



Columbia County
Event Complex
Home of the Columbia County Fair and Rodeo

2010 Fair & Rodeo Vendor Fact Sheet

Contact Info:

Vendor Coordinator: Ronda Courtney
Checks Written To: Columbia County Event Complex
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Website: www.columbiacountyeventcomplex.com

Fair Hours & Vendor Hours:

Wednesday & Thursday 10am - 11pm, Friday & Saturday 10am -12midnight, Sunday 10am -5pm
Gates will open at 7am and close 1 hour after the fair closes except on Sunday gates will close at 8pm.

VENDORS ARE REQUIRED TO HAVE THEIR BOOTH OPEN DURING THE HOURS LISTED ABOVE.

Set - up Times: July 11- 14

Sunday, July 11th 12noon - 4pm
Monday, July 12th 12noon - 8pm
Tuesday, July 13th 12noon - 8pm
Wednesday, July 14th 7:30am -9:30am

Tear Down Times: July 18-19

Sunday, July 18th 5:30pm - 8pm
Monday, July 19th 9am - 3pm

**PLEASE RESPECT THE HOURS LISTED FOR SET-UP AND
TEAR DOWN AND MAKE YOUR PLANS ACCORDINGLY.**

Forms:

Return Vendor Agreement 1& 2, Fire Dept. Regulations, Cash Register Specifications & Procedures and Camping Reservation Form (if applicable) all with your signature. Be sure to make copies for your records before sending them in. The Temporary Restaurant License (if applicable) needs to be sent with appropriate fees to the Oregon Dept. of Human Services.

Fees:

Vendor fees are due with the Vendor Agreement to reserve your space. Pavilion & Agricultural Building spaces are reserved on a first come first serve basis with priority given to the previous years vendors. Checks should be written to the Columbia County Event Complex. **Food vendors & special attraction vendors only (where customers pay to participate in an activity) will be required to pay a 15% commission on income generated from the sale of products or services. The commission is due in cash at the close of fair. These vendors will be required to supply their own cash register. See the Cash Register Specifications and Procedure sheet for specific requirements.**

Deliveries:

During the fair vendor delivery vehicles are allowed on the grounds from 7:30am – 9:30am. Everyone entering the grounds is required to have a pass to enter the grounds. When moving the vehicle off the grounds before opening get your hand stamped to re-enter at no additional fee. If you need to have product delivered during fair hours please have the driver come to the south gate #2, you will be contacted to accept delivery and fair volunteers will transfer the product to your booth in a gator or golf cart.

Passes:

Each vendor will be given 20 day passes & 20 day parking passes total for the whole week for employees or volunteers working their booth. Additional day passes are available prior to the opening of fair for \$7 each and at the gate for \$8 each. Parking passes are available for \$4 each at the fair office. **PASSES MUST BE PRESENTED AT THE GATES WHEN ENTERING THE FAIRGROUNDS.**

Space location priority & Category Exclusivity:

Vendors who purchased booth space last year will be given the first right of refusal in a limited category. Vendors who purchased Pavilion and Agricultural booth space will be given the first right of refusal to have the same booth space again this year. If the vendor **does not respond within 30 days** of this notice the space will become available on a first come first serve basis. Outdoor space locations (Rodeo Row & Vendor Village) are not pre-assigned and will be shown to the vendor upon their arrival. The Fair Board reserves the right to limit the number of vendors in any given category.

Security:

Security at the fairgrounds is provided from Tuesday, July 13th at 8pm thru Monday, July 19th at 10am. If you plan to begin setting up your booth early, please understand that it is at your own risk and that it is recommended that you bring in only your structure and/ or larger items in advance. Fairground gates will be locked each night. Both the Pavilion & Agricultural building booths can be locked by the vendor. Vendors must supply their own lock.