

## 2018 FAIR EXHIBITOR INFORMATION

- **Read your contract & exhibitor information carefully so you are aware of the rules and regulations.**
- Contract does not guarantee exclusivity of product or service.
- If you fail to return contract by due date, we will assume you are not returning and your space will be subject to forfeiture.
- One (1) Exhibitor Parking Pass will be included with each signed agreement.
- All vehicles must be removed from inside the gates by 10:30a.m. or vehicle will be towed at owner's expense.

### FAIR OFFICE HOURS:

- **Regular Hours:** Monday through Friday, 8:00a.m. to 5:00p.m.
- **Fair Week:**
  - Monday: 8:00a.m. – 7:00p.m.
  - Tuesday – Saturday: 8:00a.m. – 8:00p.m.

### EXHIBITOR ADMISSION PASSES:

- We **must have** your signed contract and full payment before we will issue passes.
- Passes will be available August 1, 2018 at 8am in the business office.
- **We do not mail passes.**
- See contract for number of Exhibitor passes provided with your booth space.
- **Additional Exhibitor passes are \$6 each.**
  - Exhibitor passes are for **your workers only.**
  - No refunds for unused Exhibitor passes.

### WILL CALL:

- Exhibitors may leave passes in the Fairgrounds office for workers.
- Everyone must have a ticket to enter the Fair; it is the exhibitor's responsibility to insure that all workers have access to your booth.
- Fair does not reimburse or refund on any type of tickets. (Parking, admissions, etc.)

### FIRE REGULATIONS:

- Fire regulations may be viewed at [www.douglasfairgrounds.com](http://www.douglasfairgrounds.com) or by calling Fire District #2 541-673-5503.

### SECURITY:

- Security will be provided outside Sunday, August 5<sup>th</sup> from 10:00p.m. until Monday, August 6<sup>th</sup> 7:00a.m. with full facility security starting Monday, August 6<sup>th</sup> 10:00p.m. – Sunday, August 12<sup>th</sup> 7:00a.m.

### INSIDE EXHIBITORS:

- **Setup:** Sunday, August 5<sup>th</sup> through Monday, August 6<sup>th</sup> from 8:00a.m. – 8:00p.m. Setup must be completed by 8:00p.m. Monday, August 6<sup>th</sup>. Buildings will be locked from 8:00p.m. – 7:59a.m. on all setup days.
- **Building Hours:** Tuesday -Saturday buildings are open to public from 11:00a.m. – 11:00p.m.
- **Closing of Building:** The buildings will close each night at 11:00p.m. please be considerate of others and be prepared to leave on time.
- **Restocking:**  
Tuesday- Saturday: 10:00a.m. – 11:00a.m. (Vehicles to be outside of gate by 10:30a.m.) This time is for re-stocking, clean up and set up of booths for the day
- **Additional Information:** Booths must be manned at all times unless Static display agreement is in place. Booth space consists of a draped show booth, 8 feet high in the back and 3 feet high on the sides. Displays may not exceed the height of the drapes. Only exception is those booths located along a building wall for the 8 foot height limitations, nothing may be attached to the building wall. Do not pin, staple, tape or attach anything to the pipe and drape show booth or floor. Each night at close of Fair, set garbage outside of your booth for pick-up.  
**Tables and Chairs are NOT provided.**

#### OUTSIDE EXHIBITORS:

- **Setup:** Saturday, August 4<sup>th</sup> thru Monday, August 6<sup>th</sup> from 8:00a.m. to 10:00p.m. each day. Setup must be completed by 10:00p.m. Monday, August 6<sup>th</sup>.
- **Hours:** Tuesday -Saturday: 11:00a.m. – 11:00p.m. Outside vendors are encouraged to arrive and open as early as 7:00a.m.
- **Restocking:**  
Tuesday – Saturday: 7:00a.m. - 11:00a.m. (Vehicles to be outside of gate by 10:30a.m.) This time is for Re-stocking, clean up and set up of booths for the day.
- **Additional Information:** Proper canopies and/or easy-ups will be permitted, no tarps will be allowed, except at night as a wrap-around to secure your booth. Each night at close of Fair, set garbage outside of your booth for pick-up. Be sure that all items in your booth are off the ground.

#### PARKING AND DELIVERY:

- **Parking:** \$8 per car, each time you enter the grounds.
- **General Parking Pass:** \$30 for the week. This allows for parking where the traffic is being directed in the general parking lots.
- **Exhibitor Parking Pass:** One (1) Exhibitor Parking Pass will be included with each signed agreement. Additional passes are \$35 for the week. This allows for deliveries inside the gate for vehicle only between 7:00a.m. and 10:30 a.m. and allows for Exhibitor Lot parking (dirt lot across from the main gate). Only (1) one additional Exhibitor Parking Pass may be purchased. Any parking needs beyond that will need to pay the \$8 per car, each time you enter the grounds or purchase a General Parking Pass.
- Vehicles inside gates after 10:30a.m. will be towed at the owner's expense.
- **Bus Service:** Free bus service runs from various locations in the Roseburg area.
- **Truck/Trailer Storage:** Must be parked in designated area of the North End Exhibitor Lot.

#### CANVASSING & SOUND DEVICES:

- Soliciting or hawking outside the confines of your booth will not be tolerated. Those found doing so may be required to remove their booths and leave the premises.
- **The sale of squirt guns, whips or stink bombs is strictly prohibited; this includes items prohibited by the State of Oregon.**

#### PACKAGES (UPS, FEDEX, ETC.):

- Packages being delivered must have your booth name, booth number, and contact phone number on them. The Fairgrounds is not responsible for loss, theft, or damage after delivery. **NO C.O.D.S**

#### ANIMALS:

- **Please leave pets at home.** You will be refused entry if you bring pets with you.
- **Exception:** Only animals that are entered as Fair exhibits or registered Service Animals are allowed on the grounds during Fair. (Complete "Event Policy for Animals" may be requested at Fairgrounds Business Office.)

#### TEAR DOWN AFTER FAIR:

- Absolutely no one is allowed to remove their display prior to **Sunday, August 12<sup>th</sup> at 7:00a.m.**
- All booths must be removed from the grounds no later than **Noon on Monday, August 13<sup>th</sup>.**

#### HOST HOTEL:

We currently work with several hotels in the area to secure the best rates possible for our Fair Vendors. Please check our website [www.douglasfairgrounds.com](http://www.douglasfairgrounds.com) for the most current host hotel information.

#### PLEASE NOTE:

It is your responsibility to be certain that all information contained herein and in your contract is passed on to all who will be working with and/or for you.

If you have any questions, please do not hesitate to call Ciera Keith 541-440-4394, email [clkeith@co.douglas.or.us](mailto:clkeith@co.douglas.or.us) or stop by the Fair office.

We are looking forward to working with you and to continue in Douglas County's tradition of having *Oregon's Greatest County Fair!*