

# Oregon State Fair & Exposition Center

## CLIENT SERVICE GUIDE

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# Oregon State Fair & Exposition Center

## DIRECTORY

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### Event Sales and Service

Front Desk / General Information ..... 971-701-6567  
Website / General Information ..... [www.oregonstateexpo.org](http://www.oregonstateexpo.org)

**Darrell Hansen** – Director of Sales and Agriculture Departments ..... 971-701-6570  
[darrell@oregonstatefair.org](mailto:darrell@oregonstatefair.org)

**Kevin Ziebart** – Expo, State Fair, and Special Events Coordinator ..... 971-707-4068  
[kevin@oregonstatefair.org](mailto:kevin@oregonstatefair.org)

**Elin Devora** – Customer Representative and Sales/Marketing Assistant ..... 971-209-0081  
[marketingassistant@oregonstatefair.org](mailto:marketingassistant@oregonstatefair.org)

### Food Concessions and Beverage Service

**Pacific Rim** .....  
Pacific Rim ..... 503-899-7169

### Community Support Services:

Salem Fire Marshal ..... 503-588-6381  
Oregon State Police (non-emergency) ..... 503-375-3555  
City of Salem Community Enforcement ..... 503-588-6421

# Oregon State Fair & Exposition Center

## CLIENT CHECKLIST

The following is an internal checklist for your use (not necessary to turn in):

Event Name:	Event Date(s):
Building(s):	Permit No.:

- Signed Facility Use Permit ..... Done: \_\_\_\_\_
- Deposit(s) Due ..... Deposit 1: Done: \_\_\_\_\_  
Deposit 2: Done: \_\_\_\_\_
- Final Rental Payment Due ..... Done: \_\_\_\_\_
- Preliminary floor plans and equipment needs list are required to be  
Received by your Event Representative for review by ..... Done: \_\_\_\_\_
- Certificate of Liability Insurance (if applicable) must be provided to your  
Event Representative prior to the event by ..... Done: \_\_\_\_\_
- List of show exhibitors and vendors ..... Done: \_\_\_\_\_
- Electrical layout/needs 10 working days prior to the event (to avoid late fees) ..... Done: \_\_\_\_\_
- Larger Trade Shows that are open to the public are to submit floor plans  
to the Fire Marshall for approval prior to the event. ..... Done: \_\_\_\_\_

**Please note:** Failure to provide the information above by the established deadline(s) may result in additional fees and labor charges.

# Oregon State Fair & Exposition Center

## GENERAL INFORMATION

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### ADA REQUIREMENTS

For ticketed events, CLIENT must adhere to all government ADA requirements:

When using a ticket company, you are required to comply with Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131), and specifically Section 35.138 regarding ticket sales for accessible seating for public events. (Additional information on these requirements can be found at [http://www.ada.govregs2010/titleII\\_2010/titleII\\_2010\\_withbold.htm](http://www.ada.govregs2010/titleII_2010/titleII_2010_withbold.htm).)

### ANIMALS/PETS

At the Client's discretion keep in mind that The Americans with Disabilities Act (ADA) defines a service animal as "any guide dog, signal dog, or other animal individually trained to assist an individual with a disability." If animals meet the ADA's definition, they will be allowed on grounds as service animals under the ADA.

Although the OSFEC does not encourage patrons to bring their pets to the Fairgrounds or other events, the OSFEC does understand the desire and, in some cases, the necessity. For the safety of OSFEC guests, patrons, employees, and contractors, The OSFEC does ask patrons to abide by the following: Pets must be fastened to a leash and under control at all times. A leash must not be longer than six (6) feet. Do not tie or connect your pet in any way to Expo property, including but not limited to trees, equipment, buildings, fencing, etc. Do not leave your pet unattended. Make sure you have containers with you so you can provide your pet with water. You are responsible for immediately cleaning up animal waste made by your pet. Do not allow your pet to deposit animal waste in areas with food booths, flower beds, sidewalks, and paved surfaces. Bring products to clean up after your pet's waste adequately, for example, poop bags, scoopers, etc. Dispose of animal waste in "garbage containers" that are stationed around the grounds. DO NOT dispose of the animal waste in recycling containers or in the livestock bedding or livestock bedding piles. For the safety of everyone at the OSFEC, if your pet shows signs of aggression towards people or other animals, The OSFEC may/will ask you to remove the animal and return to the OSFEC without your pet. If your pet bites or injures another person or animal, you may be held liable for any damage or injury. Once notified of the injury, the OSFEC will assign public safety or the Oregon State Police Office to investigate. DO NOT LEAVE YOUR PETS UNATTENDED IN A VEHICLE. If this occurs, the OSFEC representatives, Oregon State Police Office, and/or Animal Control will be contacted, and actions may be taken by the State Police to remove the pet from the vehicle, and animal abuse charges considered for the safety of the public, exhibitors, animals, and pets, we prohibit you from taking your pet into any facility or area where animals and livestock are housed or on display. Service pets are allowed in the buildings where animals and livestock are housed, but please consider the safety of your animal and that of other animals and people before doing so. We do not allow non-service animals around buildings where animals and livestock are housed. Pets are not allowed in the L.B. Day Amphitheater or the Multi-Purpose Pavilion seating areas during concerts or other activities that may result in crowded conditions. OSFEC's goal is to accommodate the needs of the patron and their service pet while seeking accommodations that provide for the safety of all guests attending the event or activity.

### ATM's

OSFEC has ATM's on the grounds in various locations available for use. Ask your OSFEC Event Representative for locations in relation to your event.

## **BOOKING PROCEDURES**

When a new or returning client wishes to reserve, book, or hold a date for an event at one of the OSFEC's buildings and facilities, the following procedures will apply:

### **Courtesy Hold**

A "courtesy hold" is not a binding agreement for the OSFEC to rent a facility to you. It is an offer, as a courtesy, to allow potential clients the chance to assemble information or programming before committing to book an event. An Event Representative may place a hold on the Scheduling Calendar, at no cost to the client, under the following condition(s):

- a) The Scheduling Calendar is checked for facility availability.
- b) A brief overview of rules, policies, and applicable guidelines to specific events explained and reviewed with the client.
- c) The client must provide current and complete contact information.
- e) If no contact has been made by the client to the Event Representative within one (1) month of the event, "holds" on the Scheduling Calendar may be subject to removal from the Scheduling Calendar. The Event Representative will attempt to contact the client before removing holds.
- f) Holds for private events in Columbia Hall and Jackman Long are subject to a 90-day hold. A hold can be placed on either building, however, if a larger public event wants to rent the same facility 90 days before your event you will lose the hold placed on the facility. As a courtesy, the Event Representative will try to find you another agreeable date to hold. The Facility Use Agreement and deposit will only be accepted 90 days before your event date.

In the case of more than one client requesting to hold the same date, such holds will be labeled on the Scheduling Calendar as "1<sup>st</sup> Hold," "2<sup>nd</sup> Hold," etc., and will be prioritized by the date of hold requests.

### **Hold Challenge**

A client, wishing to BOOK an event on a date that is on hold by another client, may challenge such hold on the Scheduling Calendar. The client holding the date will be contacted and given no more than two (2) business days to commit to a "booked" status or release the date of the hold. If a date becomes available, the challenging client must be prepared to place their event in "booked" status, pay all required fees, and sign the required Facility Use Agreement.

### **Booked Status**

An event is considered "BOOKED" when a client, following a discussion with an Event Representative, makes a commitment and agrees to facility use terms and applicable payments. A Facility Use Agreement is then drafted and will be sent to the client. Client must print and sign the Agreement, and then return the signed Agreement with payments by the requested payment date.

Failure of the client to follow such procedures may result in the cancellation of the Facility Use Agreement and the release of the event date.

### **Booked-Pending**

After a client has committed to a date and has requested a booking, the Facility Use Agreement will be drafted and emailed, mailed, or faxed to the client. During the time the document is being processed, or is in transit, said event will be considered BOOKED-PENDING but will be treated the same as BOOKED events for calendar scheduling. Facility Use Agreements and payments not received by the due date may result in cancellation.

## **Booking Recurring Events**

Most recurring events will be given the first right of refusal for the corresponding dates in forthcoming years, as long as the client remains in good standing with the Oregon State Fair & Exposition Center. For this purpose, the first weekend of any given month refers to the first *full* weekend (Saturday and Sunday).

Please note the OSFEC has the right to make the final decision pertaining to its rentals and rental policies.

## **CAMPING – RV PARKING**

Overnight camping is **NOT** permitted on the OSFEC's grounds unless you have pre-arranged and coordinated camping requests with your vendors, participants, or customers to park in the limited, designated RV areas. **Space is limited and OSFEC does not currently have an efficient infrastructure to allow camping on a continuous basis**, therefore **final approval by OSFEC** may be on a case by case basis. Camping in the Livestock area is now limited to Dry Camping only during October 1<sup>st</sup> through June 1<sup>st</sup> of each year. You are more than welcome to bring and use your generator, however there **will not be any access** to electrical hook-ups. As a **Show Promoter**, it will be **your responsibility to approve or disapprove** of any vendors, participants or customers who want to camp on the grounds during your event. You must coordinate all camping with your **Sales Representative at least 2 weeks before the move-in of your event**. OSFEC will charge the event for any camping needs or use. There are no refunds of any charges once camping is coordinated and confirmed. **There is a \$200.00 Service Fee per show who permits camping during their event. Camping Fees - Dry Camping \$45.00 per night, Electric Only \$55.00 per night, Full Hook Ups \$65.00 per night.** *Please encourage your Vendors, Participants, and Customers to utilize local area RV Parks.*

## **CANCELLATIONS**

OSFEC will cancel and release the dates of BOOKED-PENDING events if payment and signed documents are not received by the stated due dates or for reasons that would be most beneficial to OSFEC. In such cases, OSFEC will provide the most lead time as reasonably possible. Clients canceling an event after booking and making full payment of fees and estimated charges will receive a refund, less the 50% deposit (see "**Payment Schedule**"). **Cancellations within 24 hours before the event will not be refunded.** Should you have any questions or require clarification, please contact your Event Representative.

## **DECORATING**

Decorating and display companies hired or contracted by the Client are required to set up and tear down within the dates and times specified in the Facility Use Permit.

### **Balloons**

No "lighter than air" (helium or metallic) filled balloons are permitted in the facility without the expressly written authorization of your Event Representative.

### **Fastening of signs or decorations**

Please be aware that no adhesives, tacks, nails, or other damaging material can be used to affix items to doors, tables, walls, stalls, windows, or other surfaces in any location at the OSFEC. Contact your Event Representative for decorating options.

### **Post Event Clean Up**

No equipment, pallets, or waste materials may be left beyond the Facility Use Agreement timeframe or charges may be incurred and charged to the Client at the sole discretion of OSFEC. Any damage, facility charges, excessive clean-up, or other costs incurred by the display, decoration, or labor contractor is the full responsibility of the Client. Please ensure your decorator reviews the rules and regulations as noted above to eliminate any additional charges.

### **Tents/Canopies**

According to Salem Fire Marshal rules, tents or canopies “are not allowed inside a structure unless approved by the local Fire Code Official.” See your Event Representative for clarification in regards to your event, you may be required to submit a City of Salem Fire Marshal Permit Application, which is subject to approval.

### **Inflatable Structures**

Please discuss this with your Event Representative. Additional insurance may be required.

### **DELIVERIES TO OSFEC**

OSFEC will not accept freight deliveries before your event, as storage facilities are not available. Freight deliveries expected during your event must be received by the Client with storage and unloading pre-arranged with the Event Representative. As a courtesy, OSFEC will receive smaller parcels (no COD's) from couriers such as USPS, UPS, Federal Express, or others, but will not be responsible for loss, theft, or damage when or after they are received. It is the Client's responsibility to obtain such parcels in a timely manner.

### **CONTRACT DEPOSITS**

Your **initial deposit at time of signing is 50%** of the Facility rental fee and the remaining facility rental fee of 50% will be required **20 days prior to your move in date**. These deposits will be enforced, and late charges may be assessed if not paid as agreed.

### **DISABILITIES**

OSFEC supports compliance with the ADA. Most of the OSFEC's public facilities on grounds currently comply with ADA standards. It is the Client's responsibility to comply with event-related needs (*i.e.*, special seating areas, and wheelchairs). Some events may consider augmenting with additional disabled restrooms. Handicap-accessible parking spaces or areas will be marked and must be observed by all attendees.

### **ELECTRICAL SERVICE**

Electrical service is supplied exclusively through the OSFEC. Electrical service must be pre-arranged with the OSFEC and will be charged at the established rates. Depending on location, OSFEC can supply most electrical orders. Client's electrical requirements shall be submitted to the Event Representative no later than **ten (10)** working days before the event move-in date and may be subject to late fees if requirements are not received by the specified due date. Please note that damage to electrical outlets, boxes, cords, covers and prongs are subject to a repair charge.

#### **Electrical Cords**

Extension cords and re-locatable power strips shall be intended for heavy-duty use, a minimum 16 gauge, polarized, grounded type, with a 3-prong plug. The use of non-grounded, multiple-plug, or any extension cord 16 gauge or less (“zip cord”) is prohibited. Extension cords and re-locatable power strips shall be in good condition without splices, deterioration, or damage. No electrical appliance, power strip, or extension cord shall be used if it is damaged or altered in any way. Any appliance or extension cord placed through a public access area must have protection by foot traffic cover, or be extended from overhead at least ten feet (10') above floor level. OSFEC reserves the right to refuse electrical service due to safety concerns

### **EVENT REPRESENTATIVE**

Your Event Representative will assist you in space/building/facility selection and issuing the Facility Use Agreement, as well as managing any addendums or special attachments as needed. They will work with you to ensure you fully understand the Facility Use Agreement and answer any contractual questions you may have.

The Event Representative and/or designee will follow up with you after your event is completed to ensure your event was a success and to discuss any questions you may have pertaining to that specific event. He or she will also assist with booking future events. The Event Representative will assist in room layout and organizing staff and services that are available through the OSFEC to ensure your event requirements are fully met. The Event Representative is your primary contact once the Facility Use Agreement is signed.

## **EXCLUSIVE OSFEC SERVICES**

The following is a list of services provided by the OSFEC. These services are exclusive to OSFEC. No contractor shall be brought onto the property to provide the following services:

- ATM's
- Food/Alcohol Concessions On-Site
- Electrician
- Parking On-Site

## **EXHIBITS / DISPLAYS**

All exhibits and displays shall be transported in and out of the OSFEC during designated move-in and move-out times listed on the Facility Use Agreement. Other public spaces at OSFEC may not be obstructed by exhibits, vendors, or closed access to the public. Doors, windows, fire hose cabinets, first aid stations, pull stations, fire extinguishers, fire strobe lights, fire alarm speakers, and house lighting attachments may not be covered or obstructed. (See "FIRE REGULATIONS.")

Unprotected and unsecured open flames are not permitted in buildings. If you are unsure about the safety or legal compliance of any exhibit, contact your Event Representative.

## **FIRE REGULATIONS**

The Oregon State Fair & Exposition Center is under the jurisdiction of the City of Salem Fire Department and the Oregon State Fire Marshal's (OSFM) Technical Advisory No. 0801 - Statewide Guidelines for Fairs, Trade Shows, Carnivals, or Common Venue Events.

Certain floor plans may require advance written approval by the City of Salem Fire Marshall who can be contacted at 503-589-2135. Aisles and exits, as designated on approved show plans, must be kept clean and free from obstruction. Fire lanes in and around the facility must remain clear and unobstructed. The Client is responsible for advising exhibitors about Fire Regulations. All exhibit booths must be cleared of combustible rubbish daily.

## **FIRST AID**

The client is responsible for providing their own First Aid Equipment and/or Supplies. Some large events may require on-site First Aid. In an emergency situation, the Client is encouraged to call 9-1-1 if needed. Please contact your Event Representative for more information.

## **FLOOR CARE**

The floors of most of the OSFEC's facilities range from sealed concrete, tile, or carpet. Precautions must be exercised by the Client and exhibitors to protect all floor surfaces:

- Vehicles parked in buildings with carpet **must** have a drip pan placed underneath the vehicle.
- All exhibits and displays using bark dust or paving stones must have plastic sheeting placed between the floor and display, regardless of floor type.
- High-tack floor marking or carpet tape may leave a residue that will incur extra cleaning charges. If tape is needed, low tack tape **must** be used.
- Chewing gum left on the floor may incur extra cleaning charges, regardless of floor type.
- If floors are wet, please advise the Event Representative, Operations Crew, or Cleaning Crew as soon as noted. Please stay with area until someone responds with clean up.
- Rubber Tire marks left on the concrete floors or parking lots are subject to additional clean up and charges.

## **FLOOR PLANS**

The client must submit floor plans, equipment orders, electrical orders, and any other instructions to your Event Representative in writing no later than **ten (10) working days (Monday-Friday)** prior to event move-in date. Failure to do so may result in late fees and additional labor charges.

Some event floor plans must be pre-approved by the Salem Fire Marshal before the event start date. Ask your Event Representative if your event qualifies for this requirement.

Designated public walkways, both inside or outside buildings, shall be maintained to a minimum of eight feet (8') clear width. Any public walkway designated as an exit passage shall have a minimum of 10 feet (10') clear width. Additional width may be required by the Fire Marshal. No exhibit, booth, or portion of an exhibit or booth, or any other obstruction shall extend into a designated walkway.

## **CATERING**

Persons renting any facilities on the Fairgrounds **for private events** must utilize the OSFEC's on-site caterer and/or select a caterer from the OSFEC's preferred catering list. Private parties may have the option to buy out of the existing catering contract. No kitchen facilities are available for any type of food preparation or clean up.

For cooking and prepping of outside food, it is not allowed in buildings and or livestock structures. If cooking outside of the facility, open flame appliances must be positioned no closer than 20 feet to the facility.

If such parties wish to have alcohol served, the client **MUST** utilize the OSFEC's contracted alcohol service provider. No outside Alcohol or Alcohol service will be allowed. Violators of this policy may be asked to leave the premises.

## **FOOD CONCESSIONS AND BEVERAGE SERVICE**

All food concessions and beverage services for public events are provided exclusively by OSFEC's onsite food concessions contractor. No outside food concessions or beverage items are permitted on the OSFEC premises, except for privately catered elements of your event. Potluck and banquet-style food is not permitted on the grounds during public events. Electric devices such but not limited to microwaves, crockpots, warming burners, and coffee pots are not permitted during any events in and around any area of the OSFEC. The client shall not share in any revenues generated by the Master food and alcohol concessionaires. Your Event Representative will refer you to OSFEC's Concessions Representative for menu selections, payment policies, guarantees, and additional concessions services.

### **Alcohol Consumption**

The consumption of alcoholic beverages is restricted to the licensed area and only during those times when OSFEC's onsite catering contractor's concession stands are open, or as agreed upon for private event catering (see "Catering" above). For safety reasons, alcohol consumption may not be permitted during ingress/egress times.

### **Sampling**

Food and beverage sampling are permitted with the **prior approval** of the Event Representative. All sampling of food and beverage products is subject to compliance with the specific requirements of the Marion County Health Department. Sampling of products will be at no cost to the patron, will be limited to a sample size, and may be limited by the facilities' corporate sponsorship and catering agreements. Alcohol sampling is at the sole description of the Event Representative. **IF** allowed, the client shall provide a copy of the license and required proof of insurance to OSFEC before the event must be received and sample sizes will be strictly enforced. Please discuss your plans with your Catering Representative and Event Representative before your event.

## **FORKLIFT SERVICE**

Forklift service may be available for hire from OSFEC. For larger events, Client forklift needs should be contracted through the Client's decorator. The client may also consider renting a forklift from an outside rental company for the benefit of its exhibitors. Contact your Event Representative for more details. OSFEC does not have Forklift equipment available for use or rental. The OSFEC's licensed Operator will need to be scheduled in advance, if available, to accommodate your needs. Labor and Service charges apply.

## **GARBAGE REMOVAL/RECYCLING**

Please identify any specialized waste removal needed for your event, including debris from themed décor set-ups (trees, plants, bark-mulch, etc.) or as a result of event activities (food sampling, non-reusable crates/wrapping, etc.). Additional costs may be charged to the Client for the removal of excessive trash, pallets, and other materials after the event. This includes private parties and other events that leave behind excessive trash or create additional clean up.

Your Event Representative will be able to advise you in detail. The OSFEC is committed to sustainability and provides recycling areas within the exhibit halls for all exhibitors to use. In addition, there are specialized recycling containers with designated labels throughout the facility to meet your event waste needs. We encourage you to recycle!

## **INSURANCE / INDEMNIFICATION**

(See “**Standard Terms & Conditions**,” attached to your Facility Use Agreement and COI sample.)

## **INTERNET AND WI-FI**

Non-secure, free Wi-Fi may be available in the Jackman-Long Building, Cascade Hall, Columbia Hall, Floral Building, the Pavilion, and some areas of the grounds. This service is complimentary and subject to availability.

## **JANITORIAL SERVICE**

Restroom maintenance and general trash removal are included in the basic rental costs. However, depending on the nature of the event, additional housekeeping costs may be incurred. The Event Representative will be able to assist in identifying areas that have potential cost implications. Client and exhibitors shall remove all signage and exhibit materials by the end of their contracted move-out time. OSFEC is not responsible for any items left beyond the contracted move-out time. If there is an inordinate amount of debris left after the event, there will be a charge for the removal at OSFEC's discretion.

## **KEYS**

The OSFEC may provide the option to check out a facility or gate key to a Show Promoter depending on the event, and the facility being rented. The decision to check out keys will be determined on a case-by-case basis. The OSFEC has the right to decline a request to check out keys. Lost keys are subject to a \$200.00 per key charge, and the client would be liable for any damage or theft.

## **LICENSES AND PERMITS**

The Client is responsible for obtaining all licenses, permits, and approvals from the appropriate regulatory boards and authorities that may be required for, but not limited to, staging the event. Exhibitor(s) shall comply with all laws, rules, regulations, and codes of the State of Oregon, Marion County, City of Salem, and the OSFEC that include, but are not limited to, workers' compensation insurance, health and safety, fire, construction, utilities, and animal and livestock regulations.

## **LOST AND FOUND**

All lost and found items left after an event are stored for thirty (30) days at the OSFEC Administrative Office after the event has concluded. After that period, all items are disposed of at the sole discretion of the OSFEC. This includes booth/display items left behind by exhibitors. Any inquiries regarding lost and found items should be directed to the OSFEC main office (971-701-6567) or to your Event Representative.

## **MOTORIZED VEHICLES**

All motorized vehicles owned by OSFEC are to be operated by authorized OSFEC personnel only. Vehicles staged as static displays are subject to the Fire Marshal Regulations. All motorized vehicles shall adhere to the posted speed limit on the OSFEC grounds of 10 miles per hour and shall remain on the paved or designated areas. Please consult your Event Representative if you have questions.

This shall apply to all motorized carts, vehicles, heavy equipment, motorcycles, mopeds and bicycles including those owned by exhibitors, concessionaires and other participants at OSFEC.

## **MOVE IN / MOVE OUT**

Client must schedule and pay for move-in and move-out days and times when booking an event. A member of the OSFEC staff must be on-site during event move-in / move-out times. Exceptions must be pre-approved by your Event Representative.

To accommodate all clients and properly staff here at OSFEC **move in times begin at 8:00am**. Your facility rental period for a **full day rental will be 8:00am – midnight**. If you request an **earlier move in time there will be a \$200.00 fee required** within 7-business day notice if we can accommodate with staffing schedules.

## **NOISE LEVELS PER EVENT**

Client should be aware that shows that have amplified sound may be subject to local noise ordinances as per the Community Enforcement Department of the City of Salem. See the Event Representative for more details.

## **PARKING**

OSFEC will implement a per-vehicle parking charge for **all public attended events** at the rate of **\$10.00 per vehicle**. This will be for all public events, **including Trade Shows**. This increase in parking will allow us to continue with the care and updates to our parking lot areas. We are excited that we are able to add a much-needed cross-walk to 17th Street later this Fall/Winter. As our operations have grown and evolved, so have the logistics involved in managing on-site services. The increasing complexity of our business and the need to ensure fair and efficient access for all attendees and vendors, **we will no longer be able to offer parking buyouts unless you are renting the entire grounds**. We appreciate your understanding as we work to streamline our services and create the best possible experience for everyone involved.

## **PAYMENT SCHEDULE**

It is the intent of the OSFEC to avoid post-event “accounts receivables” and, in most cases, full payment of facility rental and fee(s) will be due before the event occurs. This applies to all Expo Clients (Client) at this facility. The pre-payment schedule will be clearly shown on the Facility Use Agreement and is subject to the Event Representatives discretion:

A deposit equal to 50% of the facility rental fee is due at the time of signing. If the event is canceled after payment is received, the deposit amount **will not be refunded**.

- a) The remaining 50% of the facility rental fee, will be due no later than **20 days prior to your move in** (Overpayments will be refunded, within 45 days of reconciled invoice.)
- b) Any additional charges or fees incurred during the event, above and beyond the original estimated charges, will be invoiced post-event.

The specific due dates will be indicated on the Facility Use Agreement.

Additional fees may be incurred and include but are not limited to such charges as electrical orders, accessories, labor, trash removal, additional cleaning, or damage charges.

### **After-Event Invoicing**

In such cases where the client is to be invoiced after the event has taken place, payment must be paid in full by the due date. Failure to pay by the due date will result in the client being determined Past Due and will result in interest accumulation (18% annual rate), or account being turned over to a collection agency and may result in disqualification from having future events at the OSFEC.

Accounts not paid within the terms of this contract will be subject to an assessment of one and one-half percent monthly on any unpaid balance owing to OSFEC.

### **Invoice Disputes**

OSFEC understands, at times, you may have some questions or concerns regarding your invoiced billing. **Dispute notifications must be communicated by email within 30 days of final invoice for any inquiry or dispute**. Management will review your dispute and work towards a timely resolution with their determination. OSFEC will not accept disputes following the 30-day time period of final invoices.

### **Cash Payments**

Clients paying with cash must receive an official OSFEC receipt at the time such payments are made.

## **PHOTOGRAPHY / VIDEO**

OSFEC reserves the right to photograph, videotape or record any event for its own records, publicity and promotional purposes. Your Event Representative will discuss with you if your event is chosen for these activities.

## **PUBLICITY AND PROMOTION**

Publicity and promotion of your event will help ensure your event is successful and well attended. Your Event Representative will assist in posting information about your event on the OSFEC website. Please supply this information promptly after signing the Facility Use Agreement. For the use of the facility name (Oregon State Fair & Exposition Center) in publications, advertisements and other media, requests shall be submitted to your Event Representative prior to publication or promotion of a public event.

## **RATES AND FEES**

Call your Event Representative for a quote.

## **READERBOARDS**

Advertising reader board space is limited at OSFEC. Every effort will be made to include your public event's information.

## **RECYCLING**

See "Garbage Removal/Recycling.")

## **ROOM CAPACITIES**

Room capacities vary widely depending upon the event's specific functional requirements regarding seating arrangements, staging, dance floor, food/beverage service needs and audio/visual set-up, etc. It is necessary to discuss your proposed event function details with your Event Representative to ensure safe and appropriate allocation of space. General room capacity information is available on the OSFEC website, under the heading "Facilities" at [oregonstateexpo.org](http://oregonstateexpo.org).

## **SECURITY / POLICE**

Client may be required to hire a specified number of security personnel as outlined by your Event Representative, alcohol provider and from approved security contractor(s) at the contractor's established rate. Please contact your Event Representative for detailed information regarding the above requirement, or if your event requires any specialized security needs. Security must be the last to leave the OSFEC premises.

No unauthorized sales or vending on property. Unless you have a valid OSF vendor license, it is a Class D violation to conduct business on the property of the Oregon State Fair and Exposition Center. **ORS 565.610**.

You are entering an area where there are public buildings. Unless exempted under **ORS 166.370**, any person who intentionally possesses a loaded or unloaded firearm or a dangerous weapon while in, on, or adjacent to a public building shall upon conviction be guilty of a Class C felony. **NOTE:** In accordance with the law, you will be required to show proper I.D. if you are carrying a concealed weapon onto the Oregon State Fairgrounds and Exposition Center property. **ORS 166.370, 166.291, 166.292, 166.360(9) and 166.380.**

## **SET-UP INSTRUCTIONS**

The OSFEC will require complete information on the physical set-up of your event such as the utility needs no later than **ten (10) working days** prior to the event. It is imperative that you review all event details with your Event Representative as soon as the information is known to ensure all event needs can be met, and to help eliminate late charges for last minute changes. Placing your Event Representative on your exhibitor and/or delegate mailing list will keep them better informed about your event and enable the OSFEC to anticipate aspects of your event. OSFEC does not restrict exhibitors from carrying their own material or setting up their exhibits. All vehicles, once unloaded, are required to exit immediately from the exhibit and/or fire lane area. Clients

and exhibitors are required to bring their own tools, ladders, brooms, hand trucks and other items required to build or transport exhibit materials, tools, carts etc. OSFEC materials and tools cannot be loaned to anyone.

#### **SIGNS AND BANNERS**

Signs, banners and posters may not be attached to any part of the OSFEC's facilities' surfaces or to any of the furnishings or fixtures of the facility without prior approval from the Event Representative. The OSFEC has specific approved areas and methods for banner(s) hanging inside or outside the buildings and facilities.

#### **SMOKING, VAPING AND MARIJUANA**

OSFEC does not allow smoking or vaping in buildings and structures. Smoking or vaping is allowed outside the buildings, at least 10 feet from any entrance. The use, sale or possession of Marijuana not permitted at the OSFEC. Individuals in violation of this policy may be asked to leave the premises.

#### **SOUND SYSTEM**

The in-house sound system located in some of the OSFEC's facilities may require supplemental sound equipment depending on your event's production requirements. No outdoor paging system is available. For detailed information that is specific to your event needs, please contact your Event Representative.

#### **SPEED LIMIT**

For the safety of all patrons, clients and exhibitors, the maximum speed limit on the OSFEC grounds is 10 MPH.

#### **WEBSITE**

[www.oregonstateexpo.org](http://www.oregonstateexpo.org)

OSFEC's website contains valuable information about onsite services, room capacities, upcoming events, exhibitor and attendee information, rules and regulations. Your Event Representative will provide an event information form to you for completion in order to have the most accurate details to post your event on the OSFEC website and Events Calendar. OSFEC reserves the right to post public events on the Calendar of Events, and Social Media. This is not a guarantee that your event will be posted.

#### **WI-FI and INTERNET**

Non-secure, free Wi-Fi may be available in Jackman-Long Building, Cascade Hall, Columbia Hall, the Pavilion and Garden (Floral) Building. This service is complimentary and subject to availability.

# **Oregon State Fair & Exposition Center**

## **Directions to the OSFEC in Salem, Oregon**

### **From the South**

Take I-5 northbound to Exit 253 and turn left at the signal. Follow Mission Street to 17<sup>th</sup> Street and turn right onto 17<sup>th</sup> Street. Follow 17<sup>th</sup> Street all the way to the OSFEC grounds. The OSFEC property begins on the corner of 17<sup>th</sup> Street and Sunview Avenue. The main office is located at 2330 17<sup>th</sup> Street in the Jackman-Long Building.

### **From the North**

Take I-5 southbound to Exit 258 (Portland Road). Turn right onto Portland Road and continue to Lana Avenue. Turn left onto Lana and continue to the first light at Silverton Road. Turn right on Silverton Road and continue to the next light at 17<sup>th</sup> Street. Turn left onto 17<sup>th</sup> Street. The main office is located at 2330 17<sup>th</sup> Street in the Jackman-Long Building.

### **From the East**

Travel west on Hwy 22 and follow, it turns into Mission Street. Follow Mission Street to 17<sup>th</sup> Street, turn right and continue on 17<sup>th</sup> Street to the OSFEC grounds. The OSFEC property begins on the corner of 17<sup>th</sup> Street and Sunnyview Road. The main office is located at 2330 17<sup>th</sup> Street in the Jackman-Long Building.

### **From the West**

Travel east on Hwy 22. Cross over Center Street Bridge and continue east on Center Street to Capitol Street. Turn left on Capitol Street, and follow to Sunview Road. Turn right onto Sunnyview Road to 17<sup>th</sup> Street. Turn left onto 17<sup>th</sup> Street and continue to OSFEC property. The main office is located at 2330 17<sup>th</sup> Street in the Jackman-Long Building.