

# **MEMBER CONTRACT 2018**

## **Show Dates and Times**

Thursday, March 15, 2018	Move in any time 10:00 AM to 5:00 PM	
Friday, March 16, 2018	10:00 AM to 5:00 PM	Show Hours
Saturday, March 17, 2018	10:00 AM to 5:00 PM	Show Hours
...	... 5:00 PM	Move Out Begins

## **RULES AND REGULATIONS BOVERNING 59<sup>th</sup> ANNUAL OREGON CERAMIC ASSOCIATION SHOW**

Washington County Fair Complex  
873 NE 34<sup>th</sup> Ave.  
Hillsboro, Oregon

### **MEMBER BOOTH REQUIREMENT**

In order to qualify for a member contract, you must be a member in good standing as of January 1, 2018.

#### **BOOTH SPACE**

The price paid for exhibit space is for the area and location indicated on the booth agreement.

The leased space will include:

- \* 10' x 10' area
- \* 2 chairs
- \* 1 table

### **EXHIBIT INSTALLATION**

No exhibit or display will be permitted to go higher than the booth back wall, which is 8' high. Exhibits in front of or at the side of the display booth must not block out any neighboring booth. The booth display cannot be more than 2' above the booth dividers or any height above the 8' backdrop; the display may extend 2' out from the backdrop/ front tables must be draped with a floor-length fireproof material. All exhibitors must be fully set up 30 minutes prior to show opening. The management reserves the right to control or prohibit any loud or disturbing noises produced by any exhibit or exhibitor. No offensive or objectionable material will be placed on display; the show chairperson will be the sole judge as to what is objectionable. No selling outside of the booths or lobbying in the aisles will be allowed. No exhibits are to be dismantled before 5:00 PM Saturday. Any exhibitor packing up or tearing down their booth before 5:00 PM can be denied a booth the following year. No vehicles will be permitted in the building to unload or load materials or to park inside the fence during the show. Exhibitors must have at least one person in attendance in the booth during the time that the show is open to the public.

### **MECHANISM IN OPERATION**

No moving parts may be operated until adequate protection is provided. Exhibitors must protect exhibits so that no injury will result to any person or property. All draperies or decorative materials used in the booth must be fireproofed. Exhibitors agree to indemnify and save harmless the Oregon Ceramic Association, Inc. and officials of all claims for damages, suits, etc. by any/of all persons, which may result in account of negligence of exhibitor, their agent or employees.

## JANITOR SERVICES

The Oregon Ceramic Association, Inc. will furnish janitor services for aisles and areas used by the public, however, exhibitors are expected to keep their booth area and the area surrounding their mold trucks clean.

## MISCELLANEOUS

Exhibitors desiring insurance must secure the same at their own expense. Exhibitors are advised to supply night covers. Security personnel will be on night duty during the show.

## APPLICATION REJECTIONS

The management reserves the right to reject an application for space and, at all times, has the right to regain possession of any space by refunding the applicant the amount paid for the exhibit space.

## UNCONTROLLABLE EVENTUALLITITS

All reasonable precaution against damages or loss by fire, water, storm, theft, strikes and other emergencies will be takes, but the management does not guarantee or insure the exhibitor against loss by reason thereof. In the case the premises to be used by the exhibit shall be destroyed by fire or the elements, or in the case of war, or by any other cause, or in case any other circumstances shall make it impossible for the management to permit the said premises to be occupied by the said exhibitor for uses herein specified, shall and does hereby waive any claim for damages or compensation. It is agreed that the Oregon Ceramic Association, Inc. reserves the right to retain such part of payments made by exhibitors for booth space as would be necessary to cover all expenses incurred by the Oregon Ceramic association, Inc. incidental to the exposition up to the time of any cancellation made by a national emergency. Due to laws in the State of Oregon, *Smoking will be permitted only in designated areas outside the building. Smoking in the building is prohibited.* these areas will be pointed out to you when you check in for your booth assignment. Any violation or infraction of this county ordinance could result in a very large fine and/or eviction from the premises. Individual booth holders are responsible for any fine and/or eviction. The Oregon Ceramic Association, Inc. Will not be responsible for any violation or infraction incurred by booth holders, their agents or employees.

Prices for the show specials will be established by the individual booth holder at the beginning of the show; these special prices must be maintained without change throughout the entire show.

According to the terms of the booth holder's contract, a single member will be limited to a maximum of four (4) booths at member prices. Additional booths will be at the non-member rates.

Booth holders found to be in violation of these rules will be denied a contract for the following year. In the case of a flagrant violation of the rules and/or contract, a booth holder may be asked to remove their booth at the end of the day at their own expense.

## CODE OF ETHICS

It is our belief that ethics in business is good business, in that it will increase the confidence placed in us by our customers and the general public. Therefore we pledge:

- A. To compete with fairness and honesty, seeking patronage based on merit and service;
- B. To refrain from fake or derogatory reference to competitors and their products or their personal financial reputation;
- C. To comply with all federal, state and local laws and regulations, especially those that may pertain to consumer products safety in our industry;
- D. To base our promotion and advertising on the true merits and values of our products and services;
- E. To conduct the affairs of ourselves and our companies so as to merit public confidence, and so that our example and practice will uplift and enhance the industry;
- F. To continuously seek education to keep abreast of current developments in the art, business, industry practice and product development;

We assume these responsibilities freely and solemnly, mindful that they are part of our obligations as members of the Oregon Ceramic Association, Inc.

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A 50% deposit on each booth must be made with the contract to hold a booth for the show. The contract must be returned to the booth chairman:

Sarah Schurman  
40701 NE 12<sup>th</sup> Ave.  
Woodland, WA 98674  
\*Phone; (360) 225-7617

Make checks payable to Oregon Ceramic Association, Inc.  
Balance due no later than February 19, 2018  
All contracts are binding. There will be no refunds.

### FILL OUT AND KEEP FOR YOUR RECORDS

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Number of Booths \_\_\_\_\_ Corner \_\_\_\_\_ Electricity \_\_\_\_\_

Type(s) of Products \_\_\_\_\_

I will participate in the Door Prize Program. Y N

\_\_\_\_\_  
COMPLETE AND RETURN WITH DEPOSIT

# MEMBER CONTRACT FOR SPACE AT CERAMIC SHOW

Sponsored by the:

Oregon Ceramic Association, Inc.

Washington County Fair Complex, Hillsboro, Oregon

March 16<sup>th</sup> and 17<sup>th</sup>, 2018

Booth chairman:

Subject to the rules and regulations enclosed, we lease space at the place and on the dates indicated above. The 2018 show rate for each space is \$200.00, four (4) booths maximum; additional booths are charged at the non-member rates (\$250.00 per booth). A \$25.00 deduction may be taken for a \$50.00 donation to the Door Prize. Make and Take booths are offered at no charge to members on a one-for-one basis with leased spaces, two (2) booths maximum.

*All draping used in the both(s) must be of material that is fireproof.  
No flammable spray or material of objectionable odor is to be used in the buildings.  
Appropriate precautions must be taken to protect any person or property from harm.*

**\*\*2018 SHOW SPECIAL\*\* First-time exhibitors may rent the first booth at \$125.00 any additional booth(s) will be at the regular rate of \$200.00 each for a member or \$250.00 for a non-member.**

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Woodland, WA 98674  
\*Phone; (360) 225-7617

Please make checks payable to: Oregon Ceramic Association, Inc.

If you have any questions you may contact Jan Plymale at 503- 649-5514

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Number of Booths \_\_\_\_\_ x \$200.00 = \_\_\_\_\_

Door Prize deduction - \$25.00 \_\_\_\_\_

(First time exhibitors cannot take this deduction)

Total \_\_\_\_\_

Less deposit, 50% per booth \_\_\_\_\_

Balance Due by February 19, 2018 \_\_\_\_\_

Type(s) of products \_\_\_\_\_

I will participate in the Door Prize Program Y N

I request Make and Take space Y N Number of Booths 1 2  
(limit 2, one for one with leased space)

Item(s) proposed for the Make and Take \_\_\_\_\_

Number of people working in the booth(s) \_\_\_\_\_ Names \_\_\_\_\_

\_\_\_\_\_