

# PARTICIPATION AGREEMENT

## 2024 TILLAMOOK HEADLIGHT HERALD HOME & GARDEN SHOW and Bee Day presented by the Tillamook Beekeepers Association

Applicant agrees to purchase advertising and booth space as indicated below. The 2024 Tillamook Headlight Herald Home & Garden Show will be held on **Saturday, April 20, from 9 a.m. to 4 p.m., and Sunday, April 21, 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 **Friday, April 5, 5 p.m.** The Home & Garden Show special pull-out section will be distributed in the Headlight Herald on **Tuesday, April 16**, and will be promoted on the front page of the paper. The price of booths are determined by the size of the ad unit.

### Home & Garden show pull-out section

**Main Sponsorship Package** \$4,000 - request details

**Co-sponsorship Package** \$2,000 - request details

### Color Display Ad plus Booth(s)

	1 Booth	2 Booths	3 Booths
<b>Cover</b> 10.737" w x 4" h	\$1,019*	\$1159*	\$1299*
<b>Full Page</b> 10.737" w x 10.5" h	\$679	\$829	\$969
<b>Half Page</b> 10.737" w x 5" h, 5.3" w x 10.15" h	\$559	\$699	\$849
<b>Quarter Page</b> 5.3" w x 5" h	\$479	\$629	\$799
<b>Eighth Page</b> 5.3" w x 2.25" h, 3.487" w x 5" h	\$429	\$6619	\$719

**Additional booths** \$150 each. **Kitchen Rental** \$600 includes page in event program

*Vendors who have not checked in by 7 p.m. on **Friday, April 19** 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 29, 2024**. No refunds will be given if booth space is not used or only used part of the event.

### Deadlines

**Ad reservation deadline is Friday, April 5, 2024.** Booth assignments are made on a first-come, first-served basis.

### Payment

Payment is in advance by April 5, 2024, 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 on both sides 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](mailto:headlightads@countrymedia.com) • 503-842-7535**

# SHOW RULES & REGULATIONS

## 2024 TILLAMOOK HEADLIGHT HERALD HOME & GARDEN SHOW and Bee Day presented by the Tillamook Beekeepers Association

The event is scheduled for **April 20 & 21, 2024**. 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 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 show management are final. Exhibitors with special needs should reserve space early and make their requirements known to avoid conflicts later. Booth assignments will be made prioritizing 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 19, 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 20. Show hours are Saturday, April 20, 9 a.m. - 4 p.m., and Sunday, April 21, 11 a.m. - 4 p.m.

### Booths

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 indoor 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. No confetti glitter, sparkles, hay, straw, small metallic items or fresh flower petals may be used. No tape, nails, tacks, staples, or fasteners of any kind are allowed on the walls. Please use push pins only. All displays must be free-standing. No tape of any kind is allowed on the posts or floors. You may string wires from posts to decorate the posts and hang lightweight items from the ceiling. Nothing is to be hung on the curtains if they are used. No canopy tops are allowed inside buildings, canopy frames can be used. No birdseed or bubble bottles may be used inside the buildings. Do not use tape or two-sided tape on tables for table coverings or table skirts. No tents or canopies allowed inside.

### Outside Vendors

All outside vendor 10' x 10' ft spaces are located on the north and east sides of the building.

### Food Vendors

All food vendors must contact the Tillamook County Health Department at 503-842-3900 for requirements. If you have a food truck there is an additional \$50 electricity charge. All vendors who sell alcohol for consumption shall be required to place on file a Certificate of Liquor Liability Insurance naming Tillamook County and Tillamook County Fair Board as certificate holder and additionally insured. A minimum coverage of \$2,000,000 per incident must be issued by an approved insurance carrier. The certification and a copy of the OLCC permit must be placed on file in the Fair Office seven working days before the scheduled event. All events selling alcoholic beverages require a temporary license signed by the City Police and the OLCC. A copy of that temporary license must be on file with the fairgrounds before event begins. All alcoholic beverage containers must be removed from the fairgrounds following the event.

### Tables

8 foot rectangular tables are available to rent for \$10 each, call the Fair Office for arrangements. Electrical requirements can be found at: <http://www.oregon.gov/osp/Docs/TA15-01.pdf>.

### 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.

### Overnight Camping

Overnight RV camping is available on the fairgrounds. Rates per night: Overnight event 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 20. Each vendor must place all of their garbage in the dumpster, recycling materials need to be put in the designated area for pickup.

### Unoccupied Space

If the exhibitor fails to occupy the space contracted for by April 19 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. Access to electricity outside is \$50.

### Tear-Down

All booths must be staffed during show hours. Tear-down may not begin prior to the close of the show at 4 p.m. on Sunday, April 21. After the close of the show, all booths and items must be removed by 7 p.m. Sunday night unless prior arrangements have been made with Tillamook County Fairgrounds. Exhibitor space must be clean upon departure.

### Limitations

Exhibits shall not be installed so that they extend beyond the space allotted 10' x 10'. Distribution of printed matter, souvenirs or other articles must be restricted to the space of the exhibit. Music or audio-visual sound must not be audible more than eight feet from the booth. Exhibitors shall remain within the confines of their booth and may not work in the public aisles.

### Security & Liability

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. We 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 case. 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.

### Smoking and pets

The Tillamook County Fairgrounds is a smoke-free facility. Smoking or vaping is not allowed anywhere on the property. Dogs and other pets are not allowed on the Fairgrounds. Exceptions apply to service dogs and dogs on exhibit. All other exceptions must be requested and approved in the fair office.