

TERMS AND CONDITIONS

The following is a list of Terms and Conditions for the Horse Packing and Wilderness Skills Expo (HPWSE). **It is your responsibility as a vendor to be familiar with them.** In the event you do not comply, you may be asked to leave the fairgrounds and/or you may not be invited to return in future years.

1. We will try our best to fill your first, second or third booth choices, but **reserve the right to change display space if necessary.** The HPWSE Committee will determine final responsibility for booth assignment. **A deposit of 50% of your booth rental cost is due with your application. The vendors with 5x10 and 10x10 booths will pay the balance no later than March 1. For larger booth spaces, 25% can be a donated item (at wholesale price).** Full payment in cash, check or money order is acceptable of course. The donated item is to be brought to the Pack Expo Office upon arrival at the fairgrounds and no later than 5 pm Friday. **The total value of the donated item is to be at your WHOLESALE COST and equal to or greater than 1/4 of the booth cost. Please attach a full description of the item and the FAIR MARKET VALUE (retail) of each as well as a business card.** The Committee reserves the sole authority to decide if the value of your donated item is equal to 1/4 of your booth space rental value. **Applications not containing full description and value of donation will be returned.** We must have a description of your item by APRIL 1ST. The Oregon Department of Justice requires us to declare the FMV (retail) of any item we raffle. **It is very important that you donate the item you list.** The items are printed in the Saturday Auction and Raffles Program in advance of that evening. All items donated are used in raffles, silent auctions or the oral auction. This provides you with additional advertising so please be sure to include a business card AND A DESCRIPTION with your item. Seeing the description has helped sell items.
2. PLEASE, no raffles are to be held in vendors' booths.
3. All exhibitors are required to keep their display within their designated space. Do not encroach on other booth spaces and please leave the aisles fully open for safety. Any display of materials, other than handout material, found outside the display area will be removed. **NO items are to be placed on or against the bleacher wall.**
4. All vendor display trailers will be in the open-ended (east) portion of the Event Center (Section C on the arena map). This area is covered and open on three sides.
5. **DOGS and any other domestic animals will only be allowed in crates in booth spaces: NO EXCEPTIONS.** Klamath County Fairground regulation is that we have no dogs or other domestic animals in the event center. We are allowing this for vendors because of the many requests received over the years. Security will enforce this rule.
6. If you require stalls for horses/mules/livestock, it is your responsibility to leave the stall clean and provide your own feed and bedding. No livestock, **or any animals,** are to be in the Event Center overnight. Stalls are available.
7. Vendors will not park trailers on the blacktop south and adjacent to the Event Center in the area signed "NO HORSE TRAILERS". This is reserved for visitors, the people that we hope will make your weekend successful. Vendor trailer parking will be next to South Sixth Street near the fence.
8. Your booth space fee entitles you to one table. Other tables may be rented at the Event Office for \$10.00 each or you may supply your own. **Please bring your own chairs.**
9. Standard 110-volt power is available for each booth **if you ask for it in your application. You must supply your own extension cords.**
10. **Dismantling of booth spaces may not occur until 3:00 PM Sunday. NO EXCEPTIONS.**
11. Confirmation letters will be sent out as your applications are received and no later than the first of April.
12. No refunds for cancellations after April 1. Cancellations must be received in writing. **If you need to cancel your space, please notify us as soon as possible. If notified before March 1, full refund will be given. Between March 1 and March 31, refund minus 25% office fee. After April 1, no refund unless your booth space can be filled.**
13. **No Food (excludes popcorn, candy or other finger food) can be sold at any booth unless you are a certified food vendor and have the authorization of the clinic committee.**

VENDOR SET-UP HOURS

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| Thursday, May 3 | 12:00 PM to 8:00 PM (Set-up) |
| Thursday, May 3 | 6:00 pm to apx 8:00 pm – Vendor Social on cement area |
| Friday, May 4 | 7:00 AM to 11:00 AM (Set-up) vehicles must be removed from building by 11:00 am |
| Saturday, May 5 | 7:00 AM to 8:00 AM Open to Vendors only |
| Sunday, May 6 | 7:00 AM to 8:00 AM Open to Vendors only |

EVENT CENTER HOURS

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|-----------------|--------------------------------------|
| Friday, May 4 | 12:00 PM to 7:00 PM (Open to public) |
| Saturday, May 5 | 8:00 AM to 5:00 PM (Open to public) |
| Sunday, May 6 | 8:00 AM to 3:00 PM (Open to public) |

VENDOR BREAKFAST HOURS

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| Friday, May 4 | 7:00 AM to 8:00 AM in the Event Center |
| Saturday, May 5 | 7:00 AM to 8:00 AM in the Event Center |
| Sunday, May 6 | 7:00 AM to 8:00 AM in the Event Center |

DISMANTLING OF BOOTHS AT 3:00 PM – NO EARLIER - NO EXCEPTIONS