

# APPLICATION AND FEE SCHEDULE FOR NON-FOOD VENDOR BOOTH SPACE

Lane County Convention Center at 796 W. 13<sup>th</sup> Avenue, Eugene, OR.

## 2018 OREGON ASIAN CELEBRATION

February 17 & 18, 2018

10:00 a.m. to 7:00 p.m.

VENDOR/COMPANY NAME: \_\_\_\_\_  
(PLEASE PRINT) Vendor name & product description should be listed, as you would prefer it to appear in the Program Guide.

ADDRESS: \_\_\_\_\_

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

PRODUCT DESCRIPTION: \_\_\_\_\_

**REQUIRED:** Preference will be given to those companies/organizations featuring goods/services representative of or from Asia, or promote awareness of Asian-American cultures. **Enclose photo and written description** if you have not participated in the Celebration before. **Apply BEFORE December 22, 2017 to ensure listing in the Program Guide, and to avoid higher fees.**

CONTACT: \_\_\_\_\_ DAY PHONE: (\_\_\_\_) \_\_\_\_\_ EVE: \_\_\_\_\_

**BEFORE DEC. 22      AFTER DEC. 22**

Please read and indicate your booth requirement carefully as it has changed. **If you do not mark what you need, it will not be provided.**

ITEM	QTY	BEFORE 12/22	AMOUNT	AFTER 12/22	AMOUNT	TOTAL	COMMENT
BOOTH SPACE		\$ 300.00		\$ 350.00			
TABLE w/cloth		\$ 10.00		\$ 15.00			
CHAIR		\$ 5.00		\$ 10.00			
POWER 110v single		\$ 90.00		\$ 110.00			
<b>DIVIDER CURTAIN</b>		<b>NO COST</b>		<b>NO COST</b>			<b>Advance orders only</b>

**NOTE: VENDOR MUST PROVIDE OWN EXTENSION CORD (14 gage or +) with a re-settable breaker and must have an approved cover. ALL VENDOR MUST COMPLY WITH FIRE SAFETY REQUIREMENTS FOR THE EVENT. A Fire Department representative checks each Vendor's booth and has the authority to disallow participation if Vendor is not in compliance. Each booth should have a small fire extinguisher.**

RELEASE AGREEMENT: In consideration of the granting of permission to participate in the Oregon Asian Celebration, I the undersigned, intending to hereby legally bind myself, heirs, personal representatives and all volunteers and agents of the organization I represent, agree to waive, discharge, and release any and all rights and claims for injuries, losses, and damages against the Lane County Fair Board and/or the Asian Council, their officers, employees, thereof, or for any injury or pain to personnel, participants and/or customers. I, and my organization/company are responsible for any such claim and that I am fully insured and bonded.

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**AMOUNT ENCLOSED: \_\_\_\_\_ (NON-REFUNDABLE FEE)**  
**(Check payable to: ASIAN COUNCIL)** Check will be returned if application is not accepted.

RETURN SIGNED APPLICATION AND CHECK TO: **ASIAN CELEBRATION**  
c/o Lourdes Birdsall  
37391 Camp Creedk Rd.  
Springfield, OR 97478

Email:  
[loubirdsall85@gmail.com](mailto:loubirdsall85@gmail.com)  
[lourdhumph@aol.com](mailto:lourdhumph@aol.com)  
Tel. No. 541-914-4235

**VENDOR CONTRACT TERMS AND CONDITIONS**  
**2018 OREGON ASIAN CELEBRATION NON-FOOD VENDOR BOOTH SPACE**

These terms and conditions are an agreement between the Asian Council/Asian Celebration Committee, hereafter called Celebration and Non-Food Vendors, hereafter called Vendor, to display and/or sell goods to visitors from **10:00 a.m. until 7:00 p.m. on FEBRUARY 17 AND 18, 2018** at the Lane County Convention Center at 796 W. 13<sup>th</sup> Avenue, Eugene, OR.

1. **SPACE AND UTILITIES:** Celebration will provide Vendor a booth space and additional requirements as indicated on the application (see below for price list). **NOTE:** *Space allocation will be made by the Celebration. The Celebration will take into consideration special requests made at the time of receipt of Vendor's application-contract and payment in full. Requests are honored ONLY on a first-come-first-serve basis.*
2. **FIRE AND SAFETY:** All Vendors are required to comply with fire and life safety regulations of the city, county, and state. *(All booth materials or decorations will have to be fire retardant with an approved rating label or proof that the materials have been treated with retardant spray. Items for sale do not need to meet this requirement.)*  
**DISPLAYS/MERCHANDISE WILL BE KEPT WITHIN BOOTH AND/OR TABLE AREA. Do not extend stands, furniture or goods beyond ends of tables or aisles. (NOTE: Vendor must provide own extension cord (14 gage or +) with a resettable breaker and must have an approved cover.)** Further information on fire safety regulations will be provided to Vendors upon confirmation of acceptance. The Celebration reserves the right to terminate this contract immediately if Vendor is not in compliance with said regulations.
3. **SET-UP AND TAKE DOWN:** Vendor may begin set-up at **1:00 p.m. to 6:30 p.m. on Friday, February 16,** and/or **from 8:00-10:00 a.m. Saturday, February 17.** Vendor shall be ready and open for business by 10:00 a.m. for both Saturday and Sunday of the days of the Celebration. Vendor shall not take down and clean up until after the close of the Celebration on February 18, 2018

TAKE DOWN is from **6:00-7:00 p.m. on Sunday, February 18.** *Vendor is responsible for clean-up of the booth area. Failure to do so may leave Vendor financially responsible for clean-up charge to the Celebration by the Lane County Fairgrounds.*

**CHILDREN ARE NOT PERMITTED** in the building during SET-UP or TAKE DOWN. Because of safety and liability reasons, **drive in of vehicles to the booth area WILL NOT BE ALLOWED.** Vendors will need to provide their own handcarts if needed. Vendor to provide setup supplies, masking tape, etc. We do hope to have volunteers available if needed to help vendors unload.

4.

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5.

6. **DEADLINES:**

- ♣ Program Guide Listing - December 22, 2017
- ♣ Application - December 31, 2017

♣ **\*\*\*\*Applications received after December 22, 2017 will be charged a higher fee as reflected above, and Vendor name will not be included in the Program Guide.**

**Commercial vendors** must carry their own liability insurance listing the "Asian Celebration and its officers" as the additional insured.

I AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_