



Canby Wine, Food & Brew 2019  
Vendor Application



# 28<sup>th</sup> Annual



## Canby Wine, Food & Brew

*May 31<sup>st</sup> – June 2<sup>nd</sup>  
Friday 2pm – 10pm  
Saturday 11am – 10pm  
Sunday 11am – 8pm*

***Clackamas County Fairgrounds & Event Center  
694 NE 4<sup>th</sup> Ave  
Canby, OR 97013***

**Contact Information:**

**Email:** [fairoffice@wavecable.com](mailto:fairoffice@wavecable.com) **Phone:** (503)266-1136

**Web Site:** [www.ClackamasCountyEventCenter.com](http://www.ClackamasCountyEventCenter.com)



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## EXHIBITOR APPLICATION

**This application is not a permit agreement and does not guarantee space for the Canby Wine, Food & Brew.**

Please Check Exhibitor Type: \_\_\_\_\_ Winery \_\_\_\_\_ Brewery \_\_\_\_\_ Distillery  
\_\_\_\_\_ Artist \_\_\_\_\_ Commercial \_\_\_\_\_ Concessionaire

Business or Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Web Site: \_\_\_\_\_

**References:** List the Fairs, Shows, and Festivals where you have previously exhibited including phone numbers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description:** A photo or detailed sketch of your booth must be submitted with this application.

**Rates:** Booth fees vary depending on size and location. Please continue for your specific booth fee.

**Booth:** Size of space required including awnings, counters, tongues, etc. \_\_\_\_\_

**Grey Water Tank:**

- \_\_\_\_\_ I don't need any access to a Grey water tank. (No additional cost)
- \_\_\_\_\_ I need 1 Grey Water Tank for my booth \$30 and it needs to be emptied \_\_\_\_\_ times (\$114 per empty)
- \_\_\_\_\_ I can share with another vendor \$15 and it needs to be emptied \_\_\_\_\_ time(s) (\$57 per empty)

**Canopy Rental:**

- I don't need a canopy as I have my own and will attach photos & proof.
- I need \_\_\_\_\_ canopy(s) \$125 per 10X10  I will need \_\_\_\_\_ feet of side wall that is \_\_\_\_\_ feet tall. **Cost is \$3 per**

**Power:** Leave blank if no power is needed.

- Standard 20 Amp Circuit (**No Extra Cost**)
- Need \_\_\_\_\_ additional 20 Amp Circuit (**\$35.00 per 20 amp**)

**Gift Basket:** If you want to participate, please describe products/services you would like to donate.

\_\_\_\_\_  
\_\_\_\_\_

*I agree to abide by the rules and regulations as specified in the Exhibitors Manual, should I be accepted for event.*

\_\_\_\_\_  
Authorized Representative/Date

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## Product Information Form

|                |
|----------------|
| CCFEC USE ONLY |
| BOOTH # _____  |

Business or Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

List ALL products you plan to sell, promote or display. Once your application is accepted and permit is issued then no products may be added or removed without approval of CCFEC Management. List Brand names include pictures and/or brochures. **No exclusivity shall be granted.**

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_
- 4. \_\_\_\_\_ \$ \_\_\_\_\_
- 5. \_\_\_\_\_ \$ \_\_\_\_\_
- 6. \_\_\_\_\_ \$ \_\_\_\_\_
- 7. \_\_\_\_\_ \$ \_\_\_\_\_
- 8. \_\_\_\_\_ \$ \_\_\_\_\_
- 9. \_\_\_\_\_ \$ \_\_\_\_\_
- 10. \_\_\_\_\_ \$ \_\_\_\_\_
- 11. \_\_\_\_\_ \$ \_\_\_\_\_
- 12. \_\_\_\_\_ \$ \_\_\_\_\_
- 13. \_\_\_\_\_ \$ \_\_\_\_\_
- 14. \_\_\_\_\_ \$ \_\_\_\_\_
- 15. \_\_\_\_\_ \$ \_\_\_\_\_
- 16. \_\_\_\_\_ \$ \_\_\_\_\_
- 17. \_\_\_\_\_ \$ \_\_\_\_\_
- 18. \_\_\_\_\_ \$ \_\_\_\_\_
- 20. \_\_\_\_\_ \$ \_\_\_\_\_
- 21. \_\_\_\_\_ \$ \_\_\_\_\_
- 22. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Date



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## Commercial/Craft Vendor Booth & Equipment Fees:

### INDOOR SPACE

|       |        |                     |
|-------|--------|---------------------|
| 8x8   | Inline | \$150 per booth fee |
| 8x8   | Corner | \$175 per booth fee |
| 8x10  | Inline | \$175 per booth fee |
| 8x10  | Corner | \$200 per booth fee |
| 10x10 | Inline | \$225 per booth fee |
| 10x10 | Corner | \$250 per booth fee |

### OUTDOOR SPACE

|       |        |                     |
|-------|--------|---------------------|
| 10x10 | Inline | \$175 per booth fee |
| 10x10 | Corner | \$200 per booth fee |

## Alcohol Vendor Booth & Equipment Fees:

### INDOOR SPACE

|       |        |                     |
|-------|--------|---------------------|
| 8x8   | Inline | \$250 per booth fee |
| 8x8   | Corner | \$275 per booth fee |
| 8x10  | Inline | \$275 per booth fee |
| 8x10  | Corner | \$300 per booth fee |
| 10x8  | Inline | \$275 per booth fee |
| 10x8  | Corner | \$300 per booth fee |
| 10x10 | Inline | \$325 per booth fee |
| 10x10 | Corner | \$350 per booth fee |

### OUTDOOR SPACE

|       |        |                     |
|-------|--------|---------------------|
| 10x10 | Inline | \$250 per booth fee |
| 10x10 | Corner | \$300 per booth fee |

### **LICENSE:**

*(Separate check made to these organizations sent to us)*

**OLCC:** \$30.00

**City of Canby:** \$35.00

**Plan to Manage:** Signature required

## Concessionaire Vendor Booth & Equipment Fees:

Concessionaire's indoor pay 10% of sales. \$300 Deposit required to reserve your spot, at 10:30am each morning of the Canby Wine, Food & Brew concessionaires are required to bring in their final sales of previous day. Sunday June 2, 2019 all concessionaires will bring in their final sales of June 2<sup>nd</sup> and final payment will be due if it exceeds \$300 **prior to leaving**.

## Canopy Rental

Please indicate if you **DO NOT** require a canopy on Agreement form.

|         |       |         |       |         |       |
|---------|-------|---------|-------|---------|-------|
| 10'x10' | \$125 | 20'X20' | \$235 | 10'X15' | \$220 |
| 10'X20' | \$230 | 20'X30' | \$340 | 15'X30' | \$340 |
| 10'X30' | \$340 | 20'X40' | \$445 | 15'X40' | \$445 |
| 10'X40' | \$460 | 20'X50' | \$550 |         |       |

Cost does NOT include canopy. Outdoor booth spaces require a canopy CCFEC requires that you send a picture of your canopy along with proof of flame retardant material per Manual specifications if you choose to use your own, if you choose to rent from us costs are below.

### **SIDE WALL COST**

3' or 8' \$3 per foot

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## UTILITIES

CCFEC will provide each Permittee with one 20 amp electrical circuit. More electrical power may be provided if it is available. If additional power is provided, Permittee shall pay the additional cost at the rate of \$35.00 per 20-amp circuit.

CCFEC is upgrading all electrical service on the grounds to be compliant with NEC requirements. All equipment requiring electrical service **must** be GFCI compatible.

## Insurance Requirements:

We suggest you fill in the information below and send this form to your insurance company so they will understand the exact wording required.

Name of Business (aka Permittee): \_\_\_\_\_

Dates to be covered: **May 31<sup>st</sup> – June 2<sup>nd</sup>** \_\_\_\_\_

Building or Facility being used: **Main Lawn & Main Pavilion @ Canby Wine, Food & Brew** \_\_\_\_\_

1. The above named Client, described as PERMITTEE, has a Permit to use the Clackamas County Fairgrounds and Event Center buildings or facilities as described for the period of days shown above.
2. The Client must provide a Certificate of Insurance, 10 days in advance, showing all information required as noted below:
3. The Client (aka Permittee) shall be required to provide liability insurance of not less than \$500,000 per occurrence with a \$1,000,000 aggregate.

The Certificate of Insurance must name **“Clackamas County, Clackamas County Board of Commissioners, Clackamas County Fair Board, their employees and agents as an additional insured”**. The certificate needs to include the **event, the date and the area being used**. Written proof of insurance must be provided by vendor ten (10) days prior to their event.

## **IMPORTANT NOTICE**

**FAILURE TO PROVIDE AN APPROVED CERTIFICATE OF INSURANCE** will be grounds for cancellation of your scheduled booth without reimbursement. Direct your questions to Clackamas County Fairgrounds and Event Center. Phone number: 503-266-1136

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## Billing & Payment Form *Confidential*

Booth Fee: \_\_\_\_\_ Additional Electricity: \_\_\_\_\_  
 Canopy Rental: \_\_\_\_\_ Other: \_\_\_\_\_  
 Side Wall: \_\_\_\_\_  
**Total:** \$ \_\_\_\_\_

Complete the form below to pay above **Total** amount due by credit card

Vendor/Business Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Credit Card Type: Visa:       Master Card:       Discover Card:

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3 digit code: \_\_\_\_\_

Authorized Amount: \_\_\_\_\_

All Canby Wine, Food & Brew credit card sales are made through Clackamas County Fairgrounds and Event Center (CCFEC). I AUTHORIZE "Clackamas County Fairgrounds & Event Center" to CHARGE THE ABOVE CREDIT CARD FOR SERVICES RENDERED. Your Credit Card will not be billed until your application has been selected to participate in the 2019 Canby, Wine, Food & Brew. ***\*If your credit card is declined at time of application acceptance, your application will be declined.***

Signature X \_\_\_\_\_ Date: \_\_\_\_\_

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