed by 8:00 p.m. on the same day.

C.2) Vendors must leave their spaces clean and free of debris.

C.3) Vehicles are NOT allowed inside the gate for packing up until after the fair officially closes at 4:00 p.m. on Sunday.

Other Rules & Regulations

FIRE AND LIFE REGULATION

D.1) All vendors must comply with Appropriate Fire and Life Safety regulations. The running of combustible engines will need prior approval and must comply with all regulations.

NOISE

D.2) No sound device or amplification may be used by vendors without the prior written consent of the Fair Board. If such a device is approved, the vendor shall use it in a manner that causes the least disturbance to 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.

NO POLITICS!

D.3) No vendors be allowed to have a booth for the purpose of displaying a political party or a candidate for any office.

Fair Insurance Information & Agreement

LIMITATION LIABILITY

E.1) ALL VENDORS ARE REQUIRED TO HAVE INSURANCE. THERE WILL BE NO EXCEPTIONS. 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.

E.2) Western Oregon Exposition, Inc. assumes no responsibility for any Vendor property placed anywhere on the grounds by the Vendor. Western Oregon Exposition, Inc. 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 or attendance at this year's fair.

INDEMNITY

E.3) Vendor agrees to defend, indemnify and save the Western Oregon Exposition, Inc. and their officers, agents, and employees harmless from any and all loss and claims, action, costs, expenses, judgments, subrogation, or other damages including loss or destruction of property or death, of whatsoever nature arising out of, attendant to this agreement. 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.

COSTS AND ATTORNEY FEES

E.4) Should the Western Oregon Exposition, Inc. or its agents or Vendors file suits 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, Inc. such reasonable costs and such as attorney's fees and court costs, that the court has jurisdiction of the case determines, in addition to costs and disbursements allowed to a prevailing party as a matter of law.

1) Please confirm that you have read each section of the Vendor Rules & Agreement portion of this document (provided above). *

YES, I have read the "Fair Set-Up, Conduct, Takedown & Cleanup" section

YES, I have read the "Other Rules & Regulations" section

YES, I have read the "Fair Insurance Information & Agreement"

2) Do you agree to comply with all rules and agreement stipulations as they have been set forth by Western Oregon Exposition, Inc (this constitutes agreement of your participation in the 2022 fair)? *

YES, I agree

VENDOR INFORMATION

3) What will be the name of your booth? *

4) Please list your website LINK and/or social media LINKS that are related to your products.

5) Product description

-the description you provide here should be written how you wish for it to appear on the W.O.E.website-

6) Vendor Space Costs & Size Selection, Additional Amenities

-check all that apply- *

\$40.00 - 10'X10' Indoor Space - limited quantity available

\$40.00 - 10'x10' Outdoor Space - pop-up canopies allowed

\$40.00 - 10'x10' Food Tent (no trailers or trucks)

\$75.00 - Food Truck and Trailer Vendors

\$15.00 - Add water and electric hookups for use during fair weekend

7) Payment Method

-select one- *

Cash - to be paid in person only

Check - may be paid in person or mailed to

<Western Oregon Exposition Inc., P.O. Box 793, Cottage Grove, OR 97424>

PayPal - please send payment to <westernoregonexpo@gmail.com>

8) Are there any special arrangements that you need or would like to request?

YES

NO

If you answered "YES" to the above question, please specify. Special arrangements or assistance might mean leeway when it comes to Set-Up Time or Clean-Up Time; it could mean a need for a Handicap parking space (Handicap vehicle cards required), assistance with rides from the fair parking lot to your booth, assistance with restocking your booth, etc.

Signature

Date

Digital Signature

-please type your full name below-

Digital Date

-please type the date below-

***Thank you for participating!
We look forward to seeing you in August!***

To see what else is going on at the W.O.E fairgrounds, you can visit

<https://www.westernoregonexpo.com>
