



Commercial Vendor Handbook

July 23-27, 2025

This entire information guide becomes a legal part of your contract by reference. It is your responsibility to become familiar with the following rules, conditions, provisions and information.

It is highly recommended that returning Vendors read this handbook carefully as revisions have been made and this new information will affect you.

It is important that you pass on this information to all booth workers and volunteers. It is the responsibility of all workers to comply with these rules or they will jeopardize your booth space.

For the purposes of this guide, all entities' leased space at the Lane County Fair under a Lane County Fair Commercial Exhibit Lease will be referred to as a Vendor, regardless of if selling a product or not.

Lane County Fair Business Office

796 West 13th Avenue, Eugene, OR 97402

Phone: 541.682.4292

www.AtTheFair.com

Commercial Vendor Coordinator:

Jeff True 541.682.7332 or

Jeff@LaneEventsCenter.org

PACKET PICK UP

July 14th – 22nd at the Business Office

VENDOR MOVE-IN

Monday July 21st 8:00am – 7:00pm

Tuesday July 22nd 8:00am – 9:00pm

BOOTH MUST BE FULLY SETUP BY 10:00AM WEDNESDAY

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IMPORTANT INFORMATION ON LIABILITIES

INSURANCE

All Vendors are **REQUIRED** to provide a Certificate of General Liability Coverage.

\$1 million per occurrence / \$2 million aggregate

Insurance needs to contain an additional endorsement naming “**Lane County, its Board of County Commissioners, the Lane Events Center, Lane County Fair Board, and their officers, agents and employees**” as additional named insured for the purposes of this agreement.

Insurance needs to be current, list the booth organization name as contracted, and list Fair dates of July 23-27, 2025, which includes the Fair as well as move-in and move-out dates.

If you have any questions, please contact the Fair Business Office at 541.682.4292.

You will not be able to begin Move-In until we have received your certificate of insurance and additional insured certificate.

FORCE MAJEURE

Neither Agency nor Licensee shall be held responsible for delay or default caused by fire, electrical, existing structures, riot, strikes, and acts of nature, disease, acts of terror or war where such cause was beyond the reasonable control of Agency or Licensee, respectively.

Licensee shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this License.

PRODUCT EXCLUSIVITY

The Lane County Fair DOES NOT OFFER EXCLUSIVITY RIGHTS to products sold at the Lane County Fair. Fair management will make a reasonable effort to place duplicate products in different areas. It is our goal to provide shopping diversity for Fair patrons while at the same time allowing as many applicants as possible the opportunity to be a Vendor at the Lane County Fair.

FAIR PACKET – BEFORE YOU MOVE IN

- Fair Packets will be available at the Fair Business Office as of **Monday, July 14, 2025**.
- Your Fair Packet will contain: Important information regarding your booth; Fair admission passes (required for entry into the Fair); a Drive Pass (Outdoor Vendors); and any Pre-purchased Parking and Camping passes.
- Fair Packet must be picked up before moving in. Fair packets are NOT mailed.
- Fair Packets will not be released until the signed contract, certificate of insurance, additional insured certificate, and all payments are received.
- Only the person named in the contract can pick up the packet, unless agreed upon by the Fair Office through PRIOR arrangement.
- Please read all the information provided. It is designed to answer your questions.

2025 LANE COUNTY FAIR BUSINESS OFFICE HOURS

Monday - Friday	July 14-18	8:00am - 5:00pm
Monday	July 21	8:00am - 8:00pm
Tuesday	July 22	8:00am - 9:00pm
Wednesday – Saturday	July 23-26	8:00am - 7:00pm
Sunday	July 27	8:00am - 6:00pm
Monday – Tuesday	July 28-29	9:00am - 4:00pm
Wednesday – Friday	July 30 - August 1	CLOSED

VENDOR HOURS OF OPERATION

Wednesday – Saturday	July 23-26	11:00am - 11:00pm
Sunday	July 27	11:00am - 8:00pm

***We recommend staffing booths 30 minutes prior to the published hours**

Booths WILL REMAIN OPEN DURING ALL FAIR HOURS.

Your booth must be open and attended during all public hours.

There are no exceptions. No one is allowed to stay overnight in a booth.

MOVE-IN

Move-In will take place on Monday prior to the Fair 8:00am-7:00pm, Tuesday 8:00am-9:00pm and Wednesday 8:00am-10:00am. **BOOTH MUST BE FULLY SET UP BY 10:00am on WEDNESDAY.**

Note that the Business Office closes at 9:00pm on Tuesday, Move-In is allowed until 9:00pm.

NO Vendor Move-In will take place outside of these dates and hours.

Requests for early Move-In prior to actual move-in and decorator placement dates listed above may be considered through the Fair Business office at 541.682.4292 if requested in advance.

MOVE-OUT

All Vendors: Sunday following the close of the Fair 8:00pm-11:00pm and Monday 9:00am-4:00pm.

NO early Move-Out of product, booth contents or structure. Your booth must remain in place until the grounds are cleared on Sunday. The Fairgoer is entitled to see the Fair in its entirety, and it is important that consideration be shown to them. This includes moving out back stock during Fair hours.

All items must be removed by 4:00pm on Monday following the Fair or they will become property of the Fair and may be disposed of at your expense. Vendors are responsible for returning the leased space to its previous condition, less reasonable wear and tear, immediately following the close of the Fair.

SHIPPING & STORAGE

DELIVERIES TO FAIRGROUNDS

The Lane County Fair **DOES NOT ACCEPT** or store Vendor materials or any other Vendor mail or packages AT ANY TIME AT ANY LOCATION. **NO EXCEPTIONS.**

It may be necessary for you to use a local storage company in conjunction with your shipping firm. FEDEX & UPS Deliveries will be made during the week of Fair to the back door of the Performance Hall. If items are delivered for you, **you MUST be present to accept them.**

Include your cell phone number on the packing slip so the delivery driver can contact you. The Fairgrounds will not call you or come get you from your booth.

The United States Postal Service will not deliver to the back door, and you will NOT be able to receive these packages.

DAILY ADMISSION PASSES

A limited number of daily admission passes are included in the price of your booth permit.

10x10 = 20 passes; 10x20 = 30 passes; 10x30 (and larger) = 40 passes

Additional passes may be purchased at a discounted Vendor rate of \$5.00 per pass.

Passes will be included in your Fair Packet, available for pick-up beginning **Monday, July 14, 2025.**

Vendor passes are for booth workers only; abuse of policy will jeopardize your booth space.

Lost or stolen passes will **NOT** be replaced under any circumstances.

You must issue passes to your workers before the Fair opens, or THEY WILL HAVE TO PAY to enter. No exceptions! This includes volunteers.

VENDOR ENTRANCES

PRIOR TO OPENING OF FAIR:

Monday, July 21 (8:00am-7:00pm), Tuesday, July 22 (8:00am-9:00pm), & Wednesday, July 23 (8:00am-10:30am)

Green/E Gate and Red/A Gate for outside vendors. Behind the Performance Hall for inside vendors.

For Move-In times and information, please see "Move-In" on page 4.

For vehicle information, please see "Vehicle Grounds Access during Fair" on page 6.

DURING FAIR:

Wednesday, July 23 – Sunday, July 27

8:00am-10:00pm: Back Vendor Entrance **ONLY** (Behind the Performance Hall) with a daily admission pass or wristband. Black Lot for outdoor vendors.

11:00am or later: Any gate with an admission pass

PLEASE NOTE: the pedestrian gates will not open before 11:00am during the Fair. You must use the above specified entrances for entry. We have an added level of safety for all Fair attendees and exhibitors. Vendors are subject to walking through security scanning machines, or hand wand at entry gate by security. **RE-ENTRY** will require a stamp or new pass at **all gates** including Performance Hall Vendor Entrance and Black Lot.

CLEAR BAG POLICY

To provide a safe environment for our Fair attendees and to expedite entry into the Fair, the Lane County Fair has implemented a clear bag policy that limits the type and size of bag allowed to enter the Fair. Exceptions to this policy will be made for all medically necessary items and diaper bags with proper inspection.

Attendees & participants (vendors, exhibitors, etc.) may bring **ONE** of the following approved clear bags into the Fair:

- One clear, plastic bag that does not exceed dimensions of 12" W x 12" H 6" D
- One one-gallon clear plastic bag (Ziploc or something similar)
- One personal item such as a small clutch, purse or wallet that does not exceed 4.5" x 6.5"

Attendees & participants (vendors, exhibitors, etc.) are limited to one clear bag per person along with a small clutch or purse for privacy. Clear bags are available for purchase at the Fair business office for \$5.00 (cash only).

Prohibited bags include but are not limited to: backpacks, large purses, large fanny packs, briefcases, non-clear cinched bags, oversized tote bags, colored plastic bags, luggage of any kind, binocular cases, camera bags, large mesh bags, computer bags or any bag larger than the permitted items listed.

Any vendor selling the items listed above must notify the Vendor Coordinator. Merchandise sales must include a special tag indicating the item was purchased inside the Fair. The coordinator will provide bag tags at packet pick-up, with additional tags available upon request during the Fair.

PARKING, CAMPING & VEHICLE ACCESS

CAR PARKING

The Lane County Fair will again be working with the Lane County Sheriff's Mounted Posse and Search and Rescue as a fundraiser for their organizations. No free parking is available for Vendors or Fairgoers.

Parking permits can be purchased with the form provided in your contract packet, at the Fair Business office, or onsite with the Posse. **No RV's or trailers will be allowed to park in this lot.**

RV PARKING & CAMPING

A very limited number of RV parking/Camping spaces will be available for pre-purchase on a first-come first served basis. These spaces do not include water or sewer.

RV's must park in the designated Vendor camping area and must be self-contained. Showers will be available 24 hours a day.

Permits can be pre-purchased for \$125. Please contact the Vendor Coordinator.

The spots are 20' wide x 40' long and can accommodate one camper. The permit includes one additional parking space for a vehicle. Additional parking for trailer storage is NOT available on the grounds unless you purchase additional space.

VEHICLE GROUNDS ACCESS DURING FAIR (for outside Vendors only)

Vehicle access onto the Fairgrounds will be allowed through the gate south of the Convention Center (Green/E Gate) and at the Red/A Gate with a Vendor **drive-pass** with all vehicles from 6:00am to 9:00am and must be removed **by 10:00am**. Any vehicles left on the grounds after 10:00am will lose their Vendor Drive Pass.

BOOTH SPECIFICATIONS & GUIDELINES

STANDARD OUTSIDE BOOTHS

Outside booth spaces are 10'x10' or multiples thereof.

Covered booth spaces include a canopy and either two or three side walls unless otherwise specified by the vendor. ***Vendors must make their own arrangements for a night closure if they want one.*

Tables and chairs are NOT provided.

NOTE: Only minimal booth lighting is included, it is recommended that Vendors provide additional lighting.

Booths are equipped with ONE OUTLET with 500 watts of power. Any additional power MUST BE PRE-ORDERED AND PRE-PAID.

Please be advised that pavement areas are hosed down nightly.

ALL Booths are REQUIRED to have a 2A10BC fire extinguisher in their booth

FREESTANDING OUTSIDE BOOTHS

A limited number of free-standing spaces are available without a canopy and are generally billed in 10'x10' increments. Freestanding spaces do not include canopy unless coordinated with Fairgrounds.

Tables and chairs are NOT provided.

NOTE: Booth lighting is NOT included, Vendors must provide light fixture.

Power outlets are NOT guaranteed. Please confirm with the business office before arrival.

Please be advised that pavement areas are hosed down nightly.

ALL Booths are REQUIRED to have a 2A10BC fire extinguisher in their booth

AISLES

All exhibits and personnel must remain within the confines of their own leased exhibit space.

All sales or promotional materials must be dispensed from within the confines of the exhibit space. Products being sold outside of your booth will result in removal from the grounds.

The front edge of booth will be marked on the ground and will be considered the edge of leased exhibit space. Merchandise is **NOT ALLOWED to stick out more than 2' in the aisle.** Booths requiring additional depth beyond the 10' must purchase additional space.

ELECTRICAL SERVICES

Each Standard 10'x10' space is provided with one outlet of 100 volts or 500 watts, free of charge. Freestanding and Aisle outside spaces must request power.

A "quad" plug is shared among four Vendors and will be at the rear of your space. "Quad" plugs are NOT to be moved and must be accessible to Fair staff and other Vendors.

Extension cords may only be used within the guidelines established by the Fire Marshal. They will be checking so please refer to the materials in your contract packet.

If additional power is required, the Vendor must obtain and pay for it through the Fair Business Coordinator. An electrical rate sheet and order form will be included in your contract packet. The electrical rates double if the order is not placed by the deadline on the order sheet.

Some booth spaces have an electrical panel located within the perimeters of the space. Under no circumstances is the Vendor allowed to enter the panel. The Fair electrician must have access to these panels at any time. Do not block the panel.

INTERNET

Wireless Internet Connectivity is generally available in most areas and will require a password. The password is July2025!

No discounts or refunds will be provided with respect to Wi-Fi functionality.

SECURITY

A security firm has been contracted to work during the Fair. They will be walking the grounds but cannot always be in all places. In all cases, the Lane County Fair Board assumes no responsibility for material theft in booths.

EMERGENCY RESPONSE

The Fairgrounds has an emergency and security network that can respond within minutes to any incident that may occur. If you have an emergency, contact Fair or Security personnel, the Fair business office, or the First Aid Station.

FIRE MARSHAL RULES & REGULATIONS

Please read the enclosed sheet, you will be responsible for this information.

The Fairgrounds will apply for the appropriate permits. All tents provided by the Fairgrounds are fire rated with certificates on file. It is required for ALL booths to bring a 2A10BC fire extinguisher with you.

SOLICITATIONS & ADVERTISING

No Vendor shall distribute advertising matter, handbills, fliers, tokens or other material on the Fairgrounds except from within their assigned booth or display space. This includes aisle paths directly adjoining booths.

The tacking or positioning of any advertisement or bill, sign, banner or printed matter other than within the assigned space is strictly prohibited. No material may be placed on vehicles parked on Lane County Fairgrounds property.

Anyone violating these rules is subject to removal from the grounds.

Fair Management may demand and effect the removal of any advertising matter, which in its discretion it considers objectionable.

RAIN POLICY

In the event of rain, the Fair will make a reasonable effort to prevent the water from pooling.

There will be no refunds, and all booths are expected to remain open should it rain.

We ask for your cooperation, and you can expect the same at the Fair.

The Lane County Fair does recommend all outside booth contents be kept off the pavement in case rain should occur and for overnight hosing of paved areas.

FOOD & BEVERAGE

Food and Beverages **MAY NOT** be sold or given away in Commercial Booths as such acts conflict with concessions rights held by others. Vendors expecting to dispense free samples and/or gift items must obtain permission to do so with the Fair Business Office before the Fair opens.

ALCOHOL CONSUMPTION

Vendors may NOT sell or consume alcohol in their booth at any time. Failure to comply with this rule can result in immediate removal from the grounds and may jeopardize future participation in the Lane County Fair.

ANIMALS

Exhibitors with animals please contact Fair staff for further information on Fair policies.

SOUND

Unless approved in writing by the Fair Business Office, Vendors may not use or have on the Fairgrounds any sound amplifying device. Sound privileges, if issued, can be revoked by Fair Management at any time.

RULES OF CONDUCT FOR ALL BOOTH WORKERS

IT IS ESSENTIAL THAT THIS INFORMATION IS SHARED WITH ALL BOOTH WORKERS. FAILURE TO COMPLY WITH THESE RULES WILL JEOPARDIZE YOUR FUTURE BOOTH SPACE.

All Vendors are expected to conduct themselves in a professional, business-like manner.

Any unruly conduct or use of foul language to Fair patrons or Fair personnel will be considered grounds for removal from the Fair. Vendors will refrain from mentioning their competitors or their products in a disparaging or derogatory manner. Vendors will refrain from soliciting outside of booth space (see section regarding soliciting and advertising for specific guidelines).

Consuming alcoholic beverages and smoking are always prohibited in all booth spaces.

Vendors may not sell items that the Lane County Fair Board, in its sole discretion, determines are likely to be used as drug paraphernalia. Any person caught either using or in possession of illegal drugs, paraphernalia or related items will be escorted from the grounds by security/law enforcement personnel.

Marijuana, CBD & Drug Paraphernalia.

Lane County Fair is a drug free campus. This drug-free policy includes marijuana, CBD, cannabis, cannabis extract or synthetic cannabis that is otherwise lawful to use under state law.

Pets.

Pets are not allowed inside the Fairgrounds, or inside the exhibit spaces. Exceptions may be made for animals that are an integral part of an exhibit space for the purpose of selling animal-related products. Such exceptions must be granted in writing by Fair Management. Other exceptions may be seeing-eye dogs for the blind and trained medical alert dogs.

Misuse of Passes.

The sale and/or misuse of admission passes by Vendors, their agents, family members, or any other person may result in immediate expulsion with no refund.

No Weapons or Replicas.

Replica guns or knives of any kind are **NOT** allowed on the property or are to be sold in any booth at any time. Any item they may be deemed as a weapon by the Fair Board must be locked up. No weapons except provided by ORS 166.250. No dangerous or deadly weapons as defined by ORS 161.015. For a full list of prohibited items, visit the prohibited items section on www.atthefair.com/guest-services.

All Vendors must abide by all state and local laws and regulations.

The Lane County Fair provides a service to both Vendors and Fairgoers. It is our policy to maintain clean facilities and neat grounds, and to respect the public. We must insist that our Vendors provide the same respect for Fairgoers and fellow Vendors.

The Lane County Fair reserves the right to amend, add to, delete, and interpret the rules and regulations pertaining to fair operations, and to determine and settle all questions, differences, or situations with respect thereto. In all cases, the decision of Fair Management shall be final and binding.

The Lane County Fair reserves the right to refuse exhibits which may violate community standards of decency or otherwise infringe upon the rights of, or cause bodily harm or intimidation to our staff, Vendors or members of the public, and to refuse space when deemed unsuitable by the Fair Manager.

Discrimination, harassment, sexual harassment, threats, violence, *quid pro quo* demands, offensive or degrading remarks, or conduct, **are prohibited**.

The Lane County Fair reserves the right to remove from the Fair, or relocate, any Vendor or their representative and/or exhibit performing any act or practice which, in the opinion of the Lane County Fair, is illegal; interferes with the performance of other Vendors; creates a health, safety, or fire hazard; or violates any rules stated herein.

It is mutually understood and agreed that no alteration or variation of the terms of the contract shall be valid unless made in writing and signed by both parties. No oral understanding or agreements not incorporated into the contract will be binding.

The contract is not binding upon the Fair until it has been duly accepted and signed by its authorized Fair Manager or its representative, and insurance and payment are received per the terms of the contract.