

**CLATSOP COUNTY FAIR & EXPO  
93937 WALLUSKI LOOP  
ASTORIA OR 97103**

**DEAR PROSPECTIVE RETAIL CONCESSIONAIRE:**

We are looking forward to your participation in this year's **CLATSOP COUNTY FAIR**. This year's Fair Theme is "Peeling and Squealing" and our colors are orange and yellow, please decorate your booth in relation to our theme and colors. This year the Fair will be held (5) days, **July 31 – August 4, 2012**. Our hours will be **10 AM UNTIL 9 PM, Tuesday through Saturday**.

<b>SET UP :</b>	<b>MONDAY, July 30</b>	<b>TIME: 3PM TO 6PM FOR INSIDE VENDORS. NOON TO 5PM FOR OUTSIDE VENDORS</b>
<b>RELEASE:</b>	<b>SATURDAY, AUGUST 4</b>	<b>TIME: AFTER 9 PM.</b>
	<b>OR</b>	
<b>RELEASE:</b>	<b>SUNDAY, AUGUST 5</b>	<b>TIME: 8 AM UNTIL 12 NOON.</b>

**\*\*Anyone leaving before these dates and times, without prior permission, will not be asked back in the future.**

**Parking and Gate Admission:** There will be vendor RV parking spaces available @\$20.00 per night. Each vendor will be issued two passes that will allow admission and parking in the vendor lot. Due to limited space in the vendor lot each vendor will be issued four (4) passes that will allow free parking in the lower field lot and free admission to the fair. If you have staff needs beyond this you can purchase extra passes for \$5.00 each that will allow for parking and admission to the fair.

All requests will be handled by mail on first come basis with consideration of merchandise sold or promoted and space available. Management reserves the right to deny application request if judged inappropriate for our County Fair. Our policy is to not duplicate goods or services sold or promoted and keep items conducive with a family atmosphere.

**VENDOR SPACE COST:**        **\*\*1 TABLE AND 2 CHAIRS PROVIDED\*\***  
Inside Booth spaces are 8 feet deep and 10 feet wide and include pipe and drape.

INDOOR SPACE	BOOTH SPACE 8' X 10' Includes (1) Table & (2) Chairs	\$250.00 space fee required with application
OUTDOOR SPACE	minimum of 10 feet \$15.00 extra per foot for frontal feet beyond 10 feet length (trailers include tongue when calculating length)	200.00 space fee required with application

*May be Additional cost to vendor for special electrical needs.*

**EARLY RESPONSE IS IMPORTANT!**

Payment **MUST** accompany space request or will not be considered.

**\*\*\*\*\*NO REFUNDS AFTER\*\*\*\*\* JUNE 1, 2012**

Enclosed you will find your vendor space application form with show terms and conditions, concession rules and fire regulations. Please note these. Failure to adhere to these, you may be asked to leave the premises and not invited to participate in future activities. **Vendor space is non-transferable. If you are unable to use the space, please notify the fairgrounds so that it may be assigned to the next party on our list of applications.**

If you need more information please call our office at **503-325-4600**. If we are away, please leave a message. Our fax number is **503-325-5004**.

**Clatsop County Fairgrounds & Expo Center  
 92937 Walluski Loop  
 Astoria, Oregon 97103  
 Office: 503.325.4600 Fax 503.325.5004**

**Fair Dates: Tuesday July 31, 2012 – Saturday August 4, 2012**

**2012 Retail Vendor Application**

Thank you for your interest in the Clatsop County Fair. Please complete the application below and return to the Clatsop County Fair Board no later than April 6, 2012.

COMPANY:		
DBA NAME:		
OWNERS NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
WORK PHONE:	CELL PHONE:	
CONTACT PERSON(S) IN CHARGE OF BOOTH:		
NAME:	PHONE:	
NAME:	PHONE:	

List all items that you are requesting to sell or distribute: \_\_\_\_\_  
 \_\_\_\_\_

The Clatsop County Fair reserves the right to select the items a company is allowed to sell. Only approved items will be listed on the rental agreement.

**ELECTRICAL REQUIREMENTS:** AMPS: \_\_\_\_\_ VOLTS: \_\_\_\_\_  
 SPECIAL ELECTRICAL NEEDS: \_\_\_\_\_  
 (MAY BE ADDITIONAL COSTS TO VENDOR FOR SPECIAL ELECTRICAL NEEDS)

**RETAIL VENDOR FEES:**  
 BOOTHS WILL BE ASSIGNED BASED ON AVAILABLE SPACE

**INSIDE BOOTH SPACE COST: \$250.00**  
 BOOTH SIZE: 8 FEET DEEP X 10 FEET WIDE AND INCLUDES PIPE & DRAPE  
 (INCLUDES: ONE (1) 8 FOOT TABLE AND TWO (2) CHAIRS)

**OUTSIDE BOOTH SPACE: \$200.00**  
 BOOTH SPACE: 10 FEET DEEP X 10 FEET WIDE  
 (ONE (1) 8 FOOT TABLE AND TWO (2) CHAIRS AVAILABLE BY REQUEST)  
 (VENDOR TO PROVIDE OWN TENT)  
 \$15.00 extra per foot beyond 10 feet wide

**FIRE AND HEALTH RULES & REGULATIONS**

ALL CLATSOP COUNTY FAIR VENDORS MUST MEET THE OREGON STATE FIRE & HEALTH REQUIREMENTS. QUESTIONS MAY BE DIRECTED TO THE FOLLOWING AGENCIES:

OREGON STATE FIRE MARSHALL: DAVE JONES: 503.373.1540 EXT. 255  
OREGON STATE HUMAN SERVICES: MAUREEN TAYLOR: 503.325.8500

I/WE UNDERSTAND THAT ALL VENDORS WILL BE REQUIRED TO MEET ALL FIRE AND HEALTH REQUIREMENTS DURING THE CLATSOP COUNTY FAIR.

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

ATTACH BROCHURES, PHOTOGRAPHS, DETAILED DRAWINGS OR ANY INFORMATION ABOUT YOUR PRODUCT AND BOOTH AS IT LOOKS WHILE IN OPERATION. THIS APPLICATION, ALONG WITH THE ATTACHMENTS YOU FURNISH, IS YOUR OPPORTUNITY TO PROVIDE A PROFESSIONAL AND COMPLETE PRESENTATION.

ALL PHOTOGRAPHS BECOME PROPERTY OF THE FAIR

**REFERENCES:** (INCLUDE FAIRS, SPECIAL EVENTS WITH CONTACT NAME & PHONE NUMBERS)

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**ALL APPLICATIONS MUST BE RECEIVED BY NO LATER THAN APRIL 6, 2012**  
I UNDERSTAND THAT THIS IS AN APPLICATION ONLY AND DOES NOT GUARANTEE A SPACE IN THE CLATSOP COUNTY FAIR AND THAT I WILL BE NOTIFIED BY NO LATER THAN JUNE 1, 2012.

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

**RETURN VENDOR APPLICATION AND SPACE FEE TO:**

**CLATSOP COUNTY FAIRGROUNDS**  
**92937 Walluski Loop**  
**ASTORIA, OR 97103**

**QUESTIONS & ADDITIONAL INFORMATION PLEASE CONTACT:**  
GARY FRIEDMAN, FAIRGROUNDS MANAGER – 503.325.4600

**INTER OFFICE INFORMATION:**  
DATE APPLICATION WAS RECEIVED: \_\_\_\_\_  
CONFIRMATION LETTER SENT: \_\_\_\_\_ VENDOR RIBBONS SENT: \_\_\_\_\_  
BOOTH ASSIGNMENT: \_\_\_\_\_ BOOTH DEPOSIT: \$ \_\_\_\_\_