

2011 Coburg Antique Fair - Food Booth Participant:

We wish to thank you for your interest in participation in the 24th Coburg Antique Fair and hope this will be a profitable experience for you. We have planned an aggressive ad campaign and are anticipating large crowds (20,000 – 30,000) so please come prepared with food and staff. We are looking forward to caring on the traditions of *great food, outstanding antiques* and *fun entertainment*.

To ease confusion and congestion during the early Sunday set-up we ask that **all food vendors set up their booth or trailer the evening before Saturday, Sept. 10 between 4 pm and 8pm**. We will have a crew on site to assist placement during that time. **Because we use the space where food vendors set –up to stage all of the tables and chair we are unable to accommodate some food vendors before 1:00 pm**. I know that for some of you have several events going on during this weekend. The University of Oregon will be playing Nevada on Saturday, September 10th (time to be announced) which will create a conflict for some of you who will be selling at this event as well.

To sell at this public event you must provide us with an insurance binder and meet the Lane County requirement to sell food at such events. Be sure to obtain your temporary restaurant license from Lane County Health Department, 125 E 8th Ave., Eugene, OR 97401.

We also require you to provide us with your menu. You will only be allowed to sell the food items you have listed on your menu. To keep duplications of food items to a minimum, any menu item you served last year you have first priority to sell this year. Any new food item is on a first come basis. **If you have additions you must contact us to be able to sell them at the fair.**

The Coburg Antique Fair provides your customers with tables and chairs in the center of Pavilion Park where they can enjoy their meals and snacks while listening to the live entertainment. Please bring what ever additional table and chair you will need for the day.

If you paid for electricity, it will be up and running Saturday at 4:00 pm, so vendors using electricity for cooling can stock Saturday. Or, you can bring additional food stock during the early morning set up between 4:00am and 7:30am.

Please park your vehicle at Monaco. The shuttle for food/antique vendors and their staff will run from 4:00 a.m. to 7:00 a.m. when the customer shuttle will start. You are welcome to ride on the customer shuttle at any time.

Shoppers come as early as 4:00 am armed with flashlights in hand, so if you offer coffee or morning items, you may wish to open early. Shoppers leave fairly promptly at 4 pm so you can begin tear down right at 4 pm.

We are looking forward to another great show,

Roxann Emmons, Promoter

Coburg Chamber of Commerce

Coburg Antique Fair

Always the first
Sunday after Labor
Day



Antiques at their
Best!

Sunday

September 11, 2011

Sponsored by the
Coburg Chamber of
Commerce

Po Box 8275

Coburg, OR 97408

541-357-7055

Coburgantique@gmail.com

www.coburgorchamber.org

Out of the ordinary...

Not out of the way!

TERMS AND CONDITIONS / Official Rules of Coburg Antique Fair

The following terms and conditions define the agreement between you as the EXHIBITOR and Coburg Chamber of Commerce as SHOW MANAGEMENT. Participating in the show is contingent on agreeing to, as well as adhering to, these rules.

1. **LAWS, RULES AND REGULATIONS:** All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. The Exhibitor agrees to keep all merchandise and other equipment within the marked boundaries of the booth.
2. **SPACE RENTAL:** Each Agreement between Exhibitor and Show Management will designate a space area or booth number in conformity with the lay out for the show. The Agreement will also indicate the approximate dimensions of the rented space. Due to last minute changes that might be unforeseen by the Show Management the Exhibitor may be required to relocate. (I.E. road work, construction, traffic issues)
3. **BLOCK CAPTAIN:** Exhibitor is required to follow the instructions given to them by their block Captain to insure smooth unloading and loading of merchandise. Any Exhibitor who will not follow the instructions from their block captain may be asked to leave the show and will not be allowed to return as an exhibitor.
4. **BOOTH STAFFING:** The Exhibitor agrees that the booth under contract will be open and adequately staffed during the show hours. In the event the Exhibitor does not arrive to fill their space (a no show) by 7:30 am on Sunday, the consequences will be that the exhibitor will not be invited to return. Show Management will then occupy said space in such manner as it may deem best for the interest of the show. In the event of a no show, Show Management will retain all funds, no refund will be made and any outstanding balance will still be due.
5. **CONTENT OF BOOTH:** Show Management reserves the right to approve the contents and character of all exhibits and reserves the right to prohibit or expel any merchandise that is out of keeping with the character of the show. **The following items will NOT be allowed: Beanie Babies, New Crafts, reproductions, New Taiwan or Mexican wire-ware or cast iron, New Bubble-packed Toys, plants or vegetables, flowers, food in non food booths, fireworks, exploding devices or flammable devices, No Merchandise newer than 1965. Adult items, or items not intended for family viewing are to be displayed where young children cannot view them.**
6. **RELEASE AND HOLD HARMLESS AGREEMENT:** This request to reserve vendors space constitutes an express contractual agreement between myself and Coburg Chamber of Commerce and it is understood and agreed that by signing this agreement I fully and finally release and hold harmless both Coburg Chamber of Commerce, its agents, and employees, and the City of Coburg, and its agents and employees from any and all liability for all claims of every nature and kind whatsoever, including death, personal injury, loss, theft, or damages to personal property, whether or not caused by Coburg Chamber of Commerce or City of Coburg own negligence or the negligence of their agents and employees.
7. **INSURANCE:** Exhibitor is responsible for obtaining its own insurance coverage to insure against theft, fire, smoke, flood, or any other loss or casualty.
8. **SECURITY:** The show doesn't provide any additional security other than the Coburg Police Department. Coburg Chamber of Commerce shall not be liable for theft or breakage. The Exhibitor agrees not to hold Coburg Chamber of Commerce or City of Coburg responsible for loss, theft, fire, destruction or damage in any manner to the Exhibitor's property. The Exhibitor further agrees to indemnify, defend and hold Coburg Chamber of Commerce and City of Coburg harmless from damage due to any injury to person or property caused by negligence of the Exhibitor or the Exhibitor's employees.
9. **PAYMENT/CANCELLATION POLICIES:** We accept checks that are postdated to May 1. In the event of the need to cancel, a full refund will be made provided that the cancellation is received prior to May 1. Any cancellation made after May 1 but before August 1 will be charged a \$50.00 cancellation fee. No refund will be made for cancellations made after Aug. 1.
10. **SHOW CANCELLATION:** Cancellation or rescheduling of show – In the event of cancellation or interruption of the event due to fire, strikes, government regulations, war, act of God, or any other cause that makes it impossible to conduct the show, your contract will terminate and the exhibitor will waive any claim for damages. If, for any reason the location of the show is changed, no refund will be made, but Show Management must be able to assign exhibitors space in lieu of original space.
11. **BOOTH OR SPACE SHARING:** Subletting or donation of space partially or in its entirety is not permissible without the consent of Show Management.
12. **SIGNAGE:** All booth signage will be subject to the approval of Show Management. **No signs indicating a reduction in price are allowed.** You may be asked to remove signs or signs may be removed by Show Management in order for the show to maintain a professional appearance.
13. **No sales are allowed prior to 4:00 am Sunday morning. Our customers expect a fresh show. Any dealer selling items prior to the show opening will be asked to leave the show.**

24th Annual Coburg Antique Fair

Food Vendor Contract

Sunday September 12, 2010

Contact Name _____ Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone (____) _____ Cell Phone (____) _____ email _____

Licensed Mobile Unit # _____ County _____

_____ Number of Space(s) Unit Size: W _____ D _____ H _____ (10x10 = one space) \$160.00 per space

_____ Number of Tables - \$15.00 per table

_____ Electrical Connections: 110 _____ or 220 _____ Total Wattage Required: _____

(Divided total wattage by 2200 = number of elec. Connections needed) \$25.00 per connection



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Signature: _____ Date _____

My signature confirms that I agree to hold harmless the City of Coburg and Coburg Chamber of Commerce from responsibility or any liability for any injury, damage, and financial loss to my body or property. I have read the "Official Rules" and hereby agree to abide by them.

Check out our web site for additional "Official Rules", maps, "Registration Forms" and other information
www.coburgorchamber.org

Questions 541-357-7055 Coburg Antique Mall. Roxann Emmons, Promoter

Make checks payable to Coburg Chamber of Commerce