



Douglas County Fairgrounds
2110 SW Frear Street
Roseburg, Oregon 97471
P: 541-957-7010
www.douglasfairgrounds.com

2024 Christmas Craft Fair Vendor Information Addendum

- Read your contract and addendums carefully so you are aware of the rules and regulations.
- Contract does not guarantee exclusivity of product or service.
- If you fail to return your contract by due date, we will assume you are not returning, and your space will be forfeited.

Christmas Fair Hours:

Friday, December 6th 10:00am – 8:00pm

Saturday, December 7th 10:00am - 7:00pm

Sunday, December 8th 10:00am - 4:00pm

Set-Up:

Wednesday, December 4th and Thursday, December 5th from 8:00am - 8:00pm, setup must be complete by Friday, December 6th between 8:00am - 10:00am.

Booth:

The booth consists of pipe and drape with an 8ft back and 3ft sides, (1) Table, (2) Chairs and (1) power outlet.

Restocking:

Saturday- Sunday from 9:00am -10:00am

- Vendors are required to have a Vendor Pass for entrance to the building. Vendor vehicles must be outside of the entrance gates by 9:30am each morning.

Tear-Down:

Sunday, December 8th 4:00pm - 9:00pm

Monday, December 9th 7:00am - 12:00pm (Noon)

- Vendors may not dismantle or remove items from their booth until 4:00pm on Sunday. All items must be removed from the buildings and grounds no later than 12:00pm (Noon) on Monday. We do not provide security after 4:00pm on Sunday. Removing your booth prior to 4:00pm on Sunday, will mean automatic forfeiture of your booth for the future. If your booth is not manned at any time during the hours that the buildings are open to the public, you will forfeit your booth.

Passes:

- We must have your signed contract and full payment before we will issue passes.
- Passes will be available Monday, December 2nd – Friday, December 6th at the Fair Office between the hours of 8:00am - 4:30pm.
- We do not mail passes.
- See contract for number of passes issued.
- Additional worker passes may be purchased for \$3.00 each until Friday, December 6th at 5:00pm.

Security:

- Security will be provided Friday, December 6th 8:00am - Sunday, December 8th 4:00pm.

Parking:

- Vendors are to park in the gravel parking lot across from the main entrance. Blacktop parking lots are reserved for Christmas Fair patrons only.

Fire Regulations:

- Fire regulations may be viewed at www.douglasfairgrounds.com or by calling CDF&R at (541) 673-5503.