



Town & Country  
CHRISTMAS  
BAZAAR

**Linn County Expo Center  
Albany Oregon  
December 6 – 8, 2019**

**Exhibit Space Application Enclosed**

3700 Knox Butte Rd, Albany OR 97322

**Web Page: [www.lcfairexpo.com](http://www.lcfairexpo.com)**

**Phone: 541-926-4314 FAX: 541-926-8630**

**[fairexpo@co.linn.or.us](mailto:fairexpo@co.linn.or.us)**



Dear Vendor,

Thank you for your interest in the Town & Country Bazaar held here at the Linn County Expo Center in December. We will continue to jury items from **new** vendors. **All items must be handcrafted.** **If you have participated in the past, we will not need to jury your items unless you have changed your product or have added new items.**

**In order to keep up with our rising cost of operation, there will be slight increase in booth prices for 2019. A corner booth will be \$125.00 and a line booth will be \$110.00.**

We will be opening at noon on Friday, December 6 and closing at 4:00 p.m. on Sunday, December 8. Set up will be from 8:00 a.m. until 5:00 p.m. on Thursday, December 5.

Also, cargo trailers must be parked in the **front gravel parking lot** on the east side of the facility.

Thank you for your support as we move forward to provide a wonderful event for the community.

Sincerely,

Cathy Exline

The information contained on the following pages is made a part of each Use Agreement by reference. It is your responsibility to familiarize yourself and your employees with the following rules, conditions, provisions and information.

## **Bazaar Dates and Hours**

All booths are required to be open for business and staffed during open hours.

Friday, December 6	Noon – 8:00 p.m.
Saturday, December 7	10:00 a.m. – 6:00 p.m.
Sunday, December 8	10:00 a.m. – 4:00 p.m.

## **Booth Prices**

The Linn County Fair Board has set pricing for booth space at the 2018 Town & Country Christmas Bazaar as follows:

### **WILLAMETTE EVENT CENTER**

10' X 10' Corner booth	\$125.00 per booth
10' X 10' Line booth	\$110.00 per booth
Electricity for Booth	Included

# HOW TO APPLY FOR A SPACE

## 1. FILL OUT AND RETURN APPLICATION

The Exhibit Space Application is included within this handbook. Select your booth number and booth size. Fill out the application, sign and mail to the address indicated on the application or fax it to 541-926-8630 (make sure you send both sides). Be sure to make a photocopy for you records. **PLEASE DO NOT SEND PAYMENT WITH YOUR APPLICATION.**

## 2. WHEN TO SEND THE APPLICATION IN

### ❖ RETURNING VENDORS WITH SENIORITY: NO LATER THAN APRIL 15, 2019

We will attempt to honor all preferences for space to the best of our ability, taking into consideration the following factors:

1. The number of years you have exhibited at the Town & Country Christmas Bazaar.
2. The date your application was received.
3. The compatibility of your exhibit with others in the same general area.

**IF YOUR APPLICATION IS RECEIVED AFTER APRIL 15, 2019, YOU MAY LOSE YOUR SENIORITY FOR THE YEAR. THIS WILL SIGNIFICANTLY AFFECT WHICH SPACE WILL BE AVAILABLE TO YOU.**

**Notwithstanding the above, The Town & Country Christmas Bazaar reserves the right to designate the space where any Exhibitor may present their exhibit as it is deemed beneficial to Town & Country Christmas Bazaar and its patrons.**

### ❖ New vendors – Open due date for application

It is recommended that you mail your application as early as possible, since space tends to fill up early. Follow the directions at the top of the page about filling out the application. If you are requesting a booth in an area where space is still available, your application will be reviewed and, upon approval, space will be assigned and an invoice will be mailed to you indicating your booth space number(s) and payment dates and amounts.

**If space is not available:** If you are requesting booth space in an area that is sold out or your product is the same or similar to other products we have booked already, your application will be held and you will be contacted later if booth space becomes available. To be considered, please fill out and return the enclosed application.

3. **PAYMENT** – Upon receipt of the application by the Town & Country Christmas Bazaar, space will be assigned and an invoice for the 2019 Town & Country Christmas Bazaar will be issued. **Payment is due on receipt of invoice.** Payments not made on time may result in cancellation of application. Exhibitors will not be allowed to move into booths without full payment of all exhibit space. The Town & Country Christmas Bazaar accepts personal checks, Money Orders, Bank Checks or Cash. There will be a \$25.00 processing fee added to the total amount due for any checks returned for “Non Sufficient Funds”. **Booth space must be paid in full prior to move-in.**

**QUESTIONS** – Please contact Cathy Exline, Linn County Fair & Expo Center 3700 Knox Butte Rd, Albany OR 97322, Phone: 541-926-4314 , FAX: 541-926-8630, E-mail: cexline@co.linn.or.us.

**2019 TOWN & COUNTRY CHRISTMAS BAZAAR  
EXHIBIT SPACE APPLICATION  
December 6 - 8**

PLEASE TYPE OR PRINT – COMPLETE BOTH SIDES

Name (First): \_\_\_\_\_ (Last) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Area Code & Phone Number: \_\_\_\_\_ Area Code & FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Web Page: \_\_\_\_\_

**SPACE REQUEST**

Seniority, date received and compatibility with other exhibits are factors that T&CCB considers when spaces are assigned. **However, T&CCB reserves the right to designate the area where any Exhibitor may present their exhibit as is beneficial to the Town & Country Christmas Bazaar and its patrons.**

**SPACE SIZE REQUESTED:** \_\_\_\_\_ (10' x 10', 10' x 20', 10' x 30', etc)

**LOCATION PREFERENCE:** Willamette Event Center (Booth #): \_\_\_\_\_ (1<sup>st</sup> choice)  
\_\_\_\_\_ (2<sup>nd</sup> choice)

Corner booth \_\_\_\_\_ (\$125/each)

Line booth \_\_\_\_\_ (\$110/each)

Electricity is included with booth fee.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF EXHIBIT**

List below all items that you plan to sell or display. **ITEMS NOT LISTED HERE WILL NOT BE ALLOWED.** Please be specific. (Do not indicate "etc." or "accessories" or "same as last year.") **Include photographs and/or brochures if you are a new vendor or have new items.** Requests for changes or additions must be made in writing to TCCB by September 1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you need more description space you may attach a supplemental sheet.

PLEASE COMPLETE OTHER SIDE

**SUPPLEMENTARY INFORMATION**

Please complete all applicable information below.

**Admission Passes:** Each booth is allowed 2 passes. Additional passes can be purchased for \$2.00 each.

Number of **additional** passes \_\_\_\_\_ X \$2.00 = \_\_\_\_\_ Total .

**Passes are specifically for use by exhibitors and their staff only.**

**Additional Tables** \_\_\_\_\_ X \$10.00 each \_\_\_\_\_

**Additional Chairs** \_\_\_\_\_ X \$2.00 each \_\_\_\_\_

**RV SPACE RENTAL**

RV spaces can be reserved on line at [www.lcfairexpo.com](http://www.lcfairexpo.com)

**CERTIFICATION OF APPLICANT**

I have completely read and understand the 2019 Rules Governing Exhibits in the T&CCB Vendor Handbook. I understand that this is an application for space only, and is not a commitment by Town & Country Christmas Bazaar to rent space to me. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**RETURN BY MAIL TO:**

**Cathy Exline**

Linn County Fair & Expo Center

3700 Knox Butte Rd

Albany OR 97322

**RETURN BY EMAIL TO:**

[fairexpo@co.linn.or.us](mailto:fairexpo@co.linn.or.us)

Please include both sides of application

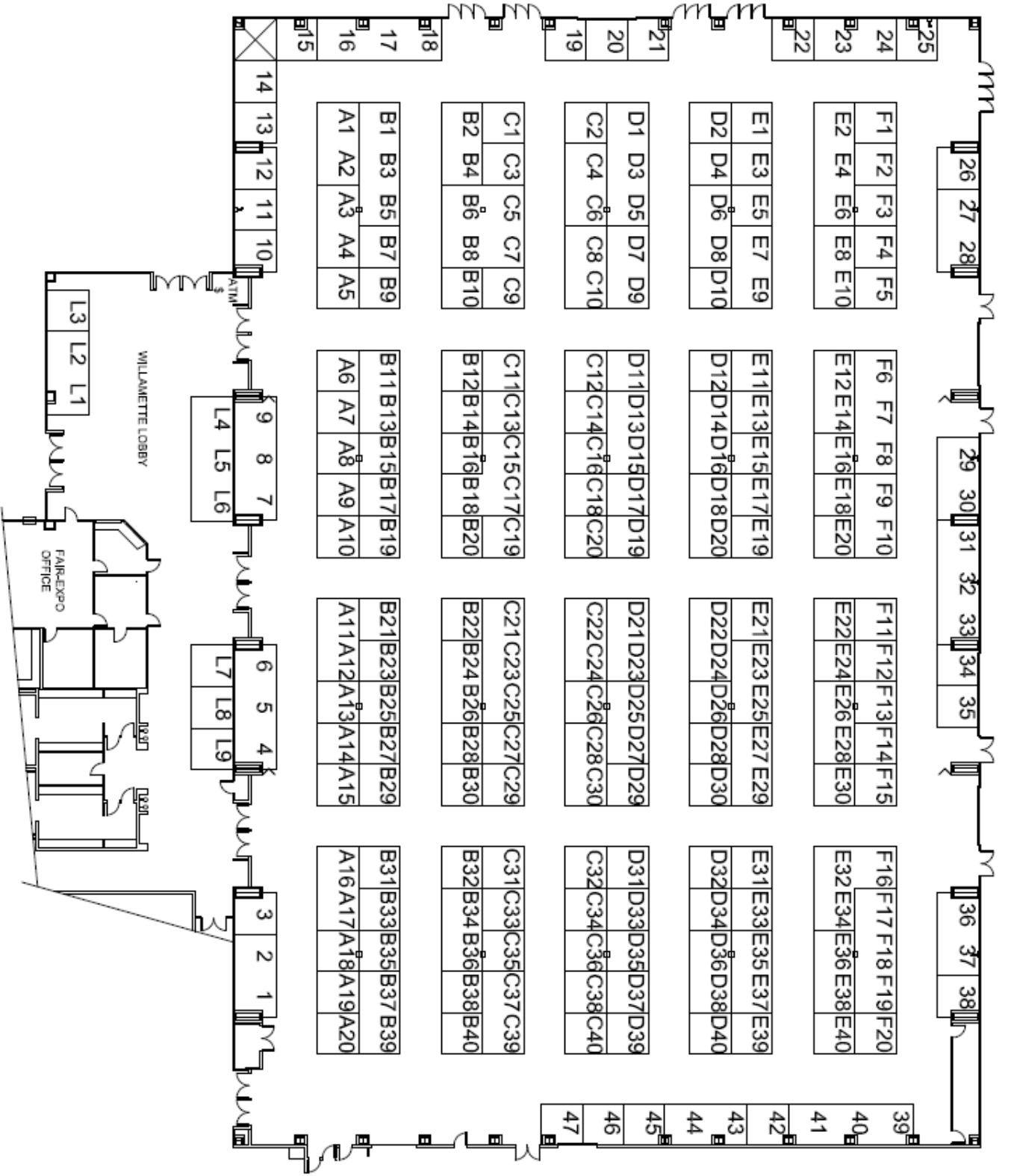
**RETURN BY FAX TO:**

**Cathy Exline**

541-926-8630

Please include both sides of application.

**RETURN APPLICATION BY April 15, 2019 TO RECEIVE CREDIT FOR SENIORITY.**



## Booth Prices Include

1. **Space** - The use of space for three days. **Includes 1 table, 2 chairs and electricity**
2. **Admission Credentials** – Exhibitors will receive two (2) passes. Additional passes that are needed must be purchased. **Note: All Exhibitor passes are strictly for exhibitor and booth staff only and are NOT to be given or sold to anyone outside of your organization. Violators will face expulsion from the Town & Country Christmas Bazaar.**

## Payment and Refund Policy

1. Upon acceptance of your application, you will receive an invoice for the total amount due. **All payments are due upon receipt.**

## General Rules

1. Items for sale must be handcrafted by the exhibitor(s).
2. Exhibitors must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests, or employees.
3. By order of the State Fire Marshal, smoking is prohibited in booths or inside any buildings at the Linn County Fair & Expo Center. **Candles may not be lit in buildings.**
4. **Pets are not allowed inside exhibit spaces.** Exceptions may be made for animals that are an integral part of an exhibit space for the purpose of selling an animal-related product. The TCCB Management must grant such exceptions in writing.
5. Food or beverage may not be given away without Management's written consent as such acts may conflict with concessions rights held by others. Exhibitors expecting to dispense free samples must obtain permission to do so before the bazaar opens. **SALES OF READY-TO-CONSUME FOOD OR BEVERAGES (INCLUDING WATER) FROM A COMERICAL EXHIBIT BOOTH ARE STRICTLY PROHIBITED.**
6. Placing of advertising material on or in automobiles on Expo property is specifically prohibited and no permission for such distribution will be granted under any circumstances.
7. Canvassing or solicitation except by exhibiting firms is not allowed. Canvassing or demonstration of exhibit must be confined to the inside boundaries of Exhibitor's assigned space and in no case may extend to any other part of the grounds.
8. The Town & Country Christmas Bazaar reserves the right to refuse exhibits which may violate community standards of decency or otherwise infringe upon the rights of, or cause bodily harm or intimidation to our staff, exhibitors, or members of the public.



9. The Town & Country Christmas Bazaar reserves the right to stop or remove from the Bazaar or relocate any Exhibitor or his representative and/or exhibit, performing any act or practice which, in the opinion of the Town & Country Christmas Bazaar, is illegal; interferes with the performance of other exhibitors; creates a health, safety or fire hazard; or violates any rules stated herein.
10. Exhibitor shall comply with those laws, rules and regulations and codes of the State of Oregon, Linn County, City of Albany, and the Town & Country Christmas Bazaar that may include but not be limited to worker's compensation insurance, health and safety, fire, construction, and utilities.
11. It is mutually understood and agreed that no alteration or variation of the terms of the TCCB rules shall be valid unless made in writing and signed by the parties and that no oral understanding or agreements not incorporated in the TCCB rules and no alterations or variations of the term thereof, unless made in writing between the parties, shall be binding on any of the parties.
12. The decision of the Event Manager or his/her representative, in their official capacities, must be accepted as final in any disagreement between Exhibitors.
13. All matters not covered in these conditions are subject to the decision of the Event Manager or his/her representative, in their official capacities, which shall be final.
14. The application is not binding upon the county or the Town & Country Christmas Bazaar until it has been duly accepted and signed by its authorized Event Manager or its representative, and payment received per the terms of the invoice.

## **Rules of Conduct**

All Exhibitors are expected to conduct themselves in a professional manner and according to the Rules Governing Exhibits. Exhibitors will refrain from mentioning their competitors or their competitors' products in a derogatory manner or in any other way disparaging another exhibitor who is also participating in the Bazaar. Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the Bazaar. Such Exhibitors may not be invited to return to subsequent Bazaars.

The sale and/or misuse of credentials by Exhibitors, their agents, family members, or any other person may result in immediate expulsion with no refund and the Exhibitor may not be allowed to return to subsequent Bazaars.

**All Exhibitors will be required to keep their booths open all 3 days of the Bazaar during all official Bazaar hours. Violators may face expulsion and not asked to return.**

The Town & Country Christmas Bazaar provides a service to both Exhibitors and Patrons. It is our policy to maintain clean facilities, neat grounds, and respect for our Patrons. We must insist that Exhibitors provide the same respect for Patrons as well as fellow Exhibitors. Town & Country Christmas Bazaar retains the right to remove any exhibitor and his exhibit from the Expo Center if Exhibitor does not comply with the signed Use Agreement and written rules.

## Subleasing

Use Agreement holders are prohibited from subleasing, assigning, or apportioning to another party the whole or any part of the contracted space allotted to them by the Town & Country Christmas Bazaar. The allotted space is for the sole and exclusive use of the Exhibitor named on the Use Agreement. Use Agreement holders may subcontract for their goods or services to be sold by a third party as long as such goods or services are listed on the Use Agreement and approved by the Town & Country Christmas Bazaar.

## Exhibitor Move-In

Move-in for all areas will be 8:00 A.M. to 5:00 P.M. on Thursday, December 5. All booths must be ready for business no later than 11:00 a.m. Friday, December 6. Linn County Expo Center reserves the right to demand removal of vehicles from any area of the grounds.

Please be patient during move-in. Due to extreme congestion on the grounds during move-in days, we ask that you allow yourself much more time than you may have anticipated. Please **BE SAFE!** Be cautious of pedestrians, trucks, forklifts, etc.

## Booth Furnishings

Rugs or mats are suggested floor coverings for the exhibit booths (used with approved tape only and available at the Expo Office). Painting of floors is prohibited.

Exhibitors shall not deface Linn County Expo facilities or property in any way. **Use of staples, paint, tape, pins, etc. on floor and/or walls is prohibited.**

Minimum 14 gauge extension cords may be used only within the guidelines established by the City of Albany Fire Marshal's office. See enclosed Fire Marshal Regulation for details.

The height of either side of indoor exhibits may be 3' high at the front of the booth and 8' high at the back of the booth. **Booth canopies are not allowed.**

All booth furnishings, including signs and display racks must remain inside the boundaries of designated booth space at all times.

## Exhibitor Clean-up

At the end of each day during Bazaar, each Exhibitor is responsible for the clean up of his exhibit area. Fair & Expo personnel will not enter booth exhibit area.

Any Exhibitor using food for demonstrations such as slicers, cookware, blenders, etc., must provide a water-proof, covered container to hold refuse, thus preventing leakage onto the floor or into other Exhibitor's booths. Each Exhibitor will be responsible for emptying their refuse container daily or more frequently as required. Any Exhibitor who has an exhibit that allows food, water or refuse to leak onto the floor in into another Exhibitor's booth will be subject to a \$25.00 cleaning fee for each occurrence and after the second occurrence will be subject to expulsion from the Fairgrounds without refund. **You may be liable for injuries caused to persons slipping in such leakage.**

## Cardboard Recycling

Containers designated solely for the placement of cardboard will be located in strategic areas convenient to the exhibit booths. Exhibitors are asked to break down and place cardboard in these specific containers.

## Exhibitor Access

**Exhibitors will be allowed access to the Willamette Event Center no earlier than 9:00 A.M. each day of the Bazaar. Access will be through the West Side of building.** Lights will be turned out and building locked at 15 minutes past closing hour each evening of the Bazaar. Exhibitors should be prepared to close booths and leave exhibit area at that time. Exhibitors will not be permitted to remain in booths overnight.

## Exhibit Move-Out/Removal

Exhibits may be removed after 4:00 P.M. on Sunday, December 8, 2019. **Vehicles are not allowed in the buildings NO EXCEPTIONS.**

**All exhibits must remain set-up until 4:00 P.M., Sunday, December 8, 2019; booths that take down early will not be asked back the following year.**

All exhibits must be removed from the Expo Center by 7:00 P.M. on Sunday, December 8, 2019. During dismantling, exhibitors will be expected to remove all trash and debris from their exhibit area and place it in trashcans provided by the Expo Center. Any articles or materials not removed from the grounds by 7:00 P.M. on December 8 may become the sole property of the Expo Center. The Expo Center reserves the right to dispose of such property in any manner it may deem in the best interests of the Expo Center. Removal of items is subject to fees.

## Exhibitor Parking

Vehicle parking for exhibitors will be located in the northwest lot behind the Willamette Event Center. Exhibitors are allowed one motorized vehicle such as a car, pick-up, van, etc. **Please park non-motorized vehicles such as cargo trailers in the front gravel parking lot located on the east side of the facility.** Overnight sleeping is not allowed in this area.

## Recreational Vehicles

**RV spaces are** available at Linn County Expo Center during the Bazaar and can be made on line at [www.lcfairexpo.com](http://www.lcfairexpo.com). There are two RV parks close by, Blue Ox, 541-926-2886 and Knox Butte RV Park, 541-928-9033. You must make your own reservations.

## Credentials

Exhibitors will receive a two (2) free admission passes for the purpose of staffing booth(s) as indicated on the application. You may purchase additional passes for \$2.00 each.

**It is a violation to distribute any exhibitor passes to anyone except the staff needed to operate your booth. Under no circumstances may these passes be electronically reproduced. Misuse of any exhibitor passes will result in non-compliance proceedings and possible monetary fines, or permanent expulsion from the Bazaar.**

Credentials must be picked up at the Expo Office located within the Willamette Event Center on December 5 from 8:00 A.M. to 5:00 P.M. **Credentials Will Not Be Mailed.**

## Messages

It is very difficult for Event staff to deliver phone messages to Exhibitors. In most cases, we do not know the names of the people working in booths, and many callers don't know the name of the booth they are trying to contact. It is suggested that you arrange to have a cellular phone or pager if you need to receive messages from employees, family, etc.

## Telephone and Internet Service

Telephone service is available in the Willamette Event Center. You will need to contact the Expo office to make arrangements. Contact at least 30 days prior to Bazaar. Wireless internet is also available at no charge.

Phone line \$50.00

## **Labor**

The Town & Country Christmas Bazaar is not responsible, nor will it arrange to provide any kind of labor for the installation, removal or servicing of any exhibit space. It is recommended that Exhibitors needing to use local labor contact the Employment Office.

## **Fire Marshal Regulations**

All Exhibitors will be required to abide by rules and regulations as set forth by the City of Albany Fire Marshal's Office. The rules are listed in this Handbook. Exhibitor should keep rules on hand in each exhibit booth. **SEE ENCLOSED RULES.**

## **Security**

The Town & Country Christmas Bazaar will exercise all reasonable diligence in protecting property of Exhibitors, but will not be responsible for articles lost by fire or theft, or mysterious disappearance. Please report any thefts to the Event Office as soon as possible.



# Albany Fire Department Life Safety Division

## **Outside Vendor Display and Booth Requirements**

Commercial cooking equipment will only be allowed in approved locations using approved equipment and with prior approval from the Albany Fire Department.

### **Indoor/Outdoor Cooking:**

- Open flame devices shall not be used in places of assembly. Ref. OFC Chapter 3
- All food preparation equipment which produces grease-laden vapors (frying, deep-fat frying, etc.) shall be located under an exhaust hood equipped with a fire extinguishing system. Ref. OFC Chapters 9 and 31
- All food prep which produces grease-laden vapors (frying, deep-fat frying, etc.) shall require a Class K fire extinguisher. Ref. OFC Chapter 9
- For other than grease-laden vapors, a 2A-10-BC portable fire extinguisher is required if cooking is involved. Ref. OFC Chapter 9
- Fire extinguisher MUST have current service tag or receipt of purchase within the last 12 months.

### **Propane Usage:** Ref. OFC Chapter 61

- Propane cylinders less than 125 water gallons in size must be at least five (5) feet from the structure.
- Propane cylinders 125 to 250 water gallons in size must be at least ten (10) feet from the structure. (**Not** allowed under building eaves.)
- Propane cylinders must be set on a firm foundation or be adequately secured.
- Cylinders shall be protected from vehicular damage.

### **Electrical Wiring/Equipment:** Ref. OFC Chapter 6

All electrical wiring and equipment shall comply with the Electrical Code (NFPA 70). Wiring connections to any circuit panel can only be performed by qualified, licensed electricians. Contact the City of Albany Building Department for needed permits.

#### **Extension Cords:**

- Shall be 16 gauge or larger in size.
- Shall be grounded and plugged directly into an approved receptacle, power tap, or multi-plug adapter and, except for approved multi-plug extension cords, shall serve only one portable appliance.
- Shall be maintained in good condition without splices, deterioration, or damage. (“Daisy-chaining” of extension cords is not allowed.)
- The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- Multi-plug adapters, such as cube adapters, unfused plug strips, or any other device not complying with this code or the Electrical Code shall not be used.

### **Heating Appliances:**

- Portable, non-vented fuel-fired heating equipment shall be prohibited.
- Space heating appliances shall be listed and labeled.
- The heating element or combustion chamber shall be permanently guarded so as to prevent accidental contact by person or material, and shall have a tip-over switch.



# Albany Fire Department Life Safety Division

## **Outside Vendor Display and Booth Requirements (cont.)**

### **Tents, Canopies, and Other Membrane Structures:** Ref. OFC Chapter 31

- Shall have a minimum of one open and unobstructed exit.
- Must be flame retardant.
- Shall be structurally secure, braced, and anchored.
- Shall be 20 feet away from lot lines, other non-cooking tents, canopies, membrane structures, parked vehicles, and buildings.
- Hay, straw, or shavings shall not be located within any tent, canopy, or membrane structure.
- Smoking shall not be permitted in tents, canopies, or membrane structures.
- Fireworks shall not be used within 100 feet of tents, canopies or membrane structures.
- Shall have a 2A-10-BC fire extinguisher with current tags available at all times.

### **The following requires prior approval from the Albany Fire Department:**

- Location of tents, canopies, and membrane structures.
- Cooking in tents, canopies, and membrane structures.
- Any display of vehicles, competitions and demonstrations, flammable and combustible liquids, LP gas, open flames, and/or combustible decorations.
- Any act which incorporates the use of fire.
- Any special effect using hazardous materials.
- Use of hay bales and/or any loose, combustible materials.

### **Temporary Generators:**

- Shall be separated from tents or membrane structures by a minimum of 20 feet.
- Shall be placed on an approved surface.
- Shall be isolated from contact with the public by fencing, enclosure, or other approved means.
- Flammable and combustible liquids storage and use shall be in accordance with the following:
  - Fuel shall be stored outside in an approved manner not less than 50 feet from tents, stands/booths, or membrane structures. See OFC Chapter 57 for storage requirements
  - Refueling shall be performed in an approved location not less than 20 feet from tents, stands/booths, or membrane structures. Generators shall not be running during refueling operations.
  - Post NO SMOKING and DANGER-FLAMMABLE LIQUIDS signs by generator.
  - Electrical wiring and equipment shall be installed and maintained in accordance with OFC 605 and NFPA 70.
- Shall not be operated inside a structure or enclosed tent.
- Shall not be placed near an exit or in an exit path.
- Shall be a minimum of 20 feet from a tents, membrane structure, or combustible structures.

If you have any questions, please contact the Albany Fire Department at 541-917-7700.

# LINN COUNTY FAIR & EXPO CENTER

To I-5, Exit #233  
North & Southbound  
via Hwy 20

**S**

Albany Airport

**W**

To I-5, Exit  
234A  
Northbound

No parking area

**KEY**

1. Willamette Event Center
2. Courtyard
3. Calapooia Arena
4. Cascade Livestock
5. Santiam

OVERFLOW

DOGWOOD AVE.

LIVESTOCK/EXHIBITION/VENDOR ENTRANCE

ROW STALLS

4

5

**VENDOR  
VEHICLE  
PARKING  
NO  
TRAILERS**  
  
Loading Zone

3

2

1

Meeting  
Rooms

LOADING  
DOCK

TRAILER  
PARKING

OPERATIONS  
COMPOUND

DOGWOOD AVE.

Gravel  
Parking  
Lot  
  
**VENDOR  
TRAILERS**

PUBLIC PARKING

Public  
Parking  
Lot

EAST  
LOT

PUBLIC ENTRY ROAD

National  
Guard

KNOX BUTTE ROAD

**N**

LIVESTOCK/EXHIBITION/VENDOR ENTRANCE

TIMBER STREET

Total facility is  
ADA accessible



