

COMMERCIAL VENDOR MANUAL



Clackamas County Fairgrounds
& Event Center

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Vendor Manual Definitions

CCFEC	Clackamas County Fairgrounds and Event Center
CCF	Clackamas County Fair
CCFB	Clackamas County Fairboard, a seven member board appointed by the Clackamas County Board of Commissioners
Commercial Vendors	All vendors who sell, promote, inform and educate, who purchase commercial booth space.
County	Clackamas County, Oregon, a political subdivision of the state, and shall include, without limitations, the various departments, employees, agents, elected officials, of the county, and any assignee or delegate to the various rights and powers.

PURPOSE

The purpose of this manual is to provide a clear understanding of the rules and regulations, policy and procedures in regard to operating a commercial vendor booth at any event on CCFEC property

Commercial vendors are required to know and abide by these rules and regulations, and are responsible for assuring that their employees/volunteers know and abide by the rules and regulations. Additional copies of this manual are available upon request in the Office. CC FEC reserves the right to add to, amend and interpret all rules and regulations, and to settle all disputes.



Any person, commercial vendor, vendor employee, or volunteer who does not comply with the rules and regulations may be removed from the fairgrounds at the discretion of CC FEC. Any decision affecting any matter not herein expressly provided for shall rest solely within the discretion of CC FEC.

Commercial Vendors shall indemnify and hold harmless Clackamas County, Clackamas County Board of Commissioners, Clackamas County Fair Board, their employees, volunteers, agents and assignors from and against any and all claims, damages, losses and expenses including but not limited to personal injury, property damage and attorney fees arising out of or resulting from the activities of the Vendor, or its employees, agents and guests.

AGREEMENT

Every Commercial Vendor must have a written and signed agreement with the CC FEC. No alterations of conditions of the terms of the agreement shall be valid unless made in writing and signed by both parties.



Agreements are issued on an annual basis and do not indicate participation in any future events and/or fairs sponsored at CC FEC. Agreements, spaces and related privileges are not transferable. Neither weather nor obstruction by crowds or other causes shall impact this agreement. Regardless of weather, all Commercial Vendors are expected to remain open during established operating hours, unless the Director deems closure of the event. CC FEC reserves the right to cancel all agreements of any kind should an act of providence such as war, riot, flood, storm, or pestilence prevent the event from operating.

CANCELLATION

If this agreement is canceled by the vendor for any reason less than 30 days prior to the event, rental paid to CC FEC by the vendor shall be forfeited as follows:

If a written cancellation is received by CC FEC PRIOR to 30 days of the event then 100% total base fee will be returned.

If a written cancellation is received by CC FEC AFTER 30 days, then 100% of the total base fee will be retained.

Failure to comply with the terms of the agreement shall be deemed to be a cancellation by the vendor. This includes but is not limited to: no further response, mailings returned as undeliverable or with no forwarding address, disregard to deadline dates, alteration of original agreement, and inability/failure to make or complete payments. The forfeited funds constitute liquidated damages for the direct and indirect costs incurred by CC FEC.

ADDRESS OR PHONE NUMBER CHANGE

Vendors must promptly notify CC FEC of any address or telephone number changes. CC FEC will not be responsible for loss of any correspondence or contracts due to lack of notification.

INSURANCE REQUIREMENT

Under the advisement of the Clackamas County Risk Management, ALL Commercial Vendors are required to provide a certificate of insurance covering the general liability with a ten-day notice of cancellation. Written proof of insurance must be provided by Commercial Vendor, at time of final payment.

Coverage will be \$1,000,000 per occurrence with a \$2,000,000 aggregate. Certificate of insurance shall state under description of operations the following: Clackamas County Fair or Clackamas County Event Center, name of the event, the date(s) of the event, and the statement "Clackamas County, Clackamas County Board of Commissioners, Clackamas County Fair Board, their employees and agents as additional insured."

FEES

All Commercial Vendors will pay a per booth fee based on size and location. Most booth spaces will have access to a 20 amp/ 1800-watt electrical outlet. Additional electrical must be ordered in advance at a cost of \$50 per 20 amp and \$125 per 50 amp. Power requirements may determine booth location. Balance due 30 days prior to event start date. Booth fees are non-negotiable.

BOOTH SETUP/ MOVE-IN

Vendor space will be assigned at CCFEC's discretion. Changing vendor location during setup may not be allowed.

All Commercial Vendors will receive an email, per event, explaining when setup times will be and all other important information that is associated with operating during the event.

HOURS OF OPERATION

All Vendor booths shall be open and properly staffed during all hours of operation during the event.



Wi-Fi

Wi-Fi information will be provided to vendors during setup.



RELEASE TIME

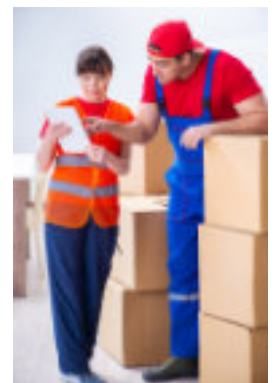
No Commercial Vendors displays/booths may be dismantled or removed before close of the event. CCFEC will NOT be held liable for any items or valuables left in or around your booth after the release time.

DAMAGES

All Commercial Vendors' property must be removed from CCFEC, and the assigned space returned to its previous condition, less reasonable wear and tear, immediately following the close of the event. The Commercial Vendor agrees to pay the costs of repair and replacement for any and all damages of whatever origin or nature, which may have occurred during the term of this agreement, while they were in possession of the booth. The cost collected from the Vendor will be for restoring the premises to a condition equal to that which existed at the time the participant took possession.

DELIVERY OF PRODUCTS

Any Commercial Vendor expecting product delivery during the week of Fair is asked to notify the Fair Office Staff of their delivery. The Vendor will be asked for a contact phone number, and will then be contacted when their delivery arrives.



ADMISSION AND PARKING PASSES

Passes for each event will be given out during setup of the event. You will be required to let CCFE know how many passes you will need, for your staff, prior to opening day of each event. Passes will not be mailed.

VENDOR VEHICLES AND PARKING

Parking inside the gates is prohibited during the hours of any event. Vendors will be allowed to pull in and unload inside the gates during setup hours, but then need to move vehicle to parking lots before setting up booth. Space is limited for unloading products and we need to have it available for all vendors.

Any vehicle not removed by opening hours of the event, will be towed at owner's expense.

If a trailer needs to be parked onsite during an event you must get approval to do so before hand.



PETS

PETS ARE NOT ALLOWED ON THE FAIR GROUNDS—SERVICE DOGS ARE WELCOME.

A service animal is a dog trained to provide assistance to a person with a disability. Animals that provide emotional support or companionship are not regarded as service animals. There must be a direct link between the task the dog performs and the person with the disability.

ALCOHOLIC BEVERAGES/ ILLEGAL SUBSTANCES

Commercial vendors, their employees, volunteers, and guests shall not consume any alcoholic beverages or cannabis, nor use illegal substances on the Fairgrounds. This includes the grounds of the parking lot or while on duty in their booth. Violation of this section will be grounds for immediate termination of this permit (including forfeiture of all fees paid and owing). Those persons violating this policy will be asked to immediately leave the fairgrounds. Vendor products will remain on the grounds until fair is over, Sunday, August 17, 2025.



Rules & Regulations

CANVASSING

Distribution of literature, signature collection, the solicitation of funds, canvassing, distributing gifts, and the selling of goods or similar transactions, shall be conducted only from within an assigned booth. Vendors are NOT allowed to roam the grounds to do so.

CLEANLINESS

Commercial Vendors shall be responsible for keeping the space assigned to them in a clean and sanitary condition at all times. CCFEC will provide receptacles for trash and recycling. CCFEC reserves the right to charge any commercial vendor for trash or other waste that is placed in common facility areas by the vendor, their employees or volunteers.



COMPLIANCE WITH LAW

Any and all County, State, or Federal Licenses, inspections or permits required for the installation or operation of the Commercial Vendors Booth, shall be obtained by the Vendor at his expense prior to set-up day before the Fair.

COMMON FACILITIES

Common facility areas are areas designated for the general use of visitors, delivery persons, Commercial Vendors and others, and are intended to be non-exclusive. Common facilities include, but are not limited to, sidewalks, aisles, stairways, open areas for entrance and exit, restrooms, and other similar areas.

No Commercial Vendor, or other person, shall carry on any business or other activities in common facility areas. No Commercial Vendor, their Employees or Volunteers, shall block any aisle or interfere with pedestrian traffic in common facilities.

CCFEC cannot guarantee, however, to keep all common areas free of congestion caused by persons crowding, loitering, standing or sitting therein, causing passage through or over the common facility area difficult or impracticable, and such crowding or blocking of said common area shall in no manner or way affect the terms, conditions, or provisions of this Agreement.

CONDUCT

The commercial vendor shall ensure that all employees, volunteers and booth-related invitees are clean, orderly and polite in their conduct and speech to patrons and staff. It is expected that all commercial vendors' attire will be family friendly. All Commercial Vendors will operate their exhibit in the assigned booth space, without infringement on the rights of others. Failure to do so will require forfeiture of the privilege granted under the Agreement without reimbursement. CCFEC reserves the right to close any booth if it is not being operated in conformity with the event rules, or if the product being sold is considered unwholesome or detrimental to health. Any event representative shall have access to the booth at any time.

EQUAL OPPORTUNITY

No person shall, on the grounds of race, color, religion, sex, disability, national origin, age, sexual orientation, marital status, political affiliation or belief, be denied employment or benefits, or be discriminated against as a consumer, administrator or staff person under any program or activity receiving funds under this agreement. In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified disabled individual shall be discriminated against in admission or access to any program or activity. Vendor agrees to provide equal opportunity in the administration of the contract and its subcontracts or other agreements.

GAMBLING/RAFFLES/LOTTERY

No gambling or lottery activities are permitted on any land controlled by CC FEC. Activity will be permitted only if licensed and approved by the political subdivision or regulatory Board or Commission having jurisdiction to license such individual activity; and the same is conducted in an enclosure not visible to non-participating Fair patrons. Raffles are permitted with proof of compliance with all the Oregon State Statutes.



GIVEAWAYS

No Commercial Vendor is allowed to hand out candy or other food items, without prior written permission from CC FEC. Helium balloons cannot be given away, and can only be used as decorations in the booth space.

SIGNAGE

Commercial vendors shall have a professional sign identifying their Business or Organization. No vendor shall place any signage, banner or other printed material outside of their assigned booth space.

PHOTOS/VIDEO RECORDING

CC FEC reserves the right to photograph and video record any Vendor, their exhibit, and/or products while the Vendor is participating at the Clackamas County Fairgrounds. All such photographic and video material shall become the sole ownership of, and contain all rights to use by, the Clackamas County Fairgrounds, and Vendor hereby waives any rights of use, royalty or other intellectual property rights related to media or its future use by CC FEC.

SMOKING

The entire grounds and all buildings are smoke free. Smoking is defined as: "inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe, weed, plant, or other tobacco-like product or substance, in any manner or in any form". Smoking also includes the use of an electronic smoking device which creates vapor, in any manner or in any form.



UTILITIES

Only persons authorized by CC FEC shall be allowed to do all licensed electrical wiring and plumbing. CC FEC will provide each vendor with one 20 amp outlet. More electrical power may be provided if it is available. If additional power is provided, Vendor will be subject to an additional charge, at the current rate. All equipment requiring electrical service must be GFCI compatible. Permittee with equipment not meeting these NEC electrical standards will not be allowed to participate at the Fair.

220-volt power is available in selected locations and outlets must be requested and approved in advance. Specific requests should be submitted with application. Permittee must pay additional fees prior to booth set-up.

SALES RESTRICTIONS & UNAUTHORIZED PRODUCTS

If a Commercial Vendor substitutes or adds any prizes, giveaways, products or services that have not been approved by the CC FEC, and/or deletes any such items that were approved by the CC FEC, it is a material breach of the Agreement, and CC FEC may terminate the Agreement immediately upon notice to the Commercial Vendor of the violation. Items must be removed immediately. The Commercial Exhibitor may not be granted future Agreements with CC FEC.

CC FEC reserves the right to restrict the display of any items deemed unsafe, dangerous, or offensive. CC FEC reserves the right to remove any questionable items from a Vendor's booth should it be deemed inappropriate, and CC FEC reserves the right to remove any Commercial Vendor from CC FEC premises, forfeiting all fees.



The following items are prohibited from CC FEC:

- Any substance deemed illegal under either state or federal law.
- Any drug –related items or paraphernalia.
- Weapons such as cross bows, blowguns, blow pipes, archery equipment, switchblades; throwing stars, darts, and other such items are primarily used for as weapons.
- Any Taser or Taser-like devices.
- Any explosives, explosive devices, or fireworks; and
- Any ammunition or projectile for any firearm or other weapon.

Firearms may be displayed for show, demonstration, raffle, and historical or educational purposes. All firearms must be unloaded, and locked or otherwise secured. Knives and cutlery may be displayed for show, demonstration, raffle, sale, and historical and educational purposes. Vendors shall secure all knives and cutlery in locked cases.

Safety Guidelines



SECURITY

CCFEC does not have security personnel on the grounds for every event. Vendors need to take reasonable precautions for the protection of their property. CCFEC shall not be responsible for any loss incurred by the Commercial Vendor as a result of theft, fire, accident or other cause. Vendors shall be responsible for protecting themselves against such losses. Any Commercial Vendor that desires insurance protection for their booth or other materials must obtain such insurance at their own expense.

PUBLIC SAFETY

Under no circumstances will articles be allowed which are offensive by their odor or appearance, or which are dangerous by reason of their explosive or combustible character, or which cause loud noise sufficient to be distracting to patrons and/or nearby booths. No sound amplification devices shall be allowed without the prior written consent of the CCFEC. If the amplification is deemed unnecessary or deemed disturbing, CCFEC may revoke approval of the device and require the Commercial Vendor to remove it from the premises.



EMERGENCY OR INCIDENT-REPORTING PROCEDURES

Clackamas County Event Center may be confronted with various emergency situations and hazardous conditions during any event. CCFEC needs to be notified immediately of all accidents and incidents that occur during the event. A report form, available in the Office, must be filled out by a Commercial Vendor who observes any of the following: Injury or accident to a person or property, verbal threats, violence, theft, fire, or hazardous condition of any kind. CCFEC has an emergency and security network that can respond immediately to any incident that may occur. All incident reports must be filed with the Office.



FIRE AND LIFE SAFETY GUIDELINES



All Decorative Materials, either natural or artificial, straw, leaves, dry vines or any other flammable material shall not be used unless it is made flame retardant. Proof of such flame retardant shall be made available upon request. Electrical bulbs may not be decorated with paper or other combustible materials.

Commercial Vendors should review the Fire Marshal/Canby Fire and Life Safety Requirements manual included with this Commercial Vendors Manual for detailed information.

HEATING, COOKING EQUIPMENT AND WOOD BURNING STOVES

Please review Fire Marshal / Canby Fire and Life Safety Requirements manual.

TENTS AND CANOPIES

- Tents and canopies shall be of fire-retardant material or made fire retardant in an approved manner.
- Smoking is not allowed.
- Heating and cooking equipment shall not be located within 10 feet of an exit.
- Fuel burning equipment shall be vented to the outside air by means of a vent which is at least 12 inches from all portions of the tent.
- Shall be separated from property lines, buildings or structures by at least 20 feet.



FIRE LANES, FIRE HYDRANTS AND FIRE EXTINGUISHERS

- Fire lanes shall be kept clear at all times.
- A 6-foot clear radius shall be maintained around all fire hydrants so that they may be available at all times.
- Clearance shall be maintained around fire extinguishers so that they are readily available at all times.

