



# Oregon Wine, Food & Brew Festival

Oregon State Fairgrounds - Jackman Long Building  
Friday & Saturday - January 8<sup>th</sup> & 9<sup>th</sup> - 2010

Ingalls & Associates, LLC – PO Box 2248~Lebanon OR 97355 fax: 866-509-3212

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Web Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Fax # \_\_\_\_\_

Products or Services: \_\_\_\_\_

Preferred Booth: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_ Other \_\_\_\_\_

## Register Now for Best Selection!

### FINE ART & CRAFT

### WINE/BEER

### FOOD/ COMMERCIAL

___ 10x10 Inline \$400	___ 10x10 Inline \$450	___ 10x10 Inline \$575
___ 10x10 Corner \$500	___ 10x10 Corner \$550	___ 10x10 Corner \$675
___ 10x20 Booth \$850	___ 10x20 Booth \$850	___ 10x20 Booth \$950

**50% Deposit Required with Registration**

*(We are happy to provide One Table & Two Chairs complimentary if ordered by 12/15/09)*

### ELECTRICAL

\_\_\_ 10 amp / 120v \$65  
 \_\_\_ 20 amp/ 120V \$80  
 \_\_\_ 30 amp / 120v \$110  
 \_\_\_ 20 amp /208v \$85  
 \_\_\_ 30 amp / 208v \$95.  
 \_\_\_ 50 amp / 208v \$100

### TABLE/ CHAIRS – DECORATOR

First table / 2 chairs complimentary **if ordered**  
 by December 15<sup>th</sup> 2009 (Table 8' Velon top & nylon skirt)  
 All decorating items, including complimentary tables /  
 chairs and any additional items must be ordered  
 through Key Event Services order form.  
 Questions call Key at 503-597-2024

### LATE REGISTRATION

\$25 late fee will be assessed for booths  
 registered after December 15. 2009.  
 All electrical and decorating orders also  
 subject to late charges

**LODGING Special \$69.00 for exhibitors**  
Shilo Inn Suites – 503-581-4001

Over 50 amps/ special needs call for quote

Forms at [www.ingallsagency.com](http://www.ingallsagency.com)

Ask for the OWFB Festival Rate!

**Mail with Deposit & Certificate of Liability Insurance To:**  
**(Include OLCC Special Event Application if applicable)**

**Oregon Wine, Food & Brew Festival**  
**PO Box 2248 ~ Lebanon OR 97355**  
**866-904-6165 ~ [events@ingallsagency.com](mailto:events@ingallsagency.com)**  
**[www.ingallsagency.com](http://www.ingallsagency.com)**

Certificate of Liability Insurance  
**REQUIRED**

Certificate Holder to be named:  
**Ingalls & Associates, LLC**  
**and Oregon Wine, Food & Brew Festival**  
**PO Box 2248**  
**Lebanon OR 97355**

			<u>Total Order</u>	
<u>Booth/type</u>		<u>Size/quantity</u>		<u>Price</u>
			<b>Total</b>	<b>\$</b>
			<b>Amount paid with this order / Deposit Paid</b>	<b>\$</b>
			<b>Balance Due</b>	<b>\$</b>
<b>Note: Arts/ Crafts are juried. Please include 2-4 photos of booth and items. Deposit is refundable.</b>				

Authorized Signature: \_\_\_\_\_

(Agreement on reverse is incorporated herein)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank You!*

## EXHIBITOR'S AGREEMENT

### 2010 OREGON WINE, FOOD & BREW FESTIVAL

OREGON STATE FAIRGROUNDS - Jackman Long Building, 2330 17<sup>th</sup> ST NE, SALEM OR 97301

Event Hours: Fri, Jan. 8<sup>th</sup> 2PM- 10PM - Sat, Jan. 9<sup>th</sup> Noon - 10PM

SET-UP: Thurs, Jan. 7<sup>th</sup> 3PM-9PM & Fri, Jan. 8<sup>th</sup> 9AM to 1PM

TAKE-DOWN: Sat, Jan 9<sup>th</sup> closing until midnight; Sun, Jan.10<sup>th</sup> 8AM-2PM

**\*All Exhibits & Vendor displays must remain entirely intact until after the Festival closes Saturday\***

#### BOOTH SPECIFICATIONS/CONDUCT

1. **PARKING LOT:** Flyers, leaflets, & other advertising are not permitted in the customer parking lots. Please distribute from your space only. **Under no condition shall any stakes or attachments be driven into the parking lot surface.**
2. **AISLES:** Aisles, walkways & overhead spaces remain under the control of the Agent. All signs, decorations, banners, advertising material or exhibits must be professional and may not extend outside the defined limits of the assigned space(s).
3. **SIDE PANEL HEIGHTS:** The Exhibitor may not extend any side panel of the exhibit over three (3) feet high without expressed permission of the affected adjacent exhibitor.
4. **RESTRICTION:** Agent and their representatives reserve the right to restrict as allowed by law the operation of any exhibit which may become objectionable to exhibitors or the public.
5. **ELECTRICITY:** Exhibitors may purchase minimum of 120 volt/10 amp outlets for \$65. **All power needs must be arranged through the Agent.** The Agent reserves the right to cut back on power service to any Exhibitor exceeding their specified power usage. It is recommended that exhibitors **use a surge protector for all equipment.** A minimum \$80 electricity late fee will be assessed by the facility if not ordered by December 27, 2009.
6. **FIRE RULES:** ALL EXHIBITS MUST COMPLY WITH APPROPRIATE FIRE REGULATIONS. **For information and/or details, contact Jeff Mack at the Salem Fire Department 503-588-6245 x 7673.** No flammable materials such as tissue paper, etc. shall be used for decorations. Materials used for decorating must be treated for flame proofing and approved by the Fire Department.
7. **DECORATIONS:** Floor coverings, tables, chairs, & other materials not expressly covered by this agreement are the responsibility of the Exhibitor. Arrangements for such items should be made with the Agent, or a supplier of the Exhibitor's choice, prior to the dates of the Event. To order additional materials see Exhibitor Materials Order form.
8. **NOISE:** The Exhibitor agrees to keep noise at a reasonable level so as, in the opinion of the Agent, not to infringe on the activities of adjoining exhibitors. The Agent reserves the right to reduce any excessively resonating noises.
9. **CLEAN UP: All exhibitors are responsible for the removal of tape residue and trash within their designated space.** (The Agent reserves the right to charge the Exhibitor for the expense of removal any property or items left **including tape residue** as required by the Oregon State Fairgrounds. The Agent assumes no responsibility for loss of, or, damage to any items left unattended during or after the event.) Please keep your area clean. **If left unclean you may be subject to a \$25 cleaning fee.**
10. **PETS:** Pets are not allowed anywhere within the confines any time before set up, during the Event, or after tear down. (Legally recognized assistance animals are not restricted.)
11. **NO Smoking or Helium Balloons** are allowed in Fair buildings.

1. **LIABILITY AND SECURITY:** The Agent will provide limited public security service during event hours only.
2. **Limitation of Liability:** Agent and Agent representatives assume no responsibility for any property placed on or at the facilities by vendors, sponsors, exhibitors or public and the Agent and representatives are hereby expressly relieved and discharged from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the occupancy of the facilities.
3. **INDEMNITY:** Vendor/ Exhibitor/ Sponsor agrees to defend, indemnify and save the Agent and representatives harmless from any and all losses, claims, actions, costs, expenses, judgment, 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 Vendors / Exhibitors / Sponsors their employees, agents, representatives or other designated to perform work, display or services attendant to this agreement and contract. Sponsors and vendors 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 agent or representatives.
4. **COSTS AND ATTORNEY FEES:** Should the Agent or its representatives file suit or action against the vendor /exhibitor / sponsor on any cause arising in any way from this agreement and contract it is agreed to pay the agent such reasonable costs, such as attorney fees and court costs, that the court having jurisdiction of the case may determine, in addition to costs and disbursement allowed to a prevailing party as a matter of law.
5. **DISCRETIONARY MATTERS:** Any decision affecting any matter not herein expressly provided for shall rest solely within the discretion of the Agent or its assigned representatives.
6. **RIGHTS:** If for any reason the event is delayed, interrupted, or not held as scheduled, the Agent shall not be liable for any damages or expenses incurred by Exhibitors. The parties herein agree to defend, indemnify and hold each other mutually harmless against any and all liability, loss, expense, including reasonable attorney fees, or claims for injury or damages arising out of the performance of the Agreement but only in proportion to and to the extent such liability, loss, expense, attorney fees or claims for injury or damages are caused by or result from a negligent or intentional act of omission of either party, officers, agents or employees
7. **PAYMENTS/CANCELLATIONS:** If the Exhibitor fails to pay the balance of space rental on or **before Dec. 15<sup>th</sup>, 2009**, the Exhibitor's rights to an exhibit space may be cancelled without further notice or refund of any deposit. If Exhibitor cancels participation in the Event, such cancellation shall be considered default on the Exhibitor's part, and the Agent, as liquidation damages, shall retain all monies paid hereunder. If Exhibitor fails to make all payments, Agent shall avail itself to all remedies allowed under law to recover all amounts due to agent. **THE TERMS, RULES AND CONDITIONS OF THIS AGREEMENT SHALL BIND THE EXHIBITORS AND THE AGENT.**
8. The person signing this agreement warrants that he / she has authority to enter into agreements on behalf of the exhibitor.
9. **EXIBITOR HAS READ AND AGREES TO THE ABOVE TERMS** (PLEASE INITIAL) \_\_\_\_\_