

2026

COMMERCIAL VENDOR HANDBOOK



**The Yamhill County Fair & Rodeo is
JULY 29 – AUGUST 1, 2026
THRILLS, SQUEALS & FERRIS WHEELS**

**THIS HANDBOOK APPLIES TO ALL
NEW AND RETURNING EXHIBITORS.**



**CASCADE
ARENA
RODEO & DERBY**



MAIN PARKING LOT

THIS HANDBOOK IS PART OF YOUR CONTRACT!

Oregon’s oldest fair welcomes you to the 172ND anniversary of the first Yamhill County Fair and Rodeo (YCF&R). As a vendor at the Yamhill County Fair, it is your responsibility to be familiar with the information, rules, conditions, and provisions included in this handbook. Unless specifically addressed within your 2026 contract all the provisions within this handbook apply to all vendors.

FAIR DATES AND HOURS OF OPERATION

All booths are required to be open for business and staffed during the following hours:

- **Wednesday July 29, 2026, through Friday JULY 31, 2026: 10:00 am – 10:00 pm***, and
- **Saturday August 1, 2026: 10:00 am – 11:00 pm***

On Saturday August 1, 2026, Booths may not tear down until most fair visitors have departed and no earlier than 11:30 p.m. Vehicles will not be allowed within the fairgrounds to remove booths or other materials until YCF&R management determines that most of the public have exited the fair and it is safe to allow vehicles in the fairgrounds. The earliest vehicles that will be allowed within the fairgrounds, including midways to support removal of booths, supplies and equipment will be midnight Sunday August 2ST.

* The YCF&R is open to the public from 10:00 a.m.–11:00 p.m. July 29TH and 30TH, and from 10:00 a.m.–midnight July 31st and August 1st. Vendors may choose to open their booths earlier than 10:00 a.m. to accommodate exhibitors and others on the fairgrounds, or to close later than the times listed above. Gates to the fair will open at 6:00 a.m. all 4 days.

KEY DATES FOR THE 2026 YAMHILL COUNTY FAIR AND RODEO

February 15 th	Applications 2026 Booth Spaces available
April 1 st	Returning vendors application due if same space as previous year requested
May 1 st	All Vendor space applications are due (applications received after this will be assigned a space only if a space in the category is available)
June 1 st	Signed contracts due to fair office
June 15 th	Last day to cancel and receive a refund of fees paid (less non-refundable deposit)
July 1 st	Insurance Certificates due to fair office
July 27 th & 28 th	Fair move in
July 29 th – Aug 1 st	Yamhill County Fair and Rodeo
Aug 2 nd	Move-Out

APPLICATION

All potential vendors, returning or new, must fill out an application to be considered for vendor space at the 2026 YCF&R. The application can be found on the website www.yamhillcountyfairs.com. If requested, a copy of the application can be sent to you by email. Please contact the fair office at fair@yamhillcounty.gov to request an emailed copy of the application form. The Commercial Exhibitors Application must be filled out in its entirety and submitted to the YCF&R, with the required deposit at the address below. The application requires you to select your preferred booth size. Returning vendors will be given first right of refusal for the space held in the prior year if their application is received by April 1, 2026.

Return completed applications in person or by mail to:

Yamhill County Fair & Rodeo
2070 NE Lafayette Ave,
McMinnville, OR, 97128

Or by email to fair@yamhillcounty.gov

Previous vendor applications must be received by April 1, 2026, to be assigned to your prior booth space. All Applications must be received by May 1, 2026, to be considered in the initial space assignment process. Applications received after that date will be considered on a space available basis only.

INSURANCE

No later than July 1, 2026, all vendors shall supply a Certificate of Comprehensive General liability Insurance covering personal injury and property damage with at least \$2,000,000 limit per occurrence and \$4,000,000 in aggregate coverage listing the Yamhill County Fair and Rodeo, Yamhill County, Yamhill County Fair Board, their officers, elected officials, employees and volunteers as additional insured. Failure to supply the correct insurance certificate by the deadline will result in termination of your contract without refund.

PAYMENTS

Approved applicants will receive a contract to review and sign. The signed contracts are due no later than June 1, 2026. A deposit of \$100.00, which will be credited to the balance due, must accompany the application for space. Once a space is assigned, the deposit will become non-refundable. The remaining contract balance is due on or before June 15, 2026. If the signed contract is not received by June 1, 2026, or the final payment is not received by June 15, 2026, the Yamhill County Fair and Rodeo reserves the right to assign the allocated space to another vendor. **NO REFUNDS will be given for any reason after June 15, 2026.** Visa, MasterCard, Personal or Business Checks, Cashier's Check or Money Order are the only types of payments that are accepted. Personal and Business Checks are not accepted after July 1st, 2026.

NON-LICENSED PRODUCTS

Counterfeit Merchandise is illegal and is strictly forbidden. You are in violation if you knowingly intend to sell unlicensed merchandise that has a counterfeit logo, graphic or brand name that is identical to or substantially indistinguishable from a registered trademark. For further information on trademark counterfeiting, see Oregon Revised Statutes (ORS) 647.135.

PARKING AND ATTENDANCE PASSES

Parking passes provided in accordance with the Vendors contract are NOT a guarantee of a parking space. If the Parking lots are filled, there is no guaranteed parking space available to the vendor and the YCF&R will not refund any portion of the booth rental fees. Parking of personal or other vehicles on the fairgrounds, other than in the designated parking lot is strictly prohibited unless specifically allowed in the vendor's contract.

Fair attendance passes must be kept by the individual using the pass each day and may be used to admit only one person each day of the fair. Prior to fair you will be contacted to provide your list of employees or volunteers. Vendors will not be allowed to remain in booths overnight.

Fair attendance and parking passes are for the sole use of the vendor, their employees or others actively working in the assigned booth space. Fair Attendance and Parking passes provided to the vendor pursuant to their contract may NOT be sold or otherwise distributed. Vendors found to have sold or offered for sale attendance or parking passes provided pursuant to their contract will not be allowed to participate in future YCF&R events.

CANCELLATION/REFUNDS

Vendors cancelling space after June 15, 2026, will forfeit all amounts paid. Cancellations on or before June 15, 2026, will forfeit the non-refundable deposit. In the event the Vendor fails to comply with terms and conditions of the contract, all payments for vendor space shall be deemed earned and nonrefundable by the YCF&R and the YCF&R shall have the right to assign the space in any manner in the best interest of the fair without further notice to the vendor. In the event that the YCF&R is cancelled by the Fair Board all booth fees shall be refunded.

UTILITIES ON THE FAIRGROUNDS

Electrical Service: One electrical outlet is provided with each booth. Additional electrical service may be provided as agreed upon in the vendor contract. The YCF&R is not responsible for any damage caused to vendors' equipment due to lack of, excess, or any other factors related to the electrical service that might cause damage to your equipment when the vendor hooks up to the electrical system.

Water Service: Water service is limited. Vendors who desire or need a water service hook-up must order and pay for this service in advance. Sewer hook-ups are not available.

RV Sites: Up to eight (8) sites will be allocated to commercial vendors. Prices are for the week of Fair. YCF&R will provide (1) 110/20-amp service for the RV site. YCF&R will not provide adapters, cords, or any other device to attach service to the RVs.

INTERNET

Limited Wi-Fi service is available in some areas of the fairgrounds. If you are in need of internet service it is suggested you provide it yourself in a secure manner. The YCF&R does not guarantee availability of internet service.

DELIVERIES

Deliveries and packages delivered to the fairgrounds before July 28, 2026, must be pre-arranged with the office. There is limited storage space for items delivered before the fair. Deliveries not pre-arranged may be refused by the YCF&R staff. The vendor is required to make arrangements to be contacted by the delivery company to coordinate delivery. All deliveries after fair opens must be arranged with the fair office to determine if the delivery is possible and the fair has the ability to move items to the vendor site. The YCF&R will make reasonable attempts to secure items delivered before the fair; however, the security of items delivered before the fair cannot be assured. The YCF&R, its employee's or contractors assume no responsibility for vendor items delivered to the fairgrounds. The vendor assumes all risk for items delivered to the fairgrounds before, during or after the fair.

VENDOR MOVE IN

Check in is between 9 a.m. – 4 p.m. Monday and Tuesday July 27th and 28th.

Upon arrival at the fairgrounds, all vendors must check in with the YCF&R office to be guided to your space. It is asked that you promptly unload your vehicle and move it to the parking lot to reduce congestion. Unless actively unloading all roadways must be cleared so that emergency vehicles can pass through.

LOAD-IN ASSISTANCE

If you need transportation, forklift, and/or a Pallet Jack to off-load/re-load items for your booth a Pallet Jack will be available on a limited basis. Please advise the fair office of your need and staff will arrange to have someone provide assistance. During peak periods there may be a significant wait. Fair staff reserve the right to determine the order in which they provide assistance to vendors.

GOLF CARTS AND UTILITY VEHICLES

All vendors are prohibited from using Golf Carts or Utility Vehicles within the fairgrounds. If you are needing transportation of goods or equipment, contact the fair office to arrange for that service.

VENDOR MOVE OUT

You may not move out until after 12:00 midnight Sunday morning. No vehicles are allowed on the grounds until after midnight, the specific time vehicles are allowed on the fairgrounds will be determined by YCF&R management, based on the number of people on the fairgrounds. This is for the safety of our guests and staff that still need to get to all points of the fairgrounds.

LABOR

The Yamhill County Fair is not responsible for, nor will it arrange to provide any kind of labor or installation, removal, or servicing of any booth space.

SECURITY

Security personnel will be on duty during all the opening hours of the Fair. Yamhill County Fair will exercise all reasonable diligence in protecting property of Vendors but will not be responsible for articles lost by fire, vandalism, or theft.

ACCIDENTS & INJURIES

In the event of an accident or injury, notify the Yamhill County Fair Office immediately. EMT's are on site, and the fair staff will notify them and they will respond immediately to area of need. For life threatening situations please dial 911 first and then the Fair Office.

WEATHER POLICY

The YCF&R cannot control the weather. There is always the chance of rain, extreme heat, or other adverse weather conditions. The Fair expects to stay open in most cases. By signing the vendor contract you are accepting the possibility of adverse weather. There will be no refunds and all booths will be expected to remain open as long as the fair remains open.

FOOD & BEVERAGE

Food or Beverages, including pre-packaged/ready to consume food or beverage items (including water) may not be sold or given away unless approval has been granted in the Vendor Agreement.

SOUNDS & PUBLIC ADDRESS

Sound devices, including but not limited to PA systems, musical instruments and radios, are subject to approval of the YCF&R. If allowed pursuant to your contract, they must be controlled so as not to interfere with others. The privilege for use of such sound devices may be revoked at any time.

PETS/SERVICE ANIMALS

Vendors may **not** bring their pets to the Fair, including in booth spaces, parking, and camping/RV areas. This includes comfort or emotional support animals, or any other non-ADA conforming animal or pet. Service Dogs are permitted per [ADA SERVICE DOG LAWS](#). Under ADA rules, a service dog must always be under the control of its owner. Service dogs are working animals – not pets. They must be trained to perform a task that is directly related to the handler's disability. A Service Dog may be removed from the premises if the dog is out of control, or the dog is not housebroken. A service dog or the handler may also be asked to leave if their service dog's actions are threatening the health or safety of other people. The Service Dog must be on leash at all times, must not be left unattended outside, and waste must be picked up immediately. These requirements apply to all vendors and all areas of the fairgrounds, including the RV area.

SUBLEASING

Vendors are prohibited from subleasing, assigning, or apportioning to another party the whole or any part of the vendor space allotted to them by the YCF&R. The allotted space is for the sole and exclusive use of the contracted vendor as listed in the contract for that space. Vendors may subcontract for its goods or services to be sold by a third-party vendor as long as such goods and services are listed on the Vendor Agreement and approved by Yamhill County Fair Management in advance of the fair.

EXHIBITORS WITH DUPLICATE PRODUCTS

Vendors at the YCF&R do not have assurance of exclusivity with their products or services. However, Fair Management reserves the right to limit the number of duplicate products or services on a case-by-case basis depending on the best needs of the fair. Whenever possible, duplicate products will be placed as far away from one another as practicable. The YCF&R is not accountable for a regional or territorial right provided by certain companies for vending their products. It is each Applicant's responsibility to know if they are restricted from being an exhibitor at the YCF&R due to such regulations or requirements of their supplier.

FIRE INSPECTIONS

All booths and furnishings are subject to the inspection of the McMinnville Fire District who may demand removal of unsafe materials. Questions concerning the flame resistance of materials to be used in booths should be referred to the McMinnville Fire District Office (phone 503-435-5800). Rugs or mats are suggested as floor coverings for your booth.

DRAWINGS FOR FREE PRIZES

The following rules apply to all vendors who wish to conduct a drawing for a free prize. These do not apply to licensed charitable raffles, which are controlled and regulated by the Oregon Department of Justice.

1. Entry forms/draw slips may ask the patron's name, address, phone number, and email ONLY. The name of the VENDOR ON THE APPLICATION MUST BE ON THE ENTRY FORM/DRAW SLIP, as well as the drawing date and a list of prizes.
2. Any information obtained from the entry form/ draw slips are for the exclusive use of the vendor holding the Use Agreement doing the drawing and may not be sold or distributed to another party.
3. All drawings for free prizes must be conducted on or before the last day of the Yamhill County Fair.
4. No purchase may be required for a person to be eligible for the prize drawing or for the prize to be awarded.
5. At the booth where the drawings are entered, a clearly visible sign must be posted to include the following information: 1) Date of drawing 2) Need not be present to win 3) No purchase necessary 4) If entrants are subject to sales appointments, calls or contacts, this must be indicated.

Any vendor conducting a drawing who fails to comply with any of the above rules shall be subject to immediate cancellation of booth space and/or exclusion from participating in future Yamhill County Fairs.

CONSUMER SAFEGUARD

Applicants who are doing business under court order, notice, or investigation by the State of Oregon or any other state for alleged or confirmed violation of consumer fraud laws will be denied as a vendor at the fair. All applicants are subject to verification of this by the Oregon Department of Justice at the fair's discretion.

BOOTH BOUNDARIES

All booth furnishings, including signs and display racks, must always remain inside the boundaries of the designated booth space. No signature gathering, pamphleting, electioneering or distribution of printed material shall be conducted outside of the booth space.

FREEDOM OF SPEECH

A person's right to petition, campaign for or against an individual or ballot measure, or carry on any other activity protected by the first amendment shall not be unreasonably restricted or restrained. It shall be the policy of the YCF&R to recognize and encourage the rights of persons to use its property and facilities for the purpose of political debate and discourse, subject to reasonable restrictions on the time, place and manner of the exercise of said rights.

1. Any person, including a business, association, or other organization, may rent a particularly described area or space, within an area of the fairground's property designated for the purpose, for a specified term, on a first-come, first served basis. (No rented area or space may be sublet or assigned. No person having rented an area or space shall conduct any activity or operation outside the rented area.

THIRD PARTY INFORMATION DISTRIBUTION

It is the YCF&R policy to accommodate groups and individuals wishing to distribute information on fairgrounds property. The procedures for such are as follows:

1. Any group or individual wishing to distribute information, flyers, written material or attempting to solicit signatures via petition, must register with the Yamhill County Fair Management at least 24 hours in advance of the event.
2. The Yamhill County Fair Management will provide a reasonable location to groups or individuals, based on the event logistics and with and safety of the general public and facility users foremost in mind, without charge. The location will consist of an area not to exceed 5 ft. x 5 ft. The persons using the area may erect a canopy and a table. No person shall block doorways or walkways or interfere with the free flow of pedestrian and emergency traffic.
3. Groups and individuals utilizing such a space must, at all times, remain within the allocated area. Straying from the allocated area for purposes of distributing information is prohibited. Violation of this policy will result in a first and final warning. Any subsequent violation constitutes trespass or disorderly conduct, and violators may be cited or arrested.
4. Those groups and individuals distributing information under this policy must maintain reasonable standards of conduct. No amplification devices of any kind will be allowed.
5. The YCF&R reserves as its sole and discretionary right the ability to determine any and all locations under purpose of this policy.

NONCOMPLIANCE PROCEDURES

In the event that a vendor refuses to comply with fees, conditions, rules or other information as outlined in this document, the YCF&R will take the following action:

1. Upon first observance of vendor noncompliance, Yamhill County Fair staff will talk with the vendor on an informal basis to inform vendor of infraction and request compliance.
2. If vendor noncompliance reoccurs, Yamhill County Fair staff will issue to vendor written notice of noncompliance, stipulating that vendor the vendor complies within a specified period of time.
3. If the vendor fails to comply with the first written notice within the specified period of time, the Yamhill County Fair will issue a second written notice of noncompliance, stipulating that the vendor attend a meeting with the Yamhill County Fair staff on a specified date and time. Failure of vendor to attend meeting or to comply with agreements reached during such meeting will result in assigned space being revoked. The vendor will be required to remove the booth that same day after the fair closes for the day, or Yamhill County Fair may remove and store furnishings at a fee of \$100.00 per day.
4. Due to the Yamhill County Fair occurring during a specified timeframe, time is of the essence regarding these proceedings. Therefor, "specified period of time" as referred to above, may be measured in hours and days.

PROTEST PROCEDURES

Any protest of Yamhill County Fair actions regarding noncompliance procedures must be in writing, delivered in person or by certified mail to the Fair Manager within three (3) business days of occurrence, and must make reference to the specific law, rule regulation or practice upon which the protest is based. The Fair Manager will respond, in writing, the later of within two (2) business days of receipt of protest or two (2) business days after the close of the fair. The decision of the Fair Manager will be final.

MISCELLANEOUS

- The YCF&R reserves the right to refuse vendors which may violate or otherwise infringe upon the rights of or cause bodily harm or intimidation to Yamhill County fair staff, vendors, exhibitors, participants, or public fairgoers.
- Yamhill County Fair reserves the right to stop, move or relocate any vendor or designated representative and/or exhibit, performing any act or practice which is illegal, interferes with the performance of other vendors, creates a health, safety, or fire hazard, or violates any rules stated herein.
- Vendor shall comply with the laws, rules, regulations and codes of the State of Oregon, Yamhill County,
- All matters not covered in these conditions are subject to the decision of the Yamhill County Fair Manager or the Yamhill County Fair Board, which will be final.



**SEE YOU AT THE
YAMHILL COUNTY FAIR & RODEO
JULY 29 – AUGUST 1, 2026
MCMINNVILLE, OREGON**