

PARTICIPATION AGREEMENT

2023 TILLAMOOK HEADLIGHT HERALD HOME & GARDEN SHOW

Cosponsored by Tillamook County Solid Waste

Applicant agrees to purchase advertising and booth space as indicated below. The **2023 Tillamook County Home & Garden Show** will be held on **Saturday, April 29, from 9 a.m. to 4 p.m., and Sunday, April 30, from 11 a.m. to 4 p.m.** Promotional ads for the show will be published in the weeks preceding the event. Ad copy must be submitted by **Monday, April 17**. The Home & Garden Show special tabloid section will be distributed in the Headlight Herald on **Tuesday, April 25**, and will be promoted on the front page of the paper.

Cost

	Color Display Ad plus Booth(s)			Ad Only / No Booth	
	1 Booth	2 Booths	3 Booths		
Cover 10.737" w x 4" h	\$969*	\$1109*	\$1249*	Cover	N/A
Full Page 10.737" w x 10.5" h	\$629	\$779	\$919	Full Page	\$579
Half Page 10.737" w x 5" h, 5.3" w x 10.15" h	\$509	\$649	\$799	Half Page	\$449
Quarter Page 5.3" w x 5" h	\$429	\$579	\$719	Quarter Page	\$399
Eighth Page 5.3" w x 2.25" h, 3.487" w x 5" h	\$379	\$569	\$669	Eighth Page	\$299

(Additional booths \$150 each)

*Vendors who have not checked in by 7 p.m. on **Friday, April 28** will forfeit their booth space with no refunds, unless previous arrangements have been made with show management.*

Refunds

No refunds will be given after **March 31, 2023**. No refunds will be given if booth space is not used or only used part of the event.

Deadlines

Ad reservation deadline is April 17, 2023 Booth assignments are made on a first-come, first-served basis. Reservation inquiries after March 31 will be filled as remaining space allows.

Payment

Payment is in advance by April 25, 2023, except in the case of businesses with current advertising accounts in good standing with Country Media Newspapers.

Business Name _____

Owner/Manager _____

Ad Size _____ Number of booths desired _____ Number of tables desired (\$10 each) _____

Billing Address _____

Business Phone _____ Email _____

Total Cost _____

I have read, understand and will comply with all rules, regulations and guidelines of this agreement.

Signature _____

Date _____

Payment:

☐ Prepayment transferred from last show booking

☐ Check (attached) Check amount _____

☐ Credit Card Circle One (VISA / MASTERCARD)

Card number _____ Expiration Date _____

Authorized signature _____

☐ On account (for current Headlight Herald advertisers in good standing ONLY)

Headlight Herald, P.O. Box 444, Tillamook Oregon 97141 • Questions? headlightads@countrymedia.com • 503-842-7535

SHOW RULES & REGULATIONS

2023 TILLAMOOK HEADLIGHT HERALD HOME & GARDEN SHOW

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Greetings from the Headlight Herald Home & Garden Show. Thank you for your interest in participating. The event is scheduled for **April 29 & 30, 2023**. Please adhere to all the following guidelines and procedures to ensure a great experience for every exhibitor.

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Booth Assignments

Booth assignments are made by the show manager based upon a number of factors, including participation seniority, exhibitor type and facility requirements. Although we will make every reasonable effort to accommodate exhibitor placement requests, all placement decisions by the show manager are final. Exhibitors with special needs should reserve space early and make their requirements known to the show manager as soon as possible to avoid conflicts later. Booth assignment will be made by the Show Committee on a priority basis determined by availability of space at the time of receipt of payment and signed contract.

Set Up

Tillamook County Fairgrounds (4603 Third St., Tillamook) will be open Friday, April 28, at 9 a.m. to 7 p.m. for booth setup and preparation. We ask that your booth be ready for display by 9 a.m. Saturday, April 29. Show hours are Saturday, April 29, 9 a.m. - 4 p.m., and Sunday, April 30, 11 a.m. - 4 p.m.

Booth Construction

Each booth must have flame-proof drapes. Exhibitors using multiple spaces are required to inform the Headlight Herald if they want dividers between booths removed prior to the show. Drapes 8 feet high in the back and 36 inches on the sides are provided to each exhibitor. If an exhibitor has a pre-constructed booth or display that is over 36 inches tall on the sides, it must be pre-approved by the show committee.

Outside Vendors

All outside vendors are located on the north and east sides of the building. If you are unfamiliar with the grounds contact a your advertising representative from the Headlight Herald upon your arrival.

Tables

10' x 10' Tables are available to rent for \$10 each. Please indicate how many you would like to order on the flip side of this document. If you have questions contact Katherine at 503-842-7535.

Security

The Headlight Herald and the Tillamook County Fairgrounds cannot assume responsibility for the security of your booth. However, we do provide monitors throughout the open hours of the show and on-site security Friday and Saturday nights from 6:30 p.m. to 9 a.m. the following morning.

Parking

We ask that all exhibitors (and booth personnel) park in the outlying parking areas so that we can reserve close-in parking areas for show attendees. We will have on-site parking attendants directing parking.

Overnight Camping

Overnight RV camping is available on the fairgrounds.

Rates per night: \$15 dry camping, \$25 w/power & water.

Contact the Tillamook County Fair office for more information and space reservation at (503) 842-2272.

Care of Exhibit Space

Each exhibitor must keep spaces clean and exhibits staffed and in good order. All exhibits must be ready for display by 9 a.m. Saturday, April 29.

Unoccupied Space

If the exhibitor fails to occupy the space contracted for by April 28 at 7 p.m., or fails to comply in any other respect with the terms of this agreement, the show committee shall have the right to use that space in any manner without releasing the exhibitor from his/her responsibility to pay.

Electricity

Electrical power is available to all booths in the Convention Center.

Tear-Down

All booths **MUST** be staffed during show hours. Tear-down **MAY NOT** begin prior to the close of the show at 3 p.m. on Sunday, April 30. After the close of the show, all booths and items must be removed Sunday night unless prior arrangements have been made with Tillamook County Fairgrounds.

Limitations

Exhibits shall not be installed so that they extend beyond the space allotted. Distribution of printed matter, souvenirs or other articles must be restricted to the space of the exhibit. No individual public address system will be permitted on the premises. Music or audio-visual sound must not be audible more than eight (8) feet from the booth. Exhibitors shall remain within the confines of their booth and may not work in the public aisles.

Liability

The Headlight Herald and the Tillamook County Fairgrounds cannot guarantee exhibitors against loss or damage of any kind. Space is leased with the understanding that the exhibitors will hold the Headlight Herald and the Tillamook County Fairgrounds harmless from any and all liabilities from any cause. The Headlight Herald and the Tillamook County Fairgrounds shall not be responsible for any loss, damage or injury that may occur to the exhibitors, their employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the exhibit contract. The exhibitor expressly releases the Headlight Herald and the Tillamook County Fairgrounds from all claims for such loss, damage or injury.

Eventualities

In case of facility damage caused by fire, other elements or causes, or in case any other circumstances shall make it impossible for the Management to permit the contracted space to be occupied by the exhibitor, then this agreement shall terminate and the exhibitor shall waive any claim for damage or compensation except the pro rata return of the amount paid.

Questions, for information or to discuss special requirements, contact the Headlight Herald at (503) 842-7535.