

# *Polk County Craft Festival Vendor Handbook*



*Polk County Fairgrounds  
& Event Center  
Rickreall Oregon  
November 25 & 26, 2022*

PO Box 29, Rickreall Oregon 97371  
**Web Page:** [www.co.polk.or.us/fair](http://www.co.polk.or.us/fair)  
**Phone:** 503-623-3048  
**FAX:** 503-623-6157  
[Reeves.kym@co.polk.or.us](mailto:Reeves.kym@co.polk.or.us)

## Craft Festival Dates and Hours

All tables are required to be open for business and staffed during open hours.

Friday, November 26	9:00 a.m. – 5:00 p.m.
Saturday, November 27	9:00 a.m. – 5:00 p.m.

## Table Prices

The Polk County Fair Board has set pricing for the table at the 2022 Polk County Craft Festival as follows:

7ft to 8ft Non Electrical Table	\$40.00 per table
7ft to 8ft Electrical Table	\$50.00 per table

### Limited Tables

SOME TABLE SPACES HAVE AN ELECTRICAL PANEL LOCATED WITHIN THE PERIMETER OF THEIR SPACE; UNDER NO CIRCUMSTANCES IS THE EXHIBITOR TO COVER THE PANEL. POLK COUNTY FAIR MUST HAVE ACCESS TO THESE PANELS AT ANY GIVEN TIME, DO NOT BLOCK.

## Table Prices Include

1. **Table** - The use of table for two days. **Includes 1 table and 2 chairs. If you don't need our tables please tell us so we don't put them in your way.**

## Payment and Refund Policy

1. Table agreements and rental fees must be returned to Fairgrounds Office by September 10, 2021 to guarantee a table.
2. Cancellation policy: No fees will be refunded after November 1, 2022

## Important Information for 2022

### THE IMPORTANCE OF THIS HANDBOOK

Did you know...that as an applicant, when you are accepted as a vendor, this entire Handbook becomes a legal part of your agreement by reference? **It is your responsibility to become familiar with the following rules, conditions, provisions and information.** It is highly recommended that returning exhibitors read this handbook very carefully as there are revisions and new information this year which will affect you.

## General Rules

1. Items for sale must be handcrafted.
2. Exhibitors must care for and keep in good order the area occupied by them, taking every precaution against possible injury to visitors, guests, or employees.
3. By order of the State Fire Marshal, smoking is prohibited in booths or inside any buildings at the Polk County Fairgrounds. **Candles may not be lit in buildings.**
4. **Pets are not allowed on the Fairgrounds, or inside at your table.** Exceptions may be made for animals that are an integral part of an exhibit table for the purpose of selling an animal-related product. The Polk County Craft Festival Management must grant such exceptions in writing.
5. **Smoking area is on the covered patio.** It is located on the north side of the building.
6. Food or beverage may not be given away without Management's written consent as such acts may conflict with concession rights held by others. Exhibitors expecting to dispense free samples must obtain permission to do so before the bazaar opens.
7. Placing of advertising material on or in automobiles on Fairgrounds property is specifically prohibited and no permission for such distribution will be granted under any circumstances.
8. Canvassing or solicitation except by exhibiting firms is not allowed. Canvassing or demonstration of exhibit must be confined to the inside boundaries of Exhibitor's assigned table and in no case may extend to any other part of the grounds.
9. The Polk County Craft Festival 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, exhibitors or members of the public.
10. The Polk County Craft Festival reserves the right to stop or remove from the Craft Festival or relocate any Exhibitor or his representative and/or exhibit, performing any act or practice which, in the opinion of the Polk County Craft Festival, is illegal; interferes with the performance of other exhibitors; creates a health, safety or fire hazard; or violates any rules stated herein.
11. Exhibitor shall comply with those laws, rules and regulations and codes of the State of Oregon, Polk County, and the Polk County Craft Festival that may include but not be limited to worker's compensation insurance, health and safety, fire, construction and utilities.
12. It is mutually understood and agreed that no alteration or variation of the terms of the Polk County Craft Festival rules shall be valid unless made in writing and signed by the parties and that no oral understanding or agreements not incorporated in the Polk County Craft Festival rules and no alterations or variations of the term thereof, unless made in writing between the parties, shall be binding on any of the parties.
13. The decision of the Event Manager or his/her representative, in their official capacities, must be accepted as final in any disagreement between Exhibitors.

14. All matters not covered in these conditions are subject to the decision of the Event Manager or his/her representative, in their official capacities, which shall be final.
15. The application is not binding upon the county or the Polk County Craft Festival until it has been duly accepted and signed by its authorized Event Manager or its representative, and payment received per the terms of the invoice.

## **Rules of Conduct**

All Exhibitors are expected to conduct themselves in a professional manner and according to the Rules Governing Exhibits. Exhibitors will refrain from mentioning their competitors or their competitors' products in a derogatory manner or in any other way disparaging another exhibitor who is also participating in the Craft Festival. Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the Craft Festival. Such Exhibitors may not be invited to return to subsequent Craft Festival.

All Exhibitors will be required to keep their booths open all 2 days of the Craft Festival during all official Craft Festival hours. Violators may face expulsion and will not be asked to return.

The Polk County Craft Festival provides a service to both Exhibitors and Patrons. It is our policy to maintain clean facilities, neat grounds, and respect for our Patrons. We must insist that Exhibitors provide the same respect for Patrons as well as fellow Exhibitors. Polk County Craft Festival retains the right to remove any exhibitor and his exhibit from the Fair grounds if Exhibitor does not comply with the signed Use Agreement and written rules.

## **Subleasing**

Use Agreement holders are prohibited from subleasing, assigning, or apportioning to another party the whole or any part of the contracted space allotted to them by the Polk County Craft Festival. The allotted space is for the sole and exclusive use of the Exhibitor named on the Use Agreement. Use Agreement holders may subcontract for their goods or services to be sold by a third party as long as such goods or services are listed on the Use Agreement and approved by the Polk County Craft Festival.

## **Exhibitor Move-In**

Move-in for all areas will be 9:00 A.M. to 5:00 P.M. on Wednesday, November 24. **Please check in with the office before setting your table up.** All tables must be ready for business no later than 9:00A.M Friday, November 26. **Polk County Fairgrounds & Event Center reserves the right to demand removal of vehicles from any area of the grounds.**

## **Oops! Wrong Table**

Should a vendor set-up at the wrong table, he/she agree to move to his/her proper location at vendors own expense and without protest.

## **Furnishings**

Exhibitors shall not deface Polk County Fairgrounds & Event Center facilities or property in any way. **Use of duct tape, packing tape or any other adhesive, staples, paint, pins, etc that will damage the floor, tables and/or walls is prohibited.**

All furnishings, including signs and display racks must remain inside the boundaries of designated table space at all times.

**DO NOT HANG OR ATTACH ANYTHING TO OR ON THE PIPES OR CURTAINS (NO SIGNS, LIGHTS, NOTHING AT ALL).**

Do not move the curtains; there is a vendor behind you.

If you have a table with electricity, you will need to bring your own extension cords. Minimum 14 gauge extension cords may be used only within the guidelines established by the City of Dallas Fire Marshal's office. See enclosed Fire Marshal Regulation for details.

## **Exhibitor Clean-up**

At the end of each day during the Craft Festival, each Exhibitor is responsible for the clean up of his exhibit area. Fair personnel will not enter behind an exhibitors table.

## **Cardboard Recycling**

Containers designated solely for the placement of cardboard will be located behind the Main Building. Exhibitors are asked to break down and place cardboard in these specific containers.

## **Exhibitor Access**

Exhibitors will be allowed access to the building no earlier than **8:00 A.M.** each day of the Craft Festival. Exhibitors will not be permitted to remain in the buildings overnight.

## **Exhibit Move-Out/Removal**

Exhibits may be removed after 5:00 P.M. on Saturday November 26, 2022. **Vehicles are not allowed up to buildings until 5:15 P.M. – NO EXCEPTIONS.**

**ALL EXHIBITS MUST REMAIN SET-UP UNTIL AFTER 5:00 P.M. on Saturday November 27, 2021 when the ok from the event manager has been given; booths that take down early will not be asked back the following year.**

All exhibits must be removed from the fairgrounds by 8:00 P.M. on Saturday November 26, 2022. During dismantling, exhibitors will be expected to remove all trash and debris from their exhibit area and place it in trash cans provided by the Fair. Any articles or materials not removed from the grounds by 8:00 P.M. on November 28 may become the sole property of the Fair. The Fair reserves the right to dispose of such property in any manner it may deem in the best interests of the Fair. Removal of items is subject to fees.

## **Exhibitor Parking**

Parking for Exhibitors will be located in the **SOUTHEAST GRAVELED LOT**. No parking on the black top at all. Please park non-motorized vehicles such as cargo trailers as far out in the gravel lot as possible. See map attached.

## **Recreational Vehicles**

**RV spaces are** available at Polk County Fairgrounds & Event Center during the Craft Festival. Please check in at the office for space.

## **Labor**

The Polk County Craft Festival is not responsible, nor will it arrange to provide any kind of labor for the installation, removal or servicing of any exhibit space. It is recommended that Exhibitors needing to use local labor contact the Employment Office.

## **Fire Marshal Regulations**

All Exhibitors will be required to abide by rules and regulation as set forth by the City of Dallas Fire Marshal's Office. The rules are listed in this Handbook. Exhibitor should keep rules on hand in their booth. **SEE ENCLOSED RULES.**

## **Security**

The Polk County Craft Festival will exercise all reasonable diligence in protecting property of Exhibitors, but will not be responsible for articles lost by fire or theft, or mysterious disappearance. Please report any thefts to the Event Office as soon as possible.

## **Food Service**

Food Service will be available during most hours of the Craft Festival.

## **WIFI**

WIFI is available for vendors that need it for their squares or visa machines. Ask at Show Office for more details.

City of Dallas  
Fire Department  
915 SE Shelton SW  
Dallas, Or 97338  
503-623-2338

## **FIRE AND LIFE SAFETY REQUIREMENTS AND CHECKLIST**

The following requirements apply to all expo, public assembly, show, fair, carnival, livestock and motorized vehicle events. Final approval of any event may be dependent on inspection by the **Dallas Fire Department**. Questions may be directed to the Fire and Life Safety Division.

### **Exits and egress access:**

- ✓ Obstructions shall not be placed in the required width of an exit path. Exits shall not be obstructed in any manner and shall remain free of any material. *Reference OFC'14 1030.2*
- ✓ Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable. All locking devices shall be of an approved type. *Reference OFC'14 1008.1.9 & Section 1008*
- ✓ Exit signs shall be illuminated and readily visible from any direction. *Reference OFC'14 1011.1, 1006.1 & 1006.3*
- ✓ Exit size, location and aisleway spacing shall be in accordance with Chapter 10 of the Oregon Fire Code 2014
- ✓ Occupant load. The occupant load shall be assigned by the fire code official in accordance with the anticipated use. The fire code official may require the posting of occupant loads in areas of assembly. *Reference OFC'14 section 1004*
- ✓ Seating—tables and chairs. The placement of tables and chairs shall comply with the following: *see Reference OFC'14 Section 1028 for further detail*
  - Aisles and exit access. The common path of egress travel shall not exceed 30 feet from any seat in the exit access. *Reference OFC'14 1028.8*
  - Chair rows. The minimum aisle access width between the front of one row of chairs and the back of the next row shall be 12 inches for rows of up to 14 chairs, and that distance increases if there are more than 14 chairs per continuous row. *Reference OFC'14 1028.10.2*
  - The minimum clear width of 12 inches between rows shall be increased by 0.3 inches for every additional seat beyond 14 seats, but the minimum clear width is not required to exceed 22 inches. *Reference OFC'14 1028.10.2.1*
  - Aisles between rows of chairs shall be a minimum of 48 inches. *Reference OFC'14 1028.9.1*
  - Bonding. When greater than 200 seats are assembled in one area the seats shall either be fastened to the floor or fastened together (bonded) in groups of not less than three. *Reference OFC'14 1028.12*
    - Each concession stand/booth shall have **a minimum of one exit** leading directly out of the area without exiting through intervening spaces

including other concession stand/booth, display, or enclosed areas (OFC 1007.1)

- Aisles and exits shall be kept clear and free of obstructions. Easels, signs, displays, tables, and other objects shall not encroach into aisles and exit paths, or exit doors (OFC 1003.6).
- Exit doors shall not be covered with drapes or similar impeding their visibility. Facility or building exits, stairs, corridors, and vestibules shall not be used for any purpose except for egress (OFC 1030.6).

### **Obstruction of fire safety equipment:**

- ✓ Posts, fences, vehicles, growth, trash, storage and other materials or objects shall not be placed or kept near fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants. *Reference OFC'14 507.5.4*
- ✓ Fire life and safety systems/equipment must be accessible and not obstructed at any time. *Reference OFC'14 509.2*

### **Obstruction of sprinkler systems:**

- ✓ Tents, canopies or similar items that are over four feet in width shall not be used in areas protected with a fire sprinkler system. *Reference NFPA 13*

### **Fire Lanes:**

- ✓ Fire lanes shall not be obstructed in any manner, including parking of vehicles. 20 foot fire access widths and 13 feet 6 inches vertical height clearance shall be maintained at all times. *Reference OFC'14 503.2 & 503.4*

### **Decorations:**

- ✓ Decorative material used inside of buildings shall be flame resistant. Drapes and curtains shall be treated and maintained flame resistant. *Reference OFC'14 807.1*
- ✓ If you would like to use hay bales and/or any loose combustible materials, you will need prior approval from the Dallas Fire Department. *Reference OFC'14 Section 806 and 807*

### **Open flames and cooking:**

- ✓ Candles and other open-flame devices shall not be used in places of assembly or temporary membrane structure. *Reference OFC'14 308.3*
- ✓ All food preparation equipment, which produces grease-laden vapor (frying, deep fat frying, etc), shall be located under an exhaust hood equipped with a fire extinguishing system which is serviced and tagged semi-annually by a qualified company. *Reference OFC'14 609.2 + 904.2.1*
- ✓ An additional 2A10BC portable fire extinguisher and a class K fire extinguisher within 30 feet of grease laden cooking operations is required if cooking is involved. *Reference OFC'14 Class K Required Per 904.11.5*



- ✓ Smoking shall be prohibited per OFC'14 Section 310 and no smoking signs shall be posted where smoking is prohibited

### **Cooking outside of buildings:**

- ✓ An additional 4A20BC portable fire extinguisher and a class K fire extinguisher within 30 feet of grease laden cooking operations is required if cooking outside is involved. *Reference OFC'14 906.1, NFPA10*
- ✓ Commercial cooking equipment will only be allowed in approved locations using approved equipment and with prior approval from the Dallas Fire Department.

### **Liquid petroleum gas (Propane) inside buildings:**

The use of portable propane – gas containers shall not be allowed in buildings, with the following exceptions:

- ✓ Portable LP-gas containers are allowed to be used temporarily for demonstrations and public exhibitions. Such containers shall not exceed a water capacity of 12 pounds (5kg). Where more than one such container is present in the same room, each container shall be separated from other containers by a distance of not less than 20feet (6096 mm). *Reference OFC'14 6103.2.1.5*
- ✓ Propane containers listed for temporary indoor heating use. *Reference OFC'14 6103.2.1.2 & NFPA 58*
- ✓ Combustible materials shall at least 10 feet from propane containers. *Reference OFC'14 6107.3*

### **Propane outside buildings:**

- ✓ Propane cylinders less than 125 water gallons in size must be at least 5 feet from the structure. *Reference OFC'14 Table 6104.3*
- ✓ Propane cylinders 125 to 250 water gallons in size must be at least 10 feet from the structure. (Not allowed under building eaves) including temporary membrane structures (tents and canopies). *Reference OFC'14 Table 6104.3*
- ✓ Containers shall be stored within a suitable enclosure or otherwise protected against tampering. Vehicular protection shall be provided as required by the fire code official. *Reference OFC '14 6109.13*
- ✓ Compressed gas shall be secured at all times to prevent falling over. *Reference OFC'14 5303.5.3*

**Extinguishers** (OFC 3104.12). Each vendor booth where cooking is being conducted, indoors or outdoors, shall have access to:

A readily accessible minimum **2A-10-B:C** rated fire extinguisher. Additional fire extinguishers of the same type and rating may be required to ensure that no employee will have to travel more than 75 feet to obtain a fire extinguisher.

Portable fire extinguishers shall be provided within a 30-foot travel distance of commercial-type cooking equipment. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher

### **Electrical wiring / equipment:**

All electrical wiring and equipment shall comply with the National Electrical Code. Wiring connections to any circuit panel can only be performed by qualified, licensed electricians. Contact the Polk County Building Department for needed permits.

#### **Extension Cords:**

- ✓ Extension cords and flexible cords shall not be substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances. *Reference OFC'14 605.5*
- ✓ Cords shall be plugged directly into an approved receptacle, power tap or multi-plug adapter and shall, except for approved multi-plug extension cords, serve only one portable appliance. *Reference OFC'14 605.5.1*
- ✓ Cords shall be maintained in good condition without splices, deterioration or damage. *Reference OFC'14 605.5.3*
- ✓ The Ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. *Reference OFC'14 605.5.2*
- ✓ Multi-plug adapters, such as cube adapters, unfused plug strips or any other device not complying with the *NFPA 70* shall be prohibited. *Reference OFC'14 605.4*
- ✓ **Ampacity– Conductor sizes** (OFC 605.5.2). The ampacity and conductor size of an extension cord shall comply with the following:
- ✓ The ampacity of the extension cords shall NOT be less than the rated capacity of the portable appliance supplied by the cord. The minimum required rating is 15 amps.
- ✓ Extension cords shall be a minimum of a 14 gauge, three conductor size with polarized or grounded plug and receptacle.

### **Heating appliances:**

- ✓ Heating appliances shall be installed and maintained in accordance with their listing in the Building, Electrical, and Mechanical Codes. Portable, electric space heaters shall comply with Section 605.10.1 through 605.10.4. The use of portable space heating devices in Group I and SR occupancies shall be prohibited. *Reference OFC'14 605.10*

### **Trash containers inside building:**

- ✓ Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. Contents of such containers shall be removed and disposed of daily. *Reference OFC'14 304.3.1*
- ✓ Dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5feet of combustible walls, openings or combustible roof eave lines. **Exceptions:** Dumpsters or containers in areas protected by an approved

automatic sprinkler system installed throughout in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3 *Reference OFC'14 304.3.3*

**Motorized vehicle displays inside building:**

- ✓ Batteries shall be disconnected in an approved manner. *Reference OFC'14 314.4*
- ✓ Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons whichever is less. *Reference OFC'14 314.4*
- ✓ Fuel tank openings shall be closed and sealed to prevent the escape of vapors. *Reference OFC'14 314.4*
- ✓ Vehicles shall not be fueled or defueled within the building. *Reference OFC'14 314.4*
- ✓ The location of vehicles or equipment shall not block any exit or exit path. *Reference OFC'14 1018.6*

**Smoking**

Smoking or carrying of a lighted pipe, cigar, cigarette or any other type of smoking paraphernalia or material is prohibited in the areas indicated in Oregon Fire Code Sections 310.2 through 310.8. There shall be no smoking where conditions are such that smoking is a hazard such as inside buildings, livestock areas, barns, tents, canopies, or exhibit booths.

Designated smoking area is outside the fence in the gravel parking lot.