

**2008 Benton County Fair & Rodeo, July 30 – August 3**  
**Commercial Building Space Application**

Business Name: \_\_\_\_\_  
Name of Booth (if different) \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Returning Vendor: Yes \_\_\_\_\_ No \_\_\_\_\_

**TYPE OF SPACE**

Indicate number of spaces needed on blank line and indicate 5 preferences below. Preferred locations are not guaranteed.

**Indoor booth space with pipe & drape, with 500 watts of power & two chairs.**

\_\_\_ Inline 10' x 10' (\$275) \_\_\_ Corner 10' x 10' (\$325) \_\_\_ Corner & Inline combination 10' x 20' (\$550)

Please list your top five preferences: (see attached indoor space map) \_\_\_\_\_

\_\_\_ *New*: Non-profit Inline (\$225) *Note: Space(s) assigned by fairgrounds staff*

**Outdoor space with 500 watts of power and two chairs.**

\_\_\_ Inline 10' x 10' (\$225) \_\_\_ Corner 10' x 10' (\$250)

Please list your top five preferences: (see attached outdoor space map) \_\_\_\_\_

**ADDITIONAL ITEMS**

**Power - For additional power only. (Do not mark if you require 500 watts or less)**

\_\_\_ Total Power Needed for Booth (Watts) \_\_\_ 120 Volt -or- \_\_\_ 220 Volt

**500 watts of 120v power is supplied free to each vendor. Additional power is charged at the following rates:**

**\$25 each 500 watt portion of 120v**

**\$200 minimum charge for 220v depending on installation requirements**

**Tables & chairs - Must be requested in advance**

\_\_\_ 8' Banquet tables \$15.00 each for all five days

\_\_\_ Additional chairs \$2.00 each for all five days

**Canopy, sidewall & lights - (for Outdoor spaces only):**

\_\_\_ 10' x 10' canopy - \$125 each in addition to space fee.

\_\_\_ 10' x 20' canopy - \$175 each in addition to space fee.

\_\_\_ Sidewall for canopy - \$2/foot on rental canopies only

\_\_\_ Lights - \$50 per 10' x 10' booth on rental canopies only

**Camping: Filled on a first come, first serve basis**

\_\_\_ Nights: Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_ RV/Camper / Tent size \_\_\_\_\_ X \_\_\_\_\_

Trailer or Motor Home (circle one) \_\_\_\_\_ (Include space for slide outs)

Full hook-up (\$30) \_\_\_ Power & water only (\$25) \_\_\_ Dry camp, no services (\$15) \_\_\_

**Spaces and services are limited. Showers included for all campers.**

A \$100 reservation payment is required with this application; this is not a deposit. It will be applied to the total cost of your space. Submittal of Application does not guarantee a contract and does not guarantee requested space. **Your reservation payment will be returned** if you are **not** offered a contract for space. This fee is non-refundable for accepted applications resulting in a contract.

**Send to: Benton County Fair & Rodeo, 110 SW 53<sup>rd</sup> Street, Corvallis, OR 97333**



## VENDOR Information

Fair Dates: July 30 – August 3, 2008

**Fair hours: Wed-Sat Noon-11 pm, Sun-Noon-7:30 pm**

**Commercial & Exhibit Buildings open to the public: Wed-Sat Noon-10 pm, Sun Noon-7 pm**

**Fair Office (Carriage House) hours: 8 am- 8 pm during Fair**

*Buildings are open to vendors at 11 am and to the public at Noon. **Buildings close @ 10 pm. Except Sunday close @ 7 pm***

<p><b>Indoor Space, Benton Arena</b> 10' x 10', with pipe &amp; drape(see map/application for pricing)</p> <p><b>Outdoor Space</b> 10' x 10', space only (see map/application for pricing) 10' x 10' canopy \$125 + space fee 10' x 20' canopy \$175 + space fee Sidewall (per lineal foot) \$2 Lights (per space) \$50</p> <p><b>Food Vendors</b> Basic Space Fee \$350 (Includes space for Concession stand with prep area) Commission (on gross sales) 15%</p>	<p><b>Electricity</b> 500 Watts, 120V provided with space Additional 500 watts \$25</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>220V Hook up – minimum charge</b></td> <td style="text-align: right;"><b>\$200</b></td> </tr> </table> <p>Please be sure to indicate if 220V are required All electrical cords must be at least 12 gauge and no longer than 25 feet; Food vendors may have longer cords. See #9 of Contract Terms and Conditions.</p> <p><b>Tables &amp; Chairs must be ordered in advance</b> <b>Tables</b> (per each for all 5 days) - \$15 <b>Chairs</b> (2 free with each booth additional per each for 5 days) \$2</p> <p><b>Stock Truck/Trailer Permit</b> \$50 <b>Red Lot Parking</b> \$50</p>	<b>220V Hook up – minimum charge</b>	<b>\$200</b>
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**Package Delivery**

If you have packages delivered to the Fair Office, it is your responsibility to pick up your packages without notification from the Fair Staff. If your packages are arriving COD, please arrange with Fair Staff in advance.

**Applications and Contracts** - Commercial space applications require a \$100 reservation fee. If you do not receive a contract for space, the fee will be refunded. Refunds **will NOT** be made for cancellations. The Fair will try to honor requests for specific locations, but will not guarantee requested placement.

**NOTE: ALL VENDORS WILL BE REQUIRED TO SUBMIT A CERTIFICATE OF INSURANCE SHOWING LIABILITY COVERAGE**

**Setup:**

Tuesday, July 29, 2008 – 9:00 am to 9:00 pm  
Wednesday, July 30, 2008 – 8:00 am to 10:00 am

**Teardown:**

Sunday, Aug. 4, 2008 – 7:00 pm to Midnight.  
**Vehicles allowed on grounds starting at 8:00 pm**  
Monday, Aug. 5, 2008 – 8:00 am to 5:00 pm

**\*\*BOOTHS MUST REMAIN OPERATIONAL THROUGH SUNDAY EVENING. VENDORS WHO TEARDOWN THEIR BOOTHS EARLY WILL BE FINED \$200.00, AS THIS TAKES AWAY FROM EVERYONE'S FAIR EXPERIENCE!**

**Vehicles and Parking**

1. **Vehicles are allowed on the grounds only until 11:00 am daily.** Vehicles may only enter through the Red Lot gate.
2. Vendors will receive daily parking passes for use at either the West or South (public) parking lots.
3. Only food vendors will be allowed to purchase Red Lot passes.
4. Pedestrians may enter the Yellow Gate (south lot) beginning at 8:00 am.
5. **Vehicles not displaying appropriate passes in designated areas will be towed at owner's expense.**
6. Handicapped Parking: The Fair office will exchange 5 daily parking passes for one Season Red Lot parking pass with proof of need in the form of a State-issued handicapped parking permit.

Passes*	Season Red Lot Parking Pass (North lot)	Daily Admission Passes (per space)	Daily Parking Passes (West or South lots)
<b>Commercial Exhibitor</b>	N/A	20	10
<b>Food Booth</b>	\$50/vehicle	20	10

\*Additional passes may be purchased from the Fair Office.

*SEE YOUR CONTRACT FOR MORE DETAILED INFORMATION*



## ***FIRE SAFETY REQUIREMENTS***

### ***OUTDOOR CARNIVALS & FAIRS***

- Emergency access roads shall not be obstructed at any time. (Loading & unloading is permitted with an attendant present at all times).
- Tents over 200 square feet & canopies over 400 square feet shall require a special fire code permit from the Corvallis Fire Department (766-6961).

### ***CONCESSION STANDS***

- Stands shall have a minimum of 10 feet of clearance on two sides.
- A minimum rated 2-A:40 B:C rated fire extinguisher shall be provided at each stand where cooking occurs. Extinguishers shall be serviceable and located in an easily accessible and visible location.
- A “K” Class fire extinguisher shall be provided where deep-fryers are used.
- Electrical equipment and installations shall be in serviceable condition and not overloaded or subject to damage.
- LPG gas containers should be secured from tip-over & all connections should be leak tested daily and every time a cylinder is replaced (a soapy solution shall be used for leak testing).
- All cooking appliances shall be listed or otherwise approved for it’s particular use.

### ***MIDWAYS***

- Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. Refueling shall be conducted only when the ride is not in use.
- Internal combustion engines shall be isolated from contact with the public by either physical guards, fencing or an enclosure.
- A minimum of one 2-A:10B:C fire extinguishers shall be provided within 75 feet of all areas. Extinguishers shall be serviceable, accessible, and visible. Exterior extinguisher signs may be required, e.g. “*Fire Extinguisher Inside*”.

**If you have any questions regarding any of these requirements please give the Corvallis Fire Department call at (541) 766-6903.**