

Benton County Fairgrounds
11th Annual Holiday Expo
November 28-29, 2008

VENDOR RULES:

1. Each vendor space is 8' long by 6' deep. Tables are 8' long by 30" deep.
2. Electricity is available for wall spaces only and wall space vendors must provide their own extension cords. Note: 12 gauge and 14 gauge extension cords are acceptable.
3. Tables must be covered. Vendors must provide their own table coverings.
4. All items sold must be handcrafted and/or small business type items, for instance Avon, Tupperware). Items **NOT** accepted: flea market/garage sale (used) items and weapons.
5. The Benton County Fairgrounds staff will jury this year's Vendor products to ensure variety of products for optimum public interest and attendance.
6. The burning of candles, incense or other items is prohibited.
7. Set-up, tear-down, and sale hours must be adhered to (refer to the Holiday Expo Information Form for event hours). **Late set-up or early tear-down is not allowed.** Booths must be staffed during all open sale hours. If this occurs the vendor will forfeit their space to another party and will not be invited to future Benton County Fairgrounds Holiday Expos.
8. No solicitation is allowed outside of your specific booth space.
9. Vendor application and all space rental fees must be sent to the Benton County Fairgrounds or, you can telephone Janell Rice at the Benton County Fairgrounds (541-766-6521) with a credit card number to reserve a space.
10. Refunds will not be made for cancellations or no shows.
11. Food and Beverage are permitted as a sales item as long as they are prepackaged in an approved kitchen and are not sold for immediate consumption.
12. The Benton County Fairgrounds, Fair Board, Staff, and Benton County are hereby released from any and all losses. Vendors are responsible for table and personal security during set-up hours, sale hours, and tear down hours. Doors will be locked before and after sale hours.

Vendor Signature: _____
By signing this application, I agree to adhere to all Vendor Rules.

Mail Vendor application and payment to:

Benton County Fairgrounds
110 SW 53rd Street
Corvallis, OR 97333

For all questions, contact Janell Rice at the Benton County Fairgrounds:
(541)766-6521 or janell.rice@co.benton.or.us