

UMPQUA VALLEY HOME BUILDERS ASSOCIATION PRESENTS:



# *DOUGLAS COUNTY 2018 HOME AND GARDEN SHOW*

---

*MARCH 2<sup>nd</sup>-4<sup>th</sup> AT DOUGLAS COUNTY  
FAIRGROUNDS*

**All Vendor spaces will be assigned on a first-come, first-served basis. Placement shall be at management's discretion with special considerations where warranted. Payments and/or deposits are non-refundable. Vendor spaces will be arranged in 10'X10' increments unless otherwise indicated.**

**All vendors that have been in the same location for the past two years will be required to relocate, giving all vendors opportunity while also changing visual appearance of the show.**



**2018 Umpqua Valley Home Builders Association Home & Garden Show  
March 2nd – 4<sup>th</sup> Vendor Application & Agreement**

Completed Application must accompany payment as follows (US Funds).

Checks Payable to & Mail to:

Umpqua Valley Home Builders Association  
3000 NW. Stewart Parkway #206  
Roseburg, OR 97471  
Phone: 541-673-3711 (for Credit Card Payments)  
Fax: 541-957-7731

**Booths are Non-Refundable**

Booths are sold in 10x10 sections (or 10x8 limited #)		
10 x 10	Member	\$400.00
10 x 10	Non-Member	\$500.00
10 x 8	Member	\$350.00
10 x 8	Non-Member	\$450.00

**PAYMENT: 50% plus \$250.00 refundable deposit due by 1/15/18 with this application and remaining 50% due by 2/15/2018 with Certificate of Insurance and Copy of Driver's License of all individuals working in booth. Booth(s) will NOT be held until a minimum 50% deposit & 100% of completed paperwork is received by UVHBA.**

**Vendor and Address Information:**

*Business Name:	*Phone:
*Contact Name (Last/First):	*Fax:
*Address:	*Cell:
*Email	*Driver License #

This agreement is made and entered into on \_\_\_\_\_ by and between Umpqua Valley Home Builders Associations, acting by and through UVHBA and:

Vendors placed at Show's discretion, Please circle Building preference: **Conference Hall** or **Douglas Hall**  
If your booth needs to be next to a specific partner please list \_\_\_\_\_  
**# of booths wanted** \_\_\_\_\_ **and Booth #'s preferred** \_\_\_\_\_

TERMS AND CONDITIONS

The UVHBA and Vendor agree:

- Grant:** The UVHBA grants to Vendor the privilege of maintaining and operating a Vendor booth during the Umpqua Valley Home Builders Associations Home & Garden Show beginning Friday, March 2nd, and ending Sunday, March 4th, 2018. The Vendor shall be located at the Douglas County Fairgrounds Complex, final location to be determined by management.
- Purpose:** The premises shall be used for the following activities (exclusivity of product and/or services is not guaranteed):  
**\*Please Note\* only one company may be represented within each booth. Subletting of booth space is expressly prohibited.**

**Products sold or displayed:**

  
  
  

**3. Rent & Deposit**

3.1. Vendor shall pay the amount stated above to the UVHBA for vendor space and booth size plus a \$250 deposit. Vendors are responsible for maintaining their booths throughout the duration of the Home & Garden Show, including following the rules set forth in the 2018 Umpqua Valley Home Builders Association Home & Garden Show Vendor Application & Agreement. Vendors may be subject to forfeiture of their deposit as well as additional fines for failure to adhere to or upon occurrence of the following:

**\*Please initial next to each item and sign at the bottom**

- \_\_\_\_\_ **Must be moved in by Thursday, March 1<sup>st</sup>, 2018 by 8:00 PM \*NO EXCEPTIONS!\* (\$500.00 fine)**
- \_\_\_\_\_ **Must NOT begin tear down until 4:15 PM on Sunday, March 4, 2018 (\$250.00 fine)**
- \_\_\_\_\_ **Must stay within the allotted booth space (no extending out to the aisle) anything over four feet must be displayed in the rear four feet of your booth space. (\$250.00)**
- \_\_\_\_\_ **Must park in designated vendor parking area (\$250.00 fine)**
- \_\_\_\_\_ **NO DOGS ALLOWED-Fairgrounds and show rule (\$250.00 fine)**
- \_\_\_\_\_ **Booth must be staffed during all hours of the show**
- \_\_\_\_\_ **Most importantly-subletting of booth is strictly prohibited. (\$500.00 fine)**

3.2. Signed copy of this agreement and 50% of payment is due in the UVHBA Office by 1/15/18 to reserve booth space. Second 50% of payment is due by 2/15/18 with certificate of insurance.

3.3. The UVHBA reserves the right to fine vendor for any violation of the 2018 Umpqua Valley Home Builders Association Home & Garden

Show Vendor Application & Agreement. The UVHBA reserves the sole right to assess a fee based upon any noncompliance with the rules referenced above. If fines are accrued, an invoice will be mailed immediately following the show. Any invoice that goes unpaid will prevent vendor from participating in future shows until balance is paid in full.

\_\_\_\_ Initial

4. **Show Booth:** All Vendor spaces will be assigned on a first-come, first-served basis. Placement shall be at management's discretion with special considerations where warranted. Payments and/or deposits are non-refundable. Vendor spaces will be arranged in 10'X10' increments unless otherwise indicated. All vendors that have been in the same location for the past two years will be required to relocate, giving all vendors opportunity while also changing visual appearance of the show.
  - 4.1. Standard inside Vendor booth fee shall include booth drapery (1 back, 2 sides),
  - 4.2. Additional requests for available equipment or services must be arranged and paid for when this agreement is signed., Extra Table \$10, 220V Power \$80, Extra Vendor Tickets \$2.
  - 4.3. All Vendors must check in at the UVHBA Booth, inside Douglas Hall, prior to setting up and pick up their tickets. Each Vendor will receive 6 Vendor tickets with their contract per 10x10 booth, with a max of 18 tickets. All employees working your booth must have a ticket to enter the Show.
  - 4.4. Booth fees are non-refundable; if an emergency arises refunds may be considered on a case by case basis by written form.

\_\_\_\_ Initial

5. **Vendor Space:** The construction, design and decoration of Vendor's booth shall conform to the requirements of the UVHBA, State and District Fire Marshall. All wiring, electrical, gas, water and other connections and requirements shall conform to normal codes and arranged at Vendor's expense. All reasonable care must be exercised in the interest of public safety and must be complied with at all times. Vendors are responsible for the space assigned and shall reimburse the UVHBA for any and all damage incurred as a result of their participation in this show. **In order to be courteous to other vendors, anything over 4' tall must be in the rear 4' portion of your booth. Nothing may be taped, stapled, nailed or otherwise fastened to walls, floors, drapery, or equipment used in connection with Vendor's space.**

**Subletting of Booth Space is expressly prohibited.**

\_\_\_\_ Initial

6. **Hours:**
  - 6.1. **Set-up:** Will occur on Wednesday, February 28th from 8 a.m. to 8 p.m. The Douglas County Fire Marshall is scheduled to arrive Friday morning, March 2nd, and all displays must be in place for inspection. **Note- If booth requires set up prior to Wednesday, Please contact fairgrounds and UVHBA as soon as possible.** Vendors must be prepared to open by Thursday at 8:00 pm. After Thursday 8:00 pm, no booths may be modified, rearranged or altered. **Absolutely No Friday set up.**
  - 6.2. **Show** dates and hours are as follows:  
**Friday, March 2nd, from 10 a.m. to 8 p.m.**  
**Saturday, March 3rd, from 10 a.m. to 6 p.m.**  
**Sunday, March 4th, from 10 a.m. to 4 p.m.**

**\*All booths must be maintained for full extent of show hours. Failure to maintain personnel at the booth during all show hours for any reason will result in forfeiture of your security deposit.**

- 6.3. **Tear Down**  
**Breakdown and move-out of Vendors will begin after 4:15 p.m. on Sunday.**

\_\_\_\_ Initial

7. **Security:** Overnight security shall be provided and reasonable precautions taken for the protection of Vendor's property. However, the UVHBA and show management shall not be held responsible for any loss or damage incurred by Vendors as a result of fire, theft, accident or any other cause. Vendors are solely responsible for protecting themselves against any such losses.

\_\_\_\_ Initial

8. **Restrictions:** Distasteful or illicit items or products and the sale of food or beverages are not permitted. Sale of non-pre-

packaged food and beverage are not permitted. Violators will be subject to removal and forfeiture of Vendor space and fees. . The UVHBA and show management reserves the right to decline or prohibit any Vendor. This reservation covers persons, things, conduct, printed matter and all else which affects the Home and Garden Show. Sponsorship arrangements for any and all elements of this event are exclusively reserved for show management. Any and all decisions rendered by facility or show management shall be final in all matters pertaining to this event.

\_\_\_\_ Initial

9. **Cleaning:** Necessary janitorial services will be furnished for areas used by the public. Vendors must keep their own space properly arranged and clean. Such cleaning must be completed and all coverings removed before the show is open to the public. Trash must not be left or swept into the aisles or any other public space.

\_\_\_\_ Initial

10. **Contract:** Each Vendor may sell or display only those products and services described on the application for Vendor space. Pursuant to past practice, there are no category or vendor exclusives. **Only one company may be represented within each booth. Subletting of booth space is strictly prohibited.**

\_\_\_\_ Initial

11. **Sound & Promotional Materials:** Sound amplification devices, balloons and promotional stickers may not be used or distributed without the written consent of show management.

\_\_\_\_ Initial

**12. Compliance with the Law:** This agreement will be governed by and construed in accordance with laws of the State of Oregon. Each party agrees that it will perform their contractual obligations in accordance with all applicable state, federal and county laws, orders, rules, regulations and ordinances now, or hereinafter in effect.

\_\_\_\_ **Initial**

**13. Indemnification:** Vendor agrees to defend, indemnify and save Umpqua Valley Home Builders Associations and/or Douglas County Fairgrounds, and their officers, agents, and employees harmless from any and all losses, claims, actions, costs, expenses, judgments, subrogation, or other damages resulting from injury to any person (including injury resulting in death,) or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this agreement by Vendor (including but not limited to, Vendor's employees, agents, and others designated by Vendor to perform work or services attendant to this agreement). Vendor shall not be held responsible for any losses, expenses, claims, subrogation, actions, costs, judgments, or other damages, directly, solely, and proximately caused by the negligence of the UVHBA or Douglas County Fairgrounds.

\_\_\_\_ **Initial**

**14. Parking:** Vendor agrees to only park vehicles in the dirt parking lot, located on the West side of Frear Street. Or on the East side of the Dorms. Vendors are responsible for assuring that anybody affiliated with your booth follows the parking rules.

\_\_\_\_ **Initial**

**15. Alcohol:** No outside Alcohol allowed on premises, no selling or distributing of alcoholic beverages or illegal substance. Only vendors sanctioned by OLCC may sell or provide alcoholic beverages.

\_\_\_\_ **Initial**

**16. Animals:** There are NO animals allowed on property except state licensed service dogs.

\_\_\_\_ **Initial**

**17. COMMON FACILITIES:**

17.1. Vendor, or other person, shall not carry on any business or other activities in common facility areas.

17.2. Vendor shall not block any aisle or interfere with pedestrian traffic in common facilities.

17.3. County will furnish necessary janitorial services for all common facilities. County reserves the right to charge any Vendor for trash and refuse that is placed in common facilities by Vendor.

\_\_\_\_ **Initial**

**18. Subsequent Shows:** The UVHBA at its sole discretion may prohibit vendors from participating in future UCHVA shows and events for violations of the terms of the 2018 Umpqua Valley Home Builders Association Home & Garden Show Vendor Application & Agreement. In the event a vendor is prohibited from participating in future UVHVA shows or events, the vendor shall receive written notice of the prohibition and therein. Vendors may petition for approval to participate in future UVHBA shows and events 12 months after the date of the written notice of violation.

\_\_\_\_ **Initial**

**19. Identification:** As a result of previous security issues, all vendors are required at the time of submitting their application to also provide a copy of the front and back of their driver's license.

\_\_\_\_ **Initial**

**20. Acknowledgment:** Vendor acknowledges having read this agreement and agrees to abide by the terms and conditions set forth herein and follow any and all rules from the Vendor Information Sheet. Vendor acknowledges that violations of any rules or policies will forfeit any future participation in the Home and Garden Show.

\_\_\_\_ **Initial**

**AGREED TO:**

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Umpqua Valley Home Builders Association