

# CONCESSIONAIRE VENDOR MANUAL



**Clackamas County Fairgrounds &  
Event Center**

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## Vendor Manual Definitions

<b>CCFEC</b>	Clackamas County Fairgrounds and Event Center
<b>CCF</b>	Clackamas County Fair
<b>CCFB</b>	Clackamas County Fair board, a seven member board appointed by the Clackamas County Board of Commissioners
<b>Vendors</b>	All Concessionaire vendors who sell, promote, inform and educate, that purchase booth space.
<b>County</b>	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 concessionaire vendor booth at the Clackamas County Fair.



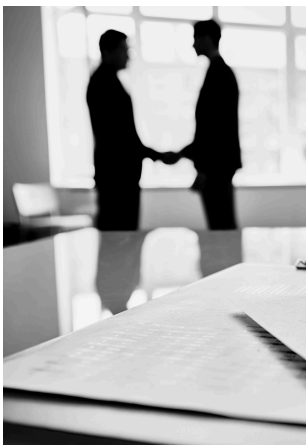
Vendors are required to know and abide by these rules and regulations, and are responsible for assuring that their employees/volunteers know and abide by the rules and regulations. Additional copies of this manual are available upon request in the Fair Office. CCFEC reserves the right to add to, amend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

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

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 Concessionaire Vendor must have a written and signed agreement with the CCFEC. 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 CCFEC. 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 Vendors are expected to remain open during established operating hours, unless the Fair deems closure of the event. CCFEC 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 fair from operating.

## CANCELLATION

If this agreement is canceled by the vendor for any reason less than 60 days prior to the fair, rental paid to CCFEC by the vendor shall be forfeited as follows:

**If a written cancelation is received by CCFEC PRIOR to July 1st, 2026, then 25% of the total base fee will be retained.**

**If a written cancelation is received by CCFEC AFTER July 1st, 2026, 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 CCFEC.

## ADDRESS OR PHONE NUMBER CHANGE

Vendors must promptly notify CCFEC of any address or telephone number changes. CCFEC 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 Concessionaire 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 Concessionaire 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: name of the event, the date(s) of the event, the area being used, and the statement "Clackamas County, Clackamas County Board of Commissioners, Clackamas County Fair Board, their employees and agents as additional insured."

## FEES

All 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 requested in advance on application. There is a cost of \$50 per 20 amp and \$125 per 50amp. Power requirements may determine booth location. Balance due by July 1, 2026. Booth fees are non-negotiable.

# BOOTH SET UP/ MOVE-IN

**Vendor space will be assigned at CCFEC's discretion.**

**Changing vendor location during setup will not be allowed.**

## HOURS OF OPERATION

All Vendor booths shall be open and properly staffed during the following times:

**Tuesday – Saturday, 10am-11pm**

## Wi-Fi

**Wi-Fi username and password will be provided in vendor packets.**

## RELEASE TIME

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

## DAMAGES

All Concessionaire 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 Fair. The 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 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.

All Concessionaire Vendors may set up on the following dates and times:

**Saturday, August 15, 2026 9am to 5pm**

**Sunday, August 16, 2026 9am to 7pm**

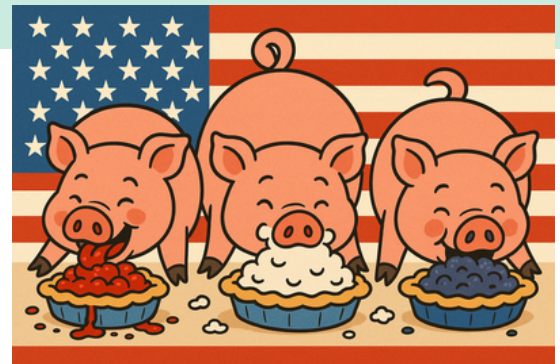
**Monday, August 17, 2026 9am to 7pm**

**There will be a mandatory meeting on Monday, August 11th at 5pm for all concessionaires.**

## BOOTH DECORATING CONTEST

### Fair theme "Pigs, Pies, Patriotism"

Booths will be judged by area rather than category. They will be judged on value, booth attendants, product appeal and Fair theme – total points available are 100. The judging will occur on Tuesday, opening day of fair. Rosette ribbons will be awarded to winners.



# ADMISSION AND PARKING PASSES

Passes will not be mailed. Passes can be picked up at the Will Call Window beginning in August if all fees have been paid and proof of insurance submitted. Concessionaire Vendors shall not sell or transfer tickets issued in accordance with the agreement.

Concessionaire Vendors will receive the following passes:

- 25 daily admission passes
- 1 vendor parking pass to get inside the gate to restock
- 5 daily parking Passes (additional passes \$10)

Additional daily admission passes may be purchased for \$5 each at the Will Call window, next to the Fair Office, until close of fair on Tuesday, August 18th. Any passes purchased after this date will be at the full fair admission rate.

## VENDOR VEHICLES AND PARKING

Parking inside the gates is prohibited. All vendors need a Vendor Parking Permit to enter inside the gates. Parking for vendors is in the back corner of the Blue Lot.

Vehicles will be allowed on the grounds to provide service and supplies to Vendor Booths only between 7am & 9:30am. All vehicles must be moved to the parking lots by 9:30am each day. Any vehicle not removed by then, will be towed at owner's expense.

If a trailer needs to be parked onsite during fair you must get approval and permit before doing so.



## CAMPING

CCFEC has limited campground spaces available. None of the spaces have any hookups. Water is available onsite for jug refills. Please contact the Trina Smith for a camping application.



## ALCOHOLIC BEVERAGES/ ILLEGAL SUBSTANCES

Concessionaire 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 22, 2026

# CASH REGISTER SPECIFICATIONS

**CCFEC does not provide registers. Vendor must have adequate equipment.**

- Registers must have the non-re-settable “Z” counter.
- Registers must have the ability to take daily “X” readings so your sales report can be turned in daily and will not alter the running “Z” totals.
- Registers must have detail journal tape at all times.
- Registers must have two-way displays and both the register and display must be placed in plain view of the customers at all times.
- Registers must have battery back-up with memory and surge protection in operation.

If Concessionaire is using an electronic sales system for transactions, a report must be emailed to Events Manager at the end of each day. Report must show credit and cash purchases.



If Concessionaire is using a register and electronic sales system, then both reports need to be turned in daily.

Concessionaires will be required to give or email EVERYONE a receipt, with no exceptions. If a voucher is used, a receipt must still be given to the customer. If CCFEC finds you are not giving receipts for sales, you will forfeit further opportunity to return to Clackamas County Fair in the future, and may be asked to leave immediately.

Concessionaire will be supplied with a “Daily Sales Report” form to be completed and submitted daily at the Will Call Window of the Fair Office between 8:00 am and noon with the previous days register tapes.

Full payment is expected to be made at the close of the Fair on Saturday, August 22nd in the Office. **Please sign up in advance for your check out time at the Will Call window.**

## EMPLOYEE DISCOUNTS

Concessionaires are not expected to offer, nor are they obligated to extend free or discounted merchandise or food, to employees or Fair Board members. Concessionaires are encouraged to notify the CCFEC Director if they are approached by anyone asking for free or discounted merchandise or food.

# 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.

## COMPLIANCE WITH LAW

Any and all County, State, or Federal Licenses, inspections or permits required for the installation or operation of the 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, 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 Concessionaire Vendor, or other person, shall carry on any business or other activities in common facility areas. No Concessionaire 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.

## CLEANLINESS

Concessionaire 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.



## CONDUCT

The Concessionaire Vendor shall ensure that all employees, volunteers and booth-related invitees are clean, orderly and polite in their conduct and speech to patrons and fair staff. It is expected that all Concessionaire Vendors' attire will be family friendly. All 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 Fair rules, or if the product being sold is considered unwholesome or detrimental to health. Any Fair representative shall have access to the booth at any time.

# EQUAL OPPORTUNITY

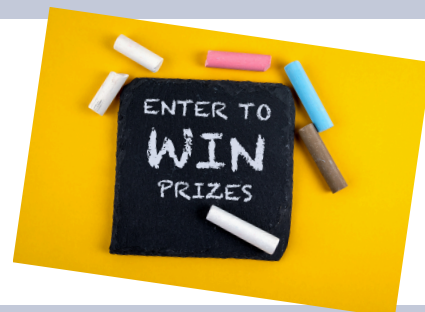
No person shall, on the grounds of race, color, religion, sex, disability, national origin, age, sexual orientation, marital status, political affiliation or belief, be denied employment or benefits, or be discriminated against as a consumer, administrator or staff person under any program or activity 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 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.



## 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.

## 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.

## SIGNAGE

Concessionaire 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.

## 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.

**NO  
SMOKING**

# UTILITIES

Only persons authorized by CCFEC shall be allowed to do all licensed electrical wiring and plumbing. CCFEC will provide each vendor with one 20 amp/120 volt electrical outlet. More electrical power may be provided if it is available. If additional power is requested, 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 Concessionaire Vendor substitutes or adds any prizes, giveaways, products or services that have not been approved by the CCFEC, and/or deletes any such items that were approved by the CCFEC, it is a material breach of the agreement, and CCFEC may terminate the agreement immediately upon notice to the Concessionaire Vendor of the violation. Items must be removed immediately. The Vendor may not be granted future agreements with CCFEC.

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



The following items are prohibited from CCFEC:

- 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 primary used for as weapons.
- Any Taser or Taser-like devices.
- Any explosives, explosive devises, 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 will have security personnel on the grounds, and will take reasonable precautions for the protection of the property of the Concessionaire Vendors. CCFEC shall not be responsible for any loss incurred by the Concessionaire Vendor as a result of theft, fire, accident or other cause. Vendors shall be responsible for protecting themselves against such losses. Any Concessionaire 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 Concessionaire Vendor to remove it from the premises.



## EMERGENCY OR INCIDENT-REPORTING PROCEDURES

Clackamas County Fair may be confronted with various emergency situations and hazardous conditions during the annual event. CCFEC needs to be notified immediately of all accidents and incidents that occur during the Fair. A report form, available in the Fair Office, must be filled out by a Concessionaire 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 Fair 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.

Concessionaire Vendors should review the Fire Marshal/Canby Fire and Life Safety Requirements manual included with this Concessionaire 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.