EVENT NAME: BEAVER COMMUNITY FAIR 2015
EVENT DATE & TIME: September 24, 2015
Noon to 4pm
LOCATION (“Event Area”): Memorial Union Quad, Oregon State University, Corvallis, OR
ORG/DEPT NAME (“Vendor”):  
CONTACT PERSON:  
PHONE:  

GENERAL EVENT RULES AND POLICIES

1. Parking. All OSU parking regulations must be adhered to. Refer to TaPS site for more information at http://parking.oregonstate.edu/visitor.

2. Vendor Booth.
   a. Each booth space is 10’ x 10’. The Student Events & Activities Center (SEAC) will set up each booth with either a 6’ or 8’ table and 2 chairs - tables will be set-up randomly based on supply.
   b. Vendors are responsible for clean-up of assigned booth and the immediately adjacent area, and take down of the table and chairs at the conclusion of the Event. This includes the removal of all trash and debris from the booth site.
   c. The SEAC does not supply canopies. Vendors may use their own canopies. Canopies may be secured by weights only. Staking is prohibited.
   d. The Memorial Union Quad has a limited amount of power available to use at the Event for Vendor’s use. As such, power will be provided only upon prior approval of The SEAC's designated representative. All Vendor electrical equipment shall be properly wired and shall comply with all City and State laws, rules, and regulations.
   e. Audiovisual and/or other sound and attention-getting devices and effects will be permitted with prior approval from the Student Events & Activities Center. The intensity level of said devices must not interfere with the activities of neighboring exhibitors. The SEAC reserves the right to reject usage of such devices, or otherwise cause Vendor to cease its use of such device, if it determines in its sole discretion that Vendor’s use is not compatible with the Event.
   f. If Vendor provides music as part of its display or activity, Vendor shall carry proof, through a license or grant of authority, that they are authorized to play such music under copyright law.
   g. The SEAC will assign vendors to a booth on a first come, first served bases, according to date on which this Contract is received by the SEAC.
   h. Booth displays and/or activities must not obstruct or interfere with the activities in the adjacent booth.

3. Beverage Distribution. Vendor’s distribution of beverages at the Event is limited to Pepsi-Cola products only. No beverages other than Pepsi-Cola of Corvallis-provided products will be allowed (except fresh-brewed coffee, tea or cocoa or non-bottled water). Signs or displays featuring other products should not be utilized, or competing logos should be covered or removed.

4. Recyclable Products. Vendors participating at the Event shall use recyclable and/or compostable products to the maximum extent economically feasible.
5. Law Observance. All agents connected with Vendor’s participation in the Event shall abide by, conform to, and comply with all laws of the United States and the State of Oregon, all ordinances of the City of Corvallis, Oregon, and the rules and regulations of the University for its government and management, together with all rules and regulations of the Bureaus of Fire and Police of the City of Corvallis. If Vendor’s attention is called to any violation by Vendor or any of its agents, Vendor shall immediately stop such violation and take necessary steps to prevent further violations. The SEAC, through its designated representative, reserves the right to eject any objectionable person or persons from the Event.

6. Event Area Access. In providing space to Vendors, The SEAC does not relinquish the rights to control the management of the Event site or to enforce all the necessary and proper rules for the management and operation of the Event.

7. Liability.
   a. Vendors shall be responsible for all damage to property, injury to persons and loss, expense, inconvenience and delay which may be caused by, or result from, the Vendor’s use of the Event Area during the Event, or from any act, omission, or neglect of the vendor, its contractors, or employees. If during the Event the Event Area or any portion of the Event Area or grounds is damaged by the act or negligence of the vendors or its agents or employees, the Vendor shall pay to OSU, upon demand, such a sum as shall be necessary to restore the Event Area to its’ original condition.
   b. The Vendor assumes full responsibility for any property placed in the Event
   c. Any decision affecting any matter not herein expressly provided for shall rest solely within the discretion of The SEAC’s designated representative. Vendors shall abide by all policies of the Event Area, which are available to vendor by request.

The undersigned has read and agrees to comply with the above terms and conditions for participation in the Beaver Community Fair, taking place on the Oregon State University Campus on Thursday, September 24, 2015.

_________________________________________  _______________________________
Name (Please Print)                                      Name of Organization

_________________________________________  _______________________________
Signature                                              Date