



*Oregon Flock & Fiber Festival*

**2023 Marketplace Vendor Handbook**

<b>OFFF MISSION</b>	<b>2</b>
Handbook Purpose	3
2023 Dates and Location	3
Vendor Application, Due Dates & Acceptance Notification	3
Deadlines/ Timeline	3
Lease Agreement	4
Leased Space, Electricity, Equipment	4
Refund Policy and Cancellations	4
Booth Space	4
Shared Booth Space	5
Vendor Products	5
Images	5
Insurance	6
Vendor Sales, Promotions, Giveaways, and Raffles	6
Vendor, Employee and Vendor Assistant Relationship	6
Booth Set-Up Dates & Times	7
Booth Tear-Down Dates & Times	7
Parking/Load-in/Load-out (please read carefully)	7
Vendor Walk-In and Walk-Out Procedure for Un/Loading:	8
Vendor Drive-Up Procedure for Un/Loading:	8
Parking Rules	8
Questions	9
Complaints, Problem Solving, & Grievances	9
Photo release	9
Policies Recap	9

## **OFFF MISSION**

Our mission is to exhibit and demonstrate the full spectrum of natural fibers (plant and animal) from beginning to end, from the animal or raw fiber to the finished product. We celebrate all fiber arts, and every craft, from weaving to felting to basketmaking, is represented at the festival. The festival includes three days of workshops, and a weekend filled with demonstrations, livestock shows, seminars, kids' activities, and an expansive marketplace for a wide array of fiber goods and accessories.

## **Handbook Purpose**

The OFFF Marketplace Vendor Handbook will serve to make clear to all Vendors their responsibilities, and what to expect from the Oregon Flock and Fiber Festival Committee and its volunteers.

The Oregon Flock and Fiber Festival is entirely put on by a dedicated team of Committee volunteers and community volunteers, and we wish all of you to have an enjoyable and profitable festival!

## **2023 Dates and Location**

OFFF will be held on October 13-15, 2023 at the Linn Co. Fairgrounds and Event Center in Albany, Oregon. The Vendor Marketplace portion of the festival is open to the public on Saturday from 9:00 a.m. to 5:00 p.m. and on Sunday from 9:00 a.m. to 4:00 p.m.. Set up for Vendors will be on Friday October 13, 2023.

## **Vendor Application, Due Dates & Acceptance Notification**

Registration for OFFF 2023 will begin April 1, 2023. If you are a returning Vendor, you will be emailed the link to fill out the application. All returning vendor applications are due no later than April 15th, 2023. All applications received after the deadline will be put on the waitlist. Vendor acceptance notification will be sent by email no later than April 16, 2023. An invoice payment link will be sent separately and shortly following acceptance notification. Booth space is NOT guaranteed until written confirmation and payment is received and acknowledged by the Vendor Chair or Vendor Assistant. Vendors have until April 30, 2023, to pay the invoice. If payment is not received by that date, the booth space shall be forfeited. Insurance coverage forms must be received by the vendor chair by September 1, 2023.

### **Deadlines/ Timeline**

- April 1, 2023: Application invitations from OFFF go out to returning Vendors.
- April 15, 2023: Returned/Completed application deadline.
- Applications received after April 15, 2023 will be moved to the waitlist.
- April 16, 2023: Acceptance Notification and Invoice sent to Vendors
- April 30, 2023: Invoice payment due.

## **Lease Agreement**

Every individual or company doing business on the Linn County Expo Center during Oregon Flock and Fiber Festival must have a signed lease agreement regarding their activity. By completing your application, being accepted and remitting payment for your space, you are, in effect, entering a lease agreement.

For Marketplace Vendors, your space will be marked with chalk on the floor with a business name tag facing front to the aisle way. If the chalk has worn off when you arrive, please ask the Vendor Chair or a Vendor Assistant for clarification.

## **Leased Space, Electricity, Equipment**

Booth spaces are 10' x 10' or 10' x 12'. Rates are specified in the application.

There is a maximum purchase limit of 2 spaces per vendor, company, or organization. Do not ask for additional spaces.

Electricity is available at the rate specified in the application.

Linn County Expo Center has 8' x 30" tables and chairs that can be rented through OFFF at the rates specified in the application.

## **Refund Policy and Cancellations**

All monies delivered to the festival in connection with leased space are non-refundable unless otherwise determined by the Vendor Chair. Vendor refunds will be considered on a case-by-case request. If you need to cancel your space for OFFF 2023, please do so with the Vendor Chair as early as possible.

Generally, if your request is received on or before September 1, 2023 and if the Vendor Chair can fill your space from the waitlist, you will receive a refund minus a \$15 fee. After that date refunds will not be issued.

## **Booth Space**

Each space is expected to include within that space's footprint: your product, grid walls, tables, chairs, shelves, other display items, signs, lighting, banners, and decorations, etc. which are used specifically for vendor operation or storage. If your booth items extend beyond your allotted space, into aisle areas, or your vendor neighbor, you will be asked to move whatever is outside your space back into your space. Your booth and your neighbor's booth must be clearly distinguished as two separate businesses by display, tables, grids, etc.

Only those who have opted for electricity in their application, paid for electricity, and are located in the electric grid area, can plug into the Expo Center power grid.

## **Shared Booth Space**

Two Vendors may share a booth. Each Vendor must complete an application in full. Both parties must complete an application before the application is considered complete. Each Vendor must provide proof of business insurance.

Only one Vendor in a Shared Booth may order the booth and equipment for both parties. The invoice may be paid by one Vendor, or split between Vendors. The application form accommodates these requirements and is self-explanatory. Regardless of invoicing option, payment must be made in full by the deadline or the entire booth space may be forfeited.

## **Vendor Products**

Vendors are expected to submit 1-3 pictures of their work. In selecting Vendors for admission to the festival, preference will be given to those selling their own handmade items, fiber related items, or items from their farm. Over 50% of the items in any given booth need to meet these criteria in order to receive this preference. If you are a dealer of fiber/animal related equipment, allowances on the 50% will be made. The festival reserves the right to limit an inventory, and items may not be added or changed without the approval of the Vendor Chair. Storage areas (containing product, equipment, etc.) are to be concealed so as to blend in with the booth. Once an application has been approved, a Vendor must submit a written request for inventory changes, additions, or deletions for subsequent approval by the Vendor Chair.

## **Images**

Vendors are asked to upload one image of their booth or products if they are a returning vendor. New Vendors are asked to upload one to three images. All images are requested to be low resolution of not more than 1MB each.

## **Insurance**

Limited liability insurance coverage (\$1,000,000 coverage) is required for all Vendors. Insurance forms must be to the Vendor Chair by September 1, 2023, unless previously agreed to be received at a later date by the Vendor Chair.

Insurance coverage will list Oregon Flock and Fiber Festival and Committee as additional insured.

OFFFs address is:

30881 SW Bald Peak Rd

Hillsboro, OR 97123

Address of the event is the Linn Co. Event Center.

The form can be emailed to [offfvendorchair@gmail.com](mailto:offfvendorchair@gmail.com)

## **Vendor Sales, Promotions, Giveaways, and Raffles**

All sales must be made from within the confines of the booth display area that has been leased from OFFF.

Tacking, posting, or placing of any advertisement, bill, sign, banner, or printed matter other than within your booth space is prohibited.

No broadcasting from any sound system from any booth space is permitted.

No announcements about your business activities will be made by OFFF chairpersons.

No raffles by Vendors are allowed at OFFF.

## **Vendor, Employee and Vendor Assistant Relationship**

It is agreed that The Oregon Flock and Fiber Festival shall have no control of management over the Vendor, the Vendor's assistants or employees, or independent contractors. Any complaints received from visitors or customers at OFFF will be communicated to the Vendor, and the festival committee has the right to arbitrate conditions for a satisfactory conclusion to all parties concerned.

In short, all Vendors and their assistants/employees are expected to behave in a professional manner with patrons, Vendors' staff, other vendors, community volunteers and the festival's volunteers. The Vendor Chair and the OFFF Committee shall make the final decision as to whether a Vendor's behavior has become unprofessional. Failure to behave professionally can result in a Vendor being required to leave immediately or not being allowed to return the following year.

## **Booth Set-Up Dates & Times**

Upon arrival, *all Vendors must check in* with the Vendor Chair or their Assistant before starting set-up, to verify space location, and pick up their Vendor goody bag.

**Vendors may start checking in at 10:00 am on Friday, October 13, 2023.** Set-up must be completed, and booths must be up and running by the time the OFFF opens to the

public at 9:00 am, Saturday, October 14, 2023. Vendors that are volunteers may be allowed to set up earlier.

## **Booth Tear-Down Dates & Times**

**No load-out will be allowed to begin until *after 4:00 pm on Sunday, October 15, 2023.*** If you can walk your belongings to your vehicle, you may do so, and you do not need to check in with the Vendor Chair.

If you need to drive your vehicle closer to the door, you must check in with the Vendor Chair or Assistant *before* getting your vehicle. You may then move your vehicle into the wait line. The Parking Attendants will direct you to a space to park to load.

Vendors must remove all property/belongings no later than 9:00 pm Sunday evening.

## **Parking/Load-in/Load-out (*please read carefully*)**

1. **All Vendors must Check-In on Friday** with the Vendor Chair at the loading door before commencing Load-In regardless of vehicle size or need for vehicle proximity to loading doors.
2. Vendors are not permitted to permanently park in the first four closest spaces of every parking row nearest the expo hall doors at any time.
3. No vehicles are to back in or block any doorways at any time without permission from the Parking Attendant, and only for the purpose of loading and unloading.
4. All Vendors, regardless of load-in and load out needs, are expected to unload/load as quickly as possible and immediately move vehicle(s) away from the loading zone when finished.
5. DO NOT leave your vehicle unattended in the un/loading zone for an extended period of time at any time (ie. to use the bathroom, make a phone call, etc.).
6. No one will be allowed to pull their vehicle up to the doors for load-out until their booth is fully packed and they are given the approval of the Vendor Chair.
7. Please respect your fellow Vendors' needs, work cooperatively and patiently, and follow all rules for the safety and convenience of everyone.
8. Failure to follow these rules may result in not being invited back as a Vendor at OFFF Marketplace.

## Vendor Walk-In and Walk-Out Procedure for Un/Loading:

If you can Walk-In your product and booth set up on Friday, you may do so *after* checking in with the Vendor Chair at the middle loading door as you face the building. If you Walk-In or Walk-Out, on either Friday or Sunday, you may park in the first 4 spaces of the parking rows *only with permission from, and under the direction of*, the Parking Attendant.

You may also Walk-in or Walk-Out on Sunday or Friday if you park your vehicle in spaces further out from the doors away from the designated loading zone.

If you Walk-Out your booth on Sunday, you do not need to check in with the Vendor Chair before commencing. On Friday and Sunday, if you use any of the first four spaces in any row, you must do so with the Parking Attendant's permission, and you must move your vehicle to the back of the lot or off the property, immediately after your move is complete.

## Vendor Drive-Up Procedure for Un/Loading:

If you need your vehicle, trailer, etc. as close as possible to the doors to unload/load on any day, you must check in with the Vendor Chair. The Parking Attendant will direct you and your vehicle to the waiting line and the spaces closest to the doors to temporarily park. The Parking Attendant has the full authority to organize the waiting line. You may check in with the Vendor Chair while waiting in line to unload.

Unload/load your vehicles as quickly as possible and move your vehicles out of the loading area immediately after your move is complete.

Vendors must remove all property and belongings no later than 9:00 pm Sunday evening following the close of the event.

## Parking Rules

- During Load-in and Load-Out, the first four parking spaces of each row will be exclusively used for this process under the direction of the Parking Attendant.
- During regular, public show hours, the first four spaces of each row used during the unloading/loading process will be used exclusively as Handicapped Parking for handicap-qualified vendors.
- Large trucks and ALL cargo trailers MUST park in the gravel area in the front of the building off the main parking lot in accordance with Linn County Expo Center policy.
- No one will be allowed to pull their vehicle up to load-out until their booth is fully packed up and you are given the approval of the Vendor Chair.



## Questions

Questions, concerns, ideas, and anything else can be directed to the Vendor Chair.

## Complaints, Problem Solving, & Grievances

Vendor complaints must be taken up with the Vendor Chair. If not satisfied, a written statement must be presented to the Festival Chairperson who will proceed to the OFFF Committee if necessary.

## Photo release

You release the right to OFFF to use photos taken during the event in advertising, marketing, and promoting of the OFFF.

## Policies Recap

I, and anyone working in my booth, will follow these policies, and all Expo Center rules at all times. I understand that if I fail to follow these policies, I will not be invited back as a Vendor and could be asked to leave the festival early.

1. The Vendor Chair must pre-approve all shared spaces.
2. The lease agreements are not transferable to another Vendor. I will not sublet or give away my space to anyone. This means I will not allow another Vendor/friend to vend in my space or to use my space with their signage and product in my absence without prior approval. Doing so will remove me and them from being a Vendor at OFFF in the future.
3. All updates to a Vendor's application (products, sharing, equipment, etc.) must be submitted in a timely manner before the event.
4. Vendors shall not exhibit, sell, or give away any products not listed on the lease agreement application, nor shall they exhibit any advertising material not directly pertaining to the products listed therein and previously approved.
5. When sharing a booth, all parties will have proof of insurance.
6. I will bring my own power cords if I have paid for electricity.
7. I will use one plug for the prepaid electricity I purchased.

8. I will bring my own tables and chairs unless I have prepaid to rent them from the Expo Center through OFFF.
9. I will submit my vehicle(s) license plate numbers with my application or to the Vendor Chair at check-in on Friday.
10. **Load in** - I will check in with the Vendor Chair or Assistant before unloading. I will unload as quickly as possible, and immediately move my vehicle out of driveways/loading areas in accordance with the guidelines specified in this handbook.
11. I understand the Linn Co. Expo Center rules require a 10-foot walkway in all areas of the buildings.
12. My product, display props and structures, chairs, and myself must be working from inside my leased space. I will be asked to move items that are in the walkways. If I refuse, I will be asked to leave the event and will not be invited back in future years.
13. Vendors must be in full operation by 9:00 am each day. All booths must be open to the public and staffed by a competent attendant during the festival's published hours. You are to be open for business the entire time. Departures from this policy must be pre approved by the Vendor Chair.
14. All sales must be made from within the confines of the Vendor booth display space that has been leased from and assigned by OFFF.
15. No broadcasting any sound system from booth spaces is permitted at any time.
16. Tacking, posting, or placing of any advertisement, bill, sign, banner, or printed matter anywhere other than within your booth space is prohibited.
17. Raffles of any kind are not permitted by Vendors during OFFF.
18. No announcements about your business will be made by OFFF chairpersons.
19. Any change of location to another space will be determined at the discretion of the Vendor Chair according to space availability.
20. When necessary, a Vendor's space may be changed to a location different from the previous year.
21. All spaces are leased on an "as is, where is" basis.
22. I have read and understand the cancellation policy.

23. Vendors from the previous festival season do not have an automatic right of return for future seasons.
24. If you start to pack up before 4:00 pm on Sunday, you will not be invited back the next year.
25. I have read and will abide by all rules outlined in the **Parking/Load-in/Load-out** section of this handbook. I have shared this information with my employees, helpers and assistants. I have read and I understand the consequences of failing to follow these rules.
26. I and any helpers/employees/etc will park all vehicles and trailers in the designated areas as described in the Parking section and subsections of this handbook.
27. I understand all members of the OFFF Committee are volunteers, and that additional people volunteer from the community. I will follow their instructions and treat them with respect.
28. I understand that if I fail to follow this policy, I will not be invited back as a Vendor.
29. Vendors who have violated regulations may be issued a verbal or written warning, and at the discretion of the Vendor Chair, may not be allowed to return to future festivals. If a Vendor does not agree with the Vendor Chair's decision, regarding a failure to follow these rules, an appeal can be made to the OFFF Committee.

Thank you for participating in OFFF and helping to ensure all vendors and volunteers have a safe, prosperous, fun and enjoyable event!