



First Taste Oregon

Registration & Agreement – January 27 & 28, 2017 (Friday –Saturday)

Business Name: _____
as it should appear on all materials & publicity

Contact Person: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Facebook: _____ Twitter: _____

Other?: _____

Preferred booth see floor plan 1st Choice _____ 2nd Choice _____ 3rd Choice _____

BOOTH	Fine Art, Small Commercial	Large Commercial/Food	Wine/Beer/Spirits
Choose booth type & size: →	___ 10x10 Limited* \$ 325	___ 10x10 Line \$ 575	___ 10x10 Line \$ 450
	___ 10x10 Corner \$ 500	___ 10x10 Corner \$ 675	___ 10x10 Corner \$ 550
Then Power and Tables: ↓	___ 10x20 Line \$ 550	___ 10x20 Line \$1,000	___ 10x20 Line \$ 850
	___ 10x20 End cap \$ 950	___ 10x20 End cap \$1,200	___ 10x20 End cap \$1,050
	* location limited		

POWER *Any and all power usage will be charged (Contact us if you are unsure how much power you require)

___ 1000 watt, 120V (10 amp).....\$45	___ 20 amp/ 208v-----\$ 90	___ 50 amp/ 208v-----\$110
___ 2000 watt, 120V (20 amp).....\$75	___ 30 amp/ 208v-----\$100	OVER 50 amps call for quote

TABLES / CHAIRS / DECORATOR (10 x 10 booth has option for 1 free table & chair – corners receive 2 free)
 Event booth draping is black & white with black skirts& white tops. Additional furnishings must be ordered through Show Decorator after confirmation in event. (Order form available www.firsttasteoregon.com)

PLEASE let us know if you **DO NOT** want the complimentary table / chair.

___ NO - I do not want the complimentary table(s) ___ NO - I do not want the complimentary chair

Certificate of Liability Insurance REQUIRED - Added Insured: Ingalls & Associates, LLC / First Taste Oregon

Return this before September 1, 2016 and save 10%

Mail registration form, deposit, Certificate of Liability Insurance, OLCC Special Event Application and fee (if applicable) to:

First Taste Oregon

PO Box 2248 ~ Lebanon OR 97355-2248

Festival Contact Information: Scott or Jill Ingalls

866-904-6165 ~ events@ingallsagency.com ~ www.FirstTasteOregon.com

50% Deposit Required with form	
Item	Amount
Booth Fee	\$
- 10% early discount	\$
= Booth total	\$
+ Electrical	\$
Grand TOTAL	\$
Deposit Enclosed	\$
Balance Remaining	\$

Authorized Signature: _____
 (Agreement on reverse is incorporated herein)

Print Name: _____ Date: _____

NOTE: SHARED BOOTHS ARE ALLOWED BUT ONLY ONE COMPANY WILL BE ON CONTRACT, ON INVOICE, ACT AS REPRESENTATIVE, AND WILL DISPLAY ON RECORDS AND PROMOTIONAL MATERIALS.

EXHIBITOR'S AGREEMENT

2017 FIRST TASTE OREGON FESTIVAL

OREGON STATE FAIRGROUNDS – Columbia Hall, 2330 17th ST NE, SALEM OR 97301

Event Hours: Fri, Jan. 27th 4PM- 10PM - Sat, Jan. 28th Noon - 10PM

SET-UP: Thurs, Jan. 26th 2PM-8PM & Fri, Jan. 27th 8AM to 3PM

TAKE-DOWN: Sat, Jan 27th closing until midnight; Sun, Jan.29th (Not staffed) 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 agent.
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 arrange to purchase this at current rate. **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 may be assessed by the facility if not ordered by January 15, 2017. Wall outlet usage is included in this policy and will be charged if used.
6. **FIRE RULES:** ALL EXHIBITS MUST COMPLY WITH APPROPRIATE FIRE REGULATIONS. **For information and/or details, contact Laird Case at the Salem Fire Department 503-588-6245 x 7669.** 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 of 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 charged a minimum \$25 fee.**
10. **PETS:** Pets are not allowed anywhere within the confines any time before set up, during the Event, or after tear down. (Legal assistance animals who remain in compliance with the law, and act in a safe and controlled manner are not restricted.)
11. **NO Smoking or Helium/Lighter than air Balloons** are allowed in Fair buildings.

1. **LIABILITY AND SECURITY:** The Agent will provide limited public security service during public 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 30 days prior to the event or as arranged with Agent, 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 BY SIGNATURE ON REVERSE**