

# 2008 Exhibitor's Guidelines



Dear Exhibitor:

General information regarding the Festival is listed below.  
If you have any questions or concerns, call (503) 266-1136.

**Dates:** May 30-June 1, 2008

**Times:** Friday, 5pm – 9pm  
Saturday, 11:00am – 8pm  
Sunday, 11:00am – 5pm

**Location:** Clackamas County Fair and Event Center  
Main Pavilion  
694 NE 4<sup>th</sup> Avenue  
Canby, OR 97013

**Gate Fees:** \$5.00 Admission, Children 12 & under Free (Coupon 2 for 1 Saturday and Sunday 11-1)

**Coupons:** We are offering a 2 for 1 coupon during the early hours (11am-1pm) on Saturday and Sunday of the festival. Enclosed are coupons for you to hand out to your customers at any other event or festival you would like to invite.

**Booth Fees:** **Food and Wineries**  
\$225 (8x10) Inside & Porch (10x10) Outside Lawn  
\$350 (10x16) Inside & Porch (10x20) Outside Lawn

**Artists**  
\$150 (8x10) Inside & Porch (10x10) Outside Lawn  
\$250 (10x16) Inside & Porch (10x20) Outside Lawn

**Booth Space:** Booths will be located inside the Main Pavilion, the Main Pavilion Porch and outside on the Main Lawn directly behind the Main Pavilion. The event coordinator will assign your booth space based on availability of your preferences. Please call if you have any questions. Returning vendors will be assigned the same space unless the vendor makes other arrangements.

**Due Dates:** **Please fill out the permit agreement and return it along with your Deposit to me by March 15, 2008. Balance due by May 1, 2008.** Even if you are not returning, please let me know.

- Products:** Only items on your 2008 Permit Agreement are approved. If you wish to change or add any items, do so now to be reviewed by the Festival Management. Substitutions or expansions are not allowed without approval of the Festival Management.
- Move-In:** Friday, May 30th 9:00am – 4:00pm. Special arrangements to move in may be made - only if pre arranged.
- Move-Out:** No vendor will be allowed to begin tear down or move out process until 5:00 PM sharp Sunday, June 1. If a vendor begins to tear down before event is over, you will not be allowed to return for future festivals.
- Insurance:** Under the advisement of the Clackamas County Risk Management **all vendors** are required to provide a certificate of insurance covering the general liability with a ten-day notice of cancellation. Coverage must be \$500,000 per occurrence with a \$1,000,000 aggregate for personal injury and property damage. Said certificate shall name, "**Clackamas County Fair Board, Clackamas County Board of Commissioners, their employees and agents as additional insured**".
- Electricity:** If electricity is needed, please list what kind of service you will need on the agreement.
- We provide:** Eight foot drapery on the back of your booth, 3 foot drapery on the sides, one 6 foot skirted table for inside and porch spaces. Outside spaces include 1 eight-foot table and chairs. All additional equipment needed should be handled through Peter Corvallis. You can call directly at (503) 222-1664.
- You provide:** Please provide your own table covers. Exhibitors must place their trash into bags, which will be collected each evening after closing.
- Passes:** Exhibitors will have four (4) identification badges per booth for Festival workers. Please list the names that will be working at the Festival on your contract. These badges will be given to you when you check in. Additional badges are available for \$5.00 each when purchased before the Festival. These can be ordered by calling Clackamas County Fair & Event Center at 503-266-1136.
- Ice:** 3 complimentary bags of ice (1 per day) will be provided. Additional bags of Ice will be available at \$1.25 per 7-lb. bag.
- Booth Appearance:** Booth spaces should be attractive and professional in appearance. Your presentation will reflect upon your products and the Festival as a whole. For example: we suggest using linen tablecloths, professional signage and appropriate props and decorative items. Attention to detail will help ensure a successful weekend for everyone.

**Parking:** Parking permitted across the street from the entrance to the Main Pavilion. The front of the Main Pavilion is for loading and unloading only. All exhibitor vehicles must be parked at the back of the grass parking lot when not loading or unloading. Parking is free during the event.

**RV Parking:** There is RV Space available at the fairgrounds for \$15.00 with hook-up per night, \$10 without per night. Pay to the Clackamas County Fair & Event Center with booth fees.

**Smoking:** Smoking is permitted outside the buildings only. Please help us by tactfully reminding smokers that fire regulations prohibit smoking.

#### Wineries

**OLCC:** "Special Events Liquor Licenses" are required of every booth serving alcohol. For your convenience, we are enclosing the license application form for Oregon Liquor Control Commission. Please fill out your portion and return this form to the Clackamas County Fair & Event Center with your booth application and a separate check to OLCC for \$30.

**Consumption:** Please be advised that wineries **MAY NOT** open wine bottles for customers to consume on fairground property. Selling of bottles is permitted, but open bottles are not allowed. Servers in your booth MAY NOT consume alcohol before or during their shift.

**I.D. Check:** Wineries are responsible for checking I.D. at their own booths.

**Bottles:** Exhibitors are responsible for clean up inside their booths and for depositing their garbage into the garbage cans we provide. Our staff will empty the garbage cans as needed.  
Please recycle your own wine bottles and take them with you when you leave.

#### Food Vendors

**Licenses:** Licenses must be obtained through the Clackamas County Health Department.

**Cooking:** **No** PROPANE allowed in the buildings.

#### Artists

**You provide:** Your own "walls" for hanging or displaying your work. Please be considerate of your neighbor and do not use sidewalls over 4 ft tall.

### CANBY WINE & ART FESTIVAL

694 NE 4<sup>th</sup> Ave, Canby, OR 97013 (503) 266-1136 Fax (503) 266-2833

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