

Dear Applicant,

**After a successful 2018 Portland Agricultural Fair, we are now planning our 2019 Fair and we are inviting you to be part of it.**

Once again we are offering special vendor pricing!

Attached you will find an application to lease commercial space at the Portland Agricultural Fair to be held on October 4, 5, and 6, 2019. Should you want to be considered as a lessee for the rental of a space at the Portland Fair, please fill out the required information on the attached application and return it as soon as possible.

Please send a 50% deposit with your application.

All applications will be evaluated and contracts for those applications accepted will be mailed out within a month. Applications that have not been accepted will receive a letter stating so and the 50% deposit will be returned.

**VENDOR COSTS -**

See attached

**PAYMENT SCHEDULE -**

Now - 50% of total booth fee

By 8/1/19 - remainder of booth fee

**FAIR PASSES -**

Rental fee includes 12 single day passes. Up to 4 additional single-day vendor passes may be purchased for \$7.00 per pass. **Everyone will need a pass or a paid ticket to enter the Fair - no exceptions.**

**PARKING PASSES -**

No vehicles will be allowed to park on the Fairgrounds. **Each vendor will receive two (2) parking passes** that need to be presented to have access to the assigned vendor parking lot. No vehicles will be allowed to drive on the grounds 2 hours prior to the fair as well as 1 hour after close of the fair.

**ALL APPLICATIONS**

- ❑ **MUST BE LEGIBLE**
- ❑ **CLEARLY STATE THE TYPE OF CONCESSION AND**
- ❑ **HAVE A PHOTOGRAPH OR FACSIMILE OF YOUR CONCESSION ATTACHED.**

Should you feel that there is not enough room on the application form to explain the set-up or operation of your concession, please provide any additional information you may have. Remember, we do not know as much about your product and concession as you do.

Sincerely,  
Joyce Murphy  
Coordinator of Revenue  
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