



Fair Office:
1740 E. Airport Rd.
PO Box 94
Hermiston, OR 97838
(541) 567-6121

Fairgrounds:
1705 E. Airport Rd.
Hermiston, OR 97838



Umatilla County Fair Vendor Rules & Regulations

Requirements:

1. A refundable deposit is due at the time of application submittal. UCF vendors will have the deposit refunded within 30 business days of the last day of the fair.
2. A Certificate of Insurance (COI) naming Umatilla County Fair as ADDITIONAL INSURED for a minimum of \$1,000,000 coverage of liability insurance for the entire time spent on the fairgrounds is due by July 1st. If applying after July 1st, your COI will be due within 5 business days of your acceptance notification. You will not receive your vendor packet or be able to setup if the Fair Office has not received your COI.
3. Commercial & Non-Profit Vendors: After acceptance, you will be invoiced for remaining booth fees. All monies due must be received prior to picking up your vendor packet.
4. Attraction and food vendors: A daily gross sales report for all transactions, including no-sales and cash sales, are due in the Fair Office every morning by 10am. Emailed reports are accepted as long as your booth name is on the report. Your booth fee of 20% of your gross sales, will be due the Sunday after fair, in the fair office, by 12pm, prior to leaving the fairgrounds. The refundable deposit will be forfeited if you do not check out before leaving on Sunday.
5. Food vendors must obtain a Temporary Restaurant License from the Umatilla County Environmental Health Department. 541-278-6394 <http://www.co.umatilla.or.us/health/>

Vendor Selection

1. Past participation does not guarantee acceptance. However, preference may be given to repeat vendors in good standing with UCF.
2. Acceptance/Rejection notices will be emailed to the primary contact on the vendor application. If the application is declined, all collected fees shall be refunded to the original method of payment within 15 business days of the rejection notice.
3. All final vendor selections are made by the UCF Vendor Director. You may be contacted with regards to menu/goods revisions.
4. Booth spaces are not transferable and are not to be shared with any other organization or vendor without pre-approval.

Deposit & Compliance

1. Deposits are refundable only if the vendor adheres to all rules and regulations set forth in the rules & regulations. Refundable deposits will be returned within 30 business days of the last day of fair, unless the rules & regulations have been breached, in which case the deposit shall be forfeited.
2. Cancellations made after June 30th will result in forfeiture of all funds/deposits received.
3. You must submit a W9 in order to receive your refunded deposit.

Vendor Packets

1. All accepted vendors will receive a standard packet containing:
 - 8 single day vendor admission passes.
 - 2 season vendor parking passes. Good for re-entry.
 - Vendor Map
 - Gross Sales Slips (Food & Attraction Vendors only)
 - Vendor Rules
 - Wi-Fi Information
2. UCF does not maintain vendor staff lists. If your staff does not have a pass prior to arriving, they will be charged full price at the gates.
3. Additional vendor passes may be purchased from the Fair Office at a discounted vendor rate
 - Vendor Day Admission \$5
 - Vendor Season Admission \$20
 - Vendor Season Parking Pass \$15

Set-up & Check-in

1. Food vendors may set up Sunday, Monday, or Tuesday between 10am & 7pm.
2. Commercial vendors may set up Monday or Tuesday between 10am & 7pm.
3. If set up is needed outside of these times, prior permission must be requested and approved via email to fair@umatillacounty.gov.
4. Mandatory health inspections for food vendors may begin on Tuesday, during set up and will continue during Fair beginning Wednesday. This inspection is required.
5. Please let the Fair Office know when you plan to arrive for set up.
6. If you plan on arriving after 5pm on Sunday or Monday, you will need to pick up your vendor packet during office hours, prior to set up.

Booths & Acceptable Structures (Outdoor & Food Vendors)

1. All outdoor & food vendors must provide booth lighting for night time hours.
2. Vendors have the option of providing some temporary structures within their contracted space, (i.e., sunshades over eating area) but all temporary structures must:
 - a. Be approved by the Vendor Director
 - b. Be commercial grade, clean, and presentable
3. It is imperative that all outdoor vendors prepare for high winds, therefore non-commercial grade materials and structures are prohibited.
4. Vendors may be required to reinforce their booth with extra safety equipment as decided by the Vendor Director. Vendors will not be allowed to open for business until their booth is deemed safe. The UCF Vendor Director has the right to remove vendors, products, or equipment and/or to shut down any unsafe or non-compliant booths and/or situations deemed inappropriate, unsafe, or hazardous.
5. Blue tarps, orange plastic perimeter fencing or any materials deemed aesthetically unappealing, are not permitted during fair hours and must be removed prior to opening, each day.
6. You must provide trip hazard protection for your electrical cords.

7. The use of any sound amplifying device without prior written approval is prohibited. If your booth has moving parts, strobing or blinking lights, excessive height, music or any prerecorded audio or other extra features, please notify the Fair Office.
8. Food vendors, if connecting to the fairgrounds water supply, food grade hoses must be used. Absolutely no garden hoses will be allowed.
9. All food vendors are required to have a K-class fire extinguisher inside their booth at all times. The Fire Marshall will not allow you to operate your booth if you do not have one, or obtain one after his initial walk-thru warning during set up.
10. Food vendors: Beverages and/or topping or food items set outside of your booths attract bees and are prohibited for safety reasons. Please contain all food and beverages inside of your booth.
11. Please provide hand sanitizer for the public.

Hours of Operation

1. Indoor Vendors are required to maintain daily booth hours of 10am-9pm.
2. Outdoor & food vendors are required to maintain daily booth hours of 11am-10pm on Wednesday & Thursday, 11am-11pm on Friday & Saturday.
3. Outdoor & food vendors may elect to open earlier and remain open later. Saturday night, the Latino night concert series, goes till 1am on the main stage, giving you the opportunity to stay open longer.
4. Booth staff/volunteers under the age of 18 must be accompanied by an adult during their entire shift.
5. Unmanned or inoperable booths are subject to deposit forfeiture.
6. Opening late and closing early are subject to deposit forfeiture.
7. Food vendors who would like to open early for breakfast hours between 7am & 11am must obtain prior-approval from the Vendor Director.

Vendor Parking & Camping

1. Vendor parking is allowed in any general parking lot. This does NOT include specialty parking, including Pavilion parking through Gate 1. Specialty parking permits are provided under special circumstances and require prior approval from the Parking Director.
2. Supply trucks and trailers will have designated parking through Gate 1 that requires pre-approval from the Parking Director. This is a no-charge parking area. This area does not have access to power or water. If you have a truck or trailer that requires power for refrigeration you must get pre-approval from the Vendor Director to have this located at your booth site.
3. Camping is not allowed in any parking lots.
4. Limited camping spaces are available for vendors at an additional cost, and priority is given to fair exhibitors. The camping application will be available on the UCF website, www.umatillacountyfair.net, after June 1st. Camping application deadline is July 15th. Only dry camping will be available to vendors who request camping after July 15th and is subject to availability.

Loading, Unloading, & Deliveries

1. Outdoor vendors, there will be no vehicle access through Gate 3 Wednesday through Saturday. Please bring provisions to cart your stock/items in through Gate 3 Wednesday – Saturday from 7am-10am.
2. Indoor vendors, there will not be drive up access to the Event Center. You will be required to park in the main parking lot and must bring provisions to cart your items through Gate 2 into the Event Center.
3. All entrants must have an admission pass to enter the fairgrounds at all times Wednesday through Saturday.
4. C.O.D. deliveries will not be accepted at the Fair Office. Delivery trucks will not have direct access to your booth. Please inform the Fair Office if you are expecting any shipments or deliveries.

Customer Service

It is the expectation of the Umatilla County Fair that all vendors and their staff practice respectable customer service, this means speaking appropriately and with respect at all times because you never know who is listening. UCF expects professionalism and customer/staff courtesy at all times. “Pushy”, “negative”, or “invasive” vendors will be dealt with accordingly if these types of issues are reported by patrons or observed by fair staff. Consequences will be determined if behavior continues.

Daily Gross Sales Reports (Food & Attraction Vendors)

1. A daily gross sales report is required and must be submitted to the Fair Office by 10am each morning.
2. If you have an online POS system, emailing of daily reports is acceptable as long as your booth name is on the report.
3. All cash registers must be visible to customers and a receipt offered for each transaction. Registers must print dark enough to read. This will be strictly enforced.
4. The 20% of total gross sales will be calculated by the Fair Office and must be paid at the Fair Office by noon on Sunday prior to leaving the fairgrounds.
5. Credit Cards will be accepted, in addition to cash or check, however they are subject to a 3.75% processing fee.
6. “No-sale” and cash transactions must be included on register tapes and all sales reports.
7. Vendors caught leaving cash drawers open between transactions and/or not ringing up each transaction, including cash sales, will forfeit their deposits and will not be allowed back.
8. All food vendors are required to accept UCF custom food vouchers. Details will be included in your vendor packet. Vouchers must be completely and properly filled out before submitting to the Fair Office. If a customer presents \$10 food voucher for a total purchase of \$25, the amount exceeding the voucher amount must be charged and recorded in your sales. In this example, you would charge the customer for additional \$15 and record it as a sale. Food vouchers will be printed in the amounts of \$5, \$10, & \$20.
9. The value of all vouchers submitted to the Fair Office will be subtracted from your 20% due at the end of the week.
10. Secret shoppers will be utilized throughout the week.

Ice

1. Vendors will not be allowed gas/electric external ice storage.
2. Ice and ice tickets will be available for \$7 per 20lb bag from ice volunteers, or at the Fair Office.
3. Food vendors can request an "Ice Needed" sign from the Fair Office. This sign can be set out at your booth to indicate your need when the delivery drivers pass by at scheduled times.
4. Refunds will not be given for unused ice tickets.
5. UCF Freezers will be kept in the outdoor vendor area and manned by volunteers who will sell ice between deliveries. Please bring provisions to transport ice to your booth.
6. Ice deliveries will be for food vendors only and will occur from 8am-1am and 7pm-8pm. Ice can be purchased from the freezers at designated times posted on freezer. Ice sales will stop at 10pm each night. Please plan accordingly.

Tear Down & Clean Up

1. Booth tear down takes place on Sunday after fair, before 12pm. Requests for a later tear down date must be pre-approved by the Vendor Director. Approved later tear down would have to occur on or after the following Monday as the fairgrounds will close to everyone Sunday at 12pm.
2. Booth tear down will not be allowed prior to Sunday.
3. All items (equipment, inventory, garbage, etc.) must be completely removed from leased space during tear down. Leased space shall be left in "as good or better" condition than prior to vendor move in.
4. Grease Disposal for Food Vendors: Do not arrive full prior to fair. Grease bins are located at the large dumpsters West of the concert area. Vendors must arrive empty. Used grease and oil from other events is not to be dumped in the UCF provided bins.
5. Failure to properly tear down or clean up your leased spaces per the above conditions will result in the forfeiture of your deposit.
6. Power to your booth will end at noon on Sunday.
7. The sprinklers will be turned back on with 48 hours of fair ending and UCF is not responsible for water damage to booths left on the grounds.

Additional Rules

1. All vendors, volunteers and workers in your booth may be subject to a Umatilla County background check. Umatilla County reserves the right to remove and to restrict access by an individual from the fairgrounds for any reason, including matters revealed by a background check.
2. The sale of any tobacco, vaporizers, alcohol products, marijuana, contraband, weapons, smoking/vaping devices or anything deemed inappropriate is prohibited.
3. Giving away or selling any contraceptives or prophylactics is prohibited, however you may make available on your table, information on how and where to obtain such items.
4. Beverages must be sold without lids or straws as they are a danger to the exhibited animals. Dome lids are acceptable for frozen beverages or beverages containing whip cream on top only.
5. All advertising and activities are restricted to the physical space leased. No materials, advertising or otherwise, shall be placed or occur, outside of your booth. Mobile soliciting is prohibited.

6. Roving security will be present throughout the grounds for the duration of the fair. However, each Vendor is required to secure their booth and remove valuables each night. Electronics can be affected by extreme heat experienced during the fair.