



**MARION COUNTY FAIR**

**January 4, 2017 5:30 PM**

Commissioners' Board Room  
555 Court St NE, Salem OR

**AGENDA**

- I. 5:30 PM Call to Order/Introductions**
- II. 5:35PM Public Comments**
- III. 5:38PM Approval of Meeting Summary Notes** (December 7, 2016 Board Meeting)
- IV. 5:45PM 4H/FFA Reports** *[Information]*
- V. 5:55PM Financial Report** *[Action]*
- VI. 6:05PM Committee Reports** *[Information]*  
Programming Committee- *Joel*  
Website Committee- *Dylan*
- VII. 6:15PM Items of Special Interest** *[Information/Possible Action]*  
Updated Election of Officers Policy Approval- *Denise*  
Contracts Update- *Tamra*
- VIII. 6:30PM Strategic Plan Items** *[Action]*

**Strategic Plan- January**

Jan.		
1.2.2	Review pricing structure for vendors	P. Zielinski, Staff, EC
1.2.10	Review special days (Sr./Teen Day) ticket pricing	FB
2.1.3	Build on broad-based and segmented marketing approach (TV, radio, internet/social networking, newspaper ads, yard/field signs, banners, etc.)	FB, MC
2.1.6a	Vote on fair theme in board meeting- <i>N/A</i>	FB, Staff
3.2.5	Identify ground crews to do set-up and takedown	EC
4.1.2	Work with event coordinator on potential entertainment as a draw for fair attendance- <i>In Process</i>	EC, FB
4.2.2	Contract with sound and lights contractor	EC
4.6.4	Discuss continuing the beer garden, Pretty Baby contest, Real Heroes HQ, Oregon's Best contests, Grill-Off, etc.	FB
4.7.1 (Teen Plan)	Work with youth organizations to build on teen day activities	EC
4.7.1 (Family Plan)	Contact Boys & Girls club and other family organizations re: the children's area	EC, N. Leao
4.7.2 (Family Plan)	Work with Marketing Coordinator to get sponsors for additional children's activities and pony rides	FB, MC

**IX. 7:00PM Other-**

- Ingalls' Reports
- Newsworthy Items

**7:30PM Adjourn**

**Next meeting:** February 2, 2017

## Marion County Fair Board

*To promote the diverse agricultural and cultural heritage of Marion County through active participation of its citizens.*

### Programming Committee Meeting

Commissioners' Board Room

December 7, 2016, 5:30 PM

#### In Attendance

**Board Members:** Brandi Buxton, Joel Conder, Heidi DeCoster, Shannon Gubbels, Nathan Leao, Pam Zielinski

**Staff:** Denise Clark, Tamra Goettsch

**Guests:** Jill and Scott Ingalls, Ingalls & Associates

Establishing a Big Name Act (BNA) team/subcommittee:

- Authority would be given to the subcommittee by the fair board to make decisions to secure entertainment; eliminates having to bring it to the fair board for approval before moving forward.
- Subcommittee members will be the Ingalls, Joel, Dylan, and Brandi.
- Decisions can be made via a conference call and conversations had via email.
- Decisions can be ratified via a motion brought back to the fair board.
- Job descriptions can be established.
- Can identify five key items (criteria points) to be answered. (This can be determined in the following board meeting.)

Fair daily themes to keep in mind when identifying artists:

Thursday- Honor Day

Friday- Awesome Day

Saturday- Ag Day

Sunday- Family Day/Marion County Culture

#### Other

Contests and Competitions:

Alameda County Fair in California has a series of daily competitions including a coloring contest and BBQ contest. All competitions don't necessarily need to be registered through the Public Competitions team. Others can organize events such as competitions in the barns.

- Consult other fair websites.
- The coloring contest pages were sent to libraries, schools, day cares, etc.
- Reach out to foster kids; sending to an existing partner would be ideal.
- Home Depot will be sponsoring a special class at the store (such as building a bird house) and then encouraging participants to enter it in the fair.

## Marion County Fair Board

To promote the diverse agricultural and cultural heritage of Marion County through active participation of its citizens.

### Monthly Meeting

Commissioners' Board Room

December 7, 2016 6:00 PM

#### In Attendance

**Board Members:** Brandi Buxton, Joel Conder, Heidi DeCoster, Shannon Gubbels, Nathan Leao, Pam Zielinski

**Staff:** Denise Clark, Tamra Goettsch

**Guests:** Jill and Scott Ingalls, Ingalls & Associates

#### I. Introductions

#### II. Public Comments- None

Brandi made a motion to change the order of the meeting agenda to address the recommendation from the Programming Committee regarding the Big Name Act subcommittee; Shannon seconded the motion. Motion passed.

Discussion on having a Big Name Act subcommittee:

- Decisions would be made with committee members meeting in person or via a conference call
- Fair board would give authority to negotiate and make offers on big name acts with parameters such as:
  - Work within the fair board budget
  - Work with each fair day's theme
  - Have the "blessings of the Ingalls"

Brandi made a motion to create a programming subcommittee consisting of Joel, Brandi, Dylan and the Event Coordinator to move forward in securing a Big Name Act for the 2017 fair; Shannon seconded the motion. Motion passed.

The subcommittee is interested in securing *Night Ranger*, an 80's band that costs \$25,000 for Friday night and *Roots and Boots* (\$30,000) country artists, as the Saturday night act.

Since a decision on Night Ranger was time sensitive, Joel made a motion to put in an offer on Night Ranger for Friday night at a cost of \$25,000; Nathan seconded. Motion passed.

**III. Approval of Meeting Summary Notes-** Brandi made a motion to approve the November 2 Retreat Meeting Summary Notes; Pam seconded the motion. Motion passed.

**IV. 4H/FFA** No representatives present. (Denise did say that she heard from Amy that the FFA students did receive their premium payments in November.)

#### V. Financial Report:

- Updated year-to-date expenses.
- Will wait until the end of December to close the books.

- One sponsor who is paying over a period of months still has outstanding payments.

Jill indicated that the amount listed for the pig races and tractor pull is incorrect, it should be \$6500 not \$5500 as is listed. It was determined that the additional \$1,000 would be taken out of contingency. (The original request was for \$6800, but she can do it with \$6500.)

Item	Account Number	Previous \$ Amount	New \$ Amount
Pig Races and Tractor Pull	525930	\$5,500	\$6,500

Brandi made a motion to amend the budget document to state \$6500 for the pig races and tractor pull, bringing the subtotal expenses to \$379,424 adjusting the carryover to the next fair to \$49,475; Joel seconded the motion. Motion passed.

**VI. Items of Special Interest:**

- A. Shannon made a motion to approve the 2017 Strategic Plan updates as presented; Pam seconded. Motion passed.
- B. Election of Officers Policy Approval- The document was inadvertently left out of the packet sent to members prior to the board meeting. Will move this item to the January meeting.
- C. Mid Valley Excavation Invoice- The Fair Foundation will only be paying \$1200 of the \$1955 invoice as that was the amount originally requested of them; \$755 is still outstanding.

Discussion:

- Mid Valley Excavation is also a sponsor; they have been waiting to be paid since fair. We'd like to keep a good relationship with them.
- The front-end loader rental was unexpected. If known, perhaps we could have gotten that sponsored.
- In the future, when barn conversations are had in which additional costs may be incurred such as this, the information needs to be brought back to the fair board as it may impact the budget.
- Prior to the 2017 fair, Melanie will be encouraged to get a quote that indicates the expected cost for this service.

Joel made a motion to pay the difference in the Mid Valley Excavation invoice out of the fair budget. The Fair Foundation has paid \$1200, the fair board will pay the additional \$755; Nathan seconded the motion. Motion passed.

D. Booking Agent:

The booking agent contract has been amended; it allows the contract to pay up to \$6,000 for a \$60,000 act. Payment is made on what is booked and approved in the budget; only allowed to bill for what the board approves.

**VII. Strategic Plan Items:**

1.2.1 *Board members set Individual goals to recruit new vendors/sponsors to the MC Fair.* Joel noted that it is the duty of board members to promote the fair and give the Marketing and Sponsorship Coordinator leads. Joel encouraged people to “step up” their commitment to this. Ingalls will be sending out an email to the fair board asking for leads.

2.1.6 *Reminder to pick fair theme in January 9 (if applicable).* N/A

3.2.4 *Identify carnival vendor as needed (next RFP fall 2016.)* Sarah, Contracts Coordinator, is working on this now. The carnival RFP will be open between today (December 7) and December 28; it is posted on ORPIN (Oregon Procurement Information Network.) Ingalls will provide a list of organizations to send to directly.

3.2.5 *Identify security/ticket taking agency as needed (next RFP fall 2016).* The RFP for Security draft was referenced. It was suggested to add a requirement that the workers must have the ability to speak English. Also security coverage is needed on Wednesday night. Scope of work needs to include the hours; use actual hours from the 2016 fair. Joel made a motion to accept these security RFP changes as identified; Shannon seconded. Motion passed.

5.2.3 *Review Bylaws and communication conflict resolution documents.* The bylaws' suggested changes were agreed to. It is now going to Legal Counsel for review. No changes are needed to the conflict resolution document.

5.2.4 *Review Management Agreement document every 5 years (next Dec. 2017).* Will be bringing this to the attention of the Board of Commissioners at the upcoming work session; will address it in the spring.

**Ingalls Reports:**

The new fair website is underway; targeting January to have it up and running. The new Showworks program for a person to register in public competitions will be accessed by a link on the website.

IT will be modifying the Community Services' laptops to make them Showworks ready.

Denise asked which members are interested in going to the Oregon Fairs and Events Association conference in March; Bry, Heidi, Dylan, and Joel would like to go. The cost for all of them would be \$850 in registration and meals. Lodging costs would be the responsibility of the individual members. Brandi made a motion to adjust the meetings and conferences budget line item as needed to be able to send these folks to the conference; Shannon seconded the motion. Motion passed.

**Meeting Adjourned: 7:30 PM.**

# FAIR BOARD TREASURER'S REPORT

## Balance Sheet JANUARY 4, 2017

	2016	2016	2017	2017
	Amended	YTD	Adopted	YTD
<b>Fair Ops Summary</b>				
Total Revenues	248,262.00	263,308.94	260,137.00	0.00
Less Total Expenditures	330,898.96	271,731.08	378,424.00	0.00
<b>Fair Operating Income (Loss)</b>	<b>(82,636.96)</b>	<b>(8,422.14)</b>	<b>(118,287.00)</b>	<b>0.00</b>
County Contribution	50,000.00	50,000.00	50,000.00	50,000.00
<b>Fair Net Income (Loss)</b>	<b>(32,636.96)</b>	<b>41,577.86</b>	<b>(68,287.00)</b>	<b>50,000.00</b>
<b>Fair Admin Summary</b>				
Total Revenues	47,534.67	47,845.83	47,704.00	0.00
Less Total Expenditures	99,287.04	94,861.14	101,918.00	628.00
<b>Admin Operating Income (Loss)</b>	<b>(51,752.37)</b>	<b>(47,015.31)</b>	<b>(54,214.00)</b>	<b>(628.00)</b>
County Contribution	47,557.00	47,557.00	47,557.00	0.00
<b>Admin Net Income (Loss)</b>	<b>(4,195.37)</b>	<b>541.69</b>	<b>(6,657.00)</b>	<b>(628.00)</b>
<b>Fund Balance</b>				
Carryover from Previous Fair	77,438.04	77,438.04	125,419.00	119,557.59
Fair Ops Net Income (Loss)	<b>(32,636.96)</b>	41,577.86	<b>(68,287.00)</b>	50,000.00
Admin Net Income (Loss)	<b>(4,195.37)</b>	541.69	<b>(6,657.00)</b>	<b>(628.00)</b>
<b>Carryover to Next Fair</b>	<b>40,605.71</b>	<b>119,557.59</b>	<b>50,475.00</b>	<b>168,929.59</b>

**FAIR BOARD TREASURER'S REPORT**  
**Fair Operations Revenue**  
**JANUARY 4, 2017**

426-4216		2016	2016	2017	2017
REVENUES		Amended	YTD	Adopted	YTD
Account					
332200	State Subsidy	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00	
341530	Gate Receipts	\$ 70,000.00	\$ 71,368.40	\$ 70,000.00	
341530	Gate Receipts (Latino Event 2015)				
341530	Children of Promise Grant	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
341540	Food Booth Fees	\$ 36,000.00	\$ 35,915.76	\$ 35,000.00	
341550	Commercial Space Rental	\$ 18,600.00	\$ 24,214.00	\$ 18,000.00	
341550	Commercial Space Rental (County Chic 2015)				
341560	Carnival Fees	\$ 13,500.00	\$ 18,433.89	\$ 17,500.00	
341580	Camping Fees - 4-H/FFA, Vendors	\$ 6,000.00	\$ 8,195.00	\$ 7,500.00	
341555	Sponsor Fees	\$ 45,400.00	\$ 50,500.00	\$ 50,000.00	
341565	Stall Fees	\$ 4,000.00	\$ 2,910.00	\$ 2,900.00	
341860	Grand Safety (Real Heroes) Fees	\$ 400.00	\$ 325.00	\$ 325.00	
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 136.00	\$ 100.00	
~	<b>Subtotal</b>	\$ 202,762.00	\$ 220,760.05	\$ 210,087.00	\$ -
344999	Other Reimbursements				
373100	Open Class (\$457.00 Fair Foundation)	\$ 550.00		\$ 550.00	
373100	4H Premiums (\$6,532.00 Fair Foundation)	\$ 5,000.00		\$ 6,500.00	
373100	Herdsmanship (\$400 Fair Foundation 2016)	\$ 400.00		\$ 400.00	
373100	Petting Zoo (\$3,000.00 Fair Foundation)	\$ 3,050.00			
	Shavings and Haul-Out (Fair Foundation)			\$ 6,600.00	
371000	Misc (permitted activities, inflatables, pony rides)	\$ 4,000.00	\$ 3,013.25	\$ 3,000.00	
371000	Concert Merchandise Sales	\$ 100.00	\$ 220.00	\$ 100.00	
371000	State Fair Pavement Payment	\$ 5,000.00	\$ 10,462.00	0.00	
372000	Over & Short		\$ 100.00	\$ 100.00	
373100	Zero Waste/ES/Donations	\$ 16,000.00	\$ 16,817.64	\$ 16,800.00	
373100	Donations & Misc. Revenues	\$ 400.00	\$ 936.00	\$ -	
	Reimbursement for Damage to Fairgrounds (Garten)				
371000	MCE4H - Agricultural Development	\$ 11,000.00	\$ 11,000.00	\$ 16,000.00	
<b>TOTAL REVENUES</b>		\$ 248,262.00	\$ 263,308.94	\$ 260,137.00	\$ -



**FAIR BOARD TREASURER'S REPORT**  
**Fair Operations Expenses**  
**JANUARY 4, 2017**

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
	<b>4H FFA &amp; OPEN CLASS</b>				
	<b>4H</b>				
525910	4H (ribbons, wristbands, judges, other)	11,000.00	8,000.00	8,000.00	
525910	Premiums (Fair Board)	5,000.00	3,000.00	3,000.00	
525910	Premiums (\$6,532.00 Fair Foundation)			7,000.00	
	Shavings			4,600.00	
	Shavings Haul-out Fee		755.00	2,000.00	
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)			1,551.00	
	<b>Sub Total</b>	<b>16,000.00</b>	<b>11,755.00</b>	<b>26,151.00</b>	<b>0.00</b>
	<b>FFA</b>				
525915	FFA (supplies, ribbons, judges, contest, other)	2,200.00	2,235.00	2,250.00	
525915	Premiums	3,900.00	3,863.20	3,900.00	
	<b>Subtotal</b>	<b>6,100.00</b>	<b>6,098.20</b>	<b>6,150.00</b>	<b>0.00</b>
	<b>Open Class</b>				
525920	Open Class (misc.)		405.97	350.00	
525920	Open Class premiums (\$457 Fair Foundation)	550.00		550.00	
525920	Ribbons & Trophy Engraving	1,000.00	45.83	1,000.00	
	<b>Sub Total</b>	<b>1,550.00</b>	<b>451.80</b>	<b>1,900.00</b>	<b>0.00</b>
	<b>EVENT/MARKETING COORDINATOR</b>				
525110	Fair Event Coordination (Ingalls)	30,000.00	29,999.97	30,000.00	
525930	Event reimbursable expenses requiring Fair Board approval	7,800.00		0.00	
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	
525110	Sponsor Fees (commission)	12,000.00	15,693.72	14,000.00	
	<b>Sub Total</b>	<b>57,800.00</b>	<b>53,693.64</b>	<b>52,000.00</b>	<b>0.00</b>
	<b>GROUNDS &amp; UTILITIES</b>				
527310	Tents & Lights - Decorator	10,000.00	9,633.50	10,000.00	
527310	Lights, Sound & Stage	13,980.00	14,183.00	13,980.00	
527310	Stage Fencing		407.50	400.00	
<b>527231</b>	<b>Fairgrounds Rental in TRADE</b>				
527231	Asphalt Paving				
527231	Asphalt Paving Cost				
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV	2,010.96	1,235.75	2,000.00	
527310	Wheel Chair Rental	0.00	0.00	200.00	
527310	Sanitation (handwashing supplies)	122.00	119.00	0.00	
527310	Portable Toilets and Sanitation Supplies	3,000.00	2,882.00	3,000.00	
527310	Zero Waste (includes Garten Svcs)	15,900.00	16,817.64	16,800.00	
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)	450.00	0.00	0.00	
527230	Electrical Charges - Usage - State Fair	2,500.00	0.00	2,500.00	
527230	Electrical Charges - Set-up	6,500.00	5,980.00	6,500.00	
527230	Plumbing	1,500.00	1,104.00	1,500.00	
527230	Other (Grange rental, and info booth repair)	145.00	140.00	150.00	
527230	Damage to Fairgrounds (Garten Truck)				

**FAIR BOARD TREASURER'S REPORT**  
**Fair Operations Expenses**  
**JANUARY 4, 2017**

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
527230	Parking Attendants	2,500.00	2,000.00	2,000.00	
525945	Civic/School Organizations				
525945	Grounds Setup / Cleanup	5,000.00	5,000.00	5,000.00	
525350	Janitorial Services	4,500.00	4,600.00	4,600.00	
	<b>Subtotal</b>	<b>68,107.96</b>	<b>64,102.39</b>	<b>68,630.00</b>	<b>0.00</b>
	<b>SAFETY, SECURITY &amp; TICKETING</b>				
525225	Ambulance/EMT Services (will be \$4,400.00 in 2017)	1,200.00	0.00	4,400.00	
525158	Armored Car Services	250.00		250.00	
525555	Security Services	15,500.00	15,510.00	15,600.00	
525999	Electronic Gate Ticket Printing	1,500.00			
525999	Electronic Gate Ticketing Wi Fi	420.00			
525155	Credit Card Fees	700.00	420.39	500.00	
527230	Security Fencing Rental	1,310.00	780.00	1,200.00	
525999	Afton's Service Fees	12,700.00	12,224.26	12,775.00	
	<b>Sub Total</b>	<b>33,580.00</b>	<b>28,934.65</b>	<b>34,725.00</b>	<b>0.00</b>
525710	<b>PRINTING</b>				
	Veteran's Event	100.00	43.85	100.00	
	Spanish Translation, Design, & Printing	500.00	58.50	500.00	
	Badges/Lanyards/Wristbands		83.52	0.00	
	<b>Sub Total</b>	<b>600.00</b>	<b>185.87</b>	<b>600.00</b>	<b>0.00</b>
525715	<b>PROMOTIONS &amp; ADVERTISING</b>	34,100.00		32,136.00	
	Marketing (Social media, logo design)		3,250.00		
	Prg Design & Printing and promotion		2,280.00		
	Veterans Event		95.00		
	Boomer and Senior News		1,520.00		
	Video Shoot		350.00		
	Newspaper Advertising		10,171.77		
	Yard/Field signs		231.67		
	Flyers, Maps & schedule				
	Television				
	Radio Advertising		7,020.04		
	Photography				
	Fairgrounds Signs/Banners		905.00		
	Misc. Advertising (Liberty St Banner)		225.00	364.00	
	Ag Fest booth		844.95		
	Website Development and Maintenance			5,000.00	
	Comcast Spotlight		5,679.42		
	<b>Sub Total</b>	<b>34,100.00</b>	<b>32,572.85</b>	<b>37,500.00</b>	<b>0.00</b>
	<b>PROGRAMMING</b>				
525925	<b>Local Entertainment</b>	5,000.00		4,000.00	
	Greydogz		600.00		
	Flextones		650.00		
	Syco Billies		500.00		
	Rekless Kompany		1,000.00		
	Showdown		2,000.00		

**FAIR BOARD TREASURER'S REPORT**  
**Fair Operations Expenses**  
**JANUARY 4, 2017**

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
	Adam Larson		250.00		
	Tracy Reynolds		450.00		
	Melissa Mikelson		650.00		
	Briana Renea		1,000.00		
	L. Tucker		250.00		
	Wild Ire				
	Michael Husser (AH Factor)		250.00		
	<b>Sub Total</b>	<b>5,000.00</b>	<b>7,600.00</b>	<b>4,000.00</b>	<b>0.00</b>
525925	<b>Big Name Entertainment</b>	41,520.00		55,493.00	
	Band Fees (Reckless Kelly, High Valley)		26,400.00	0.00	
	Morgan Alexander		2,000.00	0.00	
	Advertising/ Marketing				
	Booking Fee (Eric M.)		2,600.00	5,550.00	
	Catering (Band & Staff)		525.00	0.00	
	Catering (VIP & Operations)				
	General Production (backline)			0.00	
	General Production (stagehands)		721.00	0.00	
	Security (ticket takers, ushers)				
	Lodging		351.38	0.00	
	Transportation - Shuttle (van/gas \$250.00 for 2017 fair)		0.00	0.00	
	<b>Sub Total</b>	<b>41,520.00</b>	<b>32,597.38</b>	<b>61,043.00</b>	<b>0.00</b>
				6,325.00	
525930	<b>Events &amp; Activities</b>				
	Brad's World Reptiles	500.00	3,500.00	0.00	
	Farm Yard Fun	550.00			
	Permitted activities contingency	3,500.00			
	Petting Zoo (Paid by Fair Foundation in 2016)	3,050.00		3,050.00	
	Animal Exhibits	4,800.00	4,800.00	0.00	
	Rodeo (including dirt)	20,000.00	20,000.00	20,000.00	
	Mayor Legislative Reception (BOC office)	0.00	0.00		
	Car Show	200.00	0.00		
	Boys & Girls Club (STEAM)	1,000.00	340.00		
	Herdsmanship (Fair Foundation)	400.00		400.00	
	Fun Run				
	Real Heroes	1,000.00	1,000.00	0.00	
	Grill-Off BBQ	250.00	777.77	750.00	
	County Chic Boutique	0.00	0.00		
	Swine & Wine	0.00	0.00		
	Latino Music Festival (Flyers)	0.00	0.00		
	Volunteer Shirts	1,200.00	1,246.00	0.00	
	Fair Board Shirts	750.00	594.00		
	Volunteer Appreciation Event	500.00	227.45	300.00	
	Bingo & Senior activities	1,000.00		0.00	
	Veteran's Uniforms Display (Dry Cleaning)	175.00	100.00	125.00	
	STEAM	1,000.00	622.98	5,000.00	
	Miscellaneous (umbrellas, panchos, necklaces)		103.90		
	Coloring Contest		152.20	0.00	

**FAIR BOARD TREASURER'S REPORT**  
**Fair Operations Expenses**  
**JANUARY 4, 2017**

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
	Pig Races Tractor Pedal Pull			6,500.00	
525940	<b>Talent Show</b>				
	Prize money (Teen Idol)		275.00	275.00	
	KLOO contract				
	Talent Show			1,000.00	
	<b>Sub Total</b>	<b>39,875.00</b>	<b>33,739.30</b>	<b>43,725.00</b>	<b>0.00</b>
571010	Contingency	0.00	0.00	2,000.00	
	Contingency - Future Rental 2019	26,666.00		40,000.00	
	<b>Sub Total</b>	<b>26,666.00</b>	<b>0.00</b>	<b>42,000.00</b>	<b>0.00</b>
	<b>NEW TOTAL</b>	<b>330,898.96</b>	<b>271,731.08</b>	<b>378,424.00</b>	<b>0.00</b>

**FAIR BOARD TREASURER'S REPORT**  
**Fair Administration**  
**JANUARY 4, 2017**

426-4217		2016 Fair	2016	2017	2017
Account		Amended	YTD	Adopted	YTD
<b>REVENUES</b>					
332200	State Subsidy	47,404.67	47,404.67	47,404.00	
381100	Transfer from General Fund	47,557.00	47,557.00	47,557.00	
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	130.00	441.16	300.00	
371000	Misc. Revenue (Bond Refund)				
<b>TOTAL REVENUES</b>		<b>95,091.67</b>	<b>95,402.83</b>	<b>95,261.00</b>	<b>-</b>
<b>EXPENDITURES</b>					
511110	Fair Coordinator Wages (including overtime)	32,284.00	35,748.79	35,748.00	
512010-610	Fair Coordinator Fringe	19,955.00	21,087.81	21,087.00	
511120	Temp Wages (including overtime)	9,059.00	5,347.14	5,347.00	
~	Temp Fringe	417.00	852.88	853.00	
<b>Total Personnel</b>		<b>61,715.00</b>	<b>63,036.62</b>	<b>63,035.00</b>	<b>-</b>
521010	Office/ Dept. Supplies	100.00	8.95	100.00	
522180	ShoWorks Software			1,745.00	
523010	Telephones	100.00	8.12	100.00	
523050	Postage (admin only)	100.00	18.02	100.00	
525360	Public Works Services (survey charges)	1,289.00	2,284.66	1,289.00	
525710	Printing	40.00		100.00	
525715	Advertising (RFP legal notice)	1,300.00		1,300.00	
525715	Advertising - other				
527210	Building Rental (private)	1,120.00	1,112.40	1,120.00	
528110	Liability Insurance Premiums	5,500.00	5,700.00	5,700.00	
528210	Public Officials' Bonds	1,289.04	791.67	1,290.00	
529110	Employee Mileage	50.00	109.62	110.00	
529130	Meals	300.00	206.00	470.00	428.00
529210	Meetings	100.00		100.00	200.00
529220	Conferences	1,600.00	753.00	1,245.00	
529300	Dues & Memberships (Travel Salem, OFA)	1,300.00	995.00	800.00	
529650	Pre-Empl Investigations	70.00			
529999	MCFair.net Domain renewal 5-years				
~	<b>Total M&amp;S</b>	<b>14,258.04</b>	<b>11,987.44</b>	<b>15,569.00</b>	<b>628.00</b>
60100-60452	Administrative Charges	23,314.00	19,837.08	23,314.00	
571010	Contingency				
<b>Total Admin &amp; Contingency</b>		<b>23,314.00</b>	<b>19,837.08</b>	<b>23,314.00</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>99,287.04</b>	<b>94,861.14</b>	<b>101,918.00</b>	<b>628.00</b>
<b>NET</b>		<b>(4,195.37)</b>	<b>541.69</b>	<b>(6,657.00)</b>	<b>(628.00)</b>

**MARION COUNTY FAIR  
POLICIES AND PROCEDURES**

**Sponsoring Department:**  
Community Services

**SUBJECT: MARION COUNTY FAIR- Election of Officers**

**1.0 Purpose**

To establish a voting process for the election of Fair Board officers.

**2.0 General Policy**

*From Fair Board Bylaws:*

**8. OFFICERS**

**8.1 Chair and Vice Chair appointment.** *The Fair Board will annually appoint a chair and vice chair by majority vote. The chair and vice chair will be elected by the Fair Board at the regular meeting during the month of November. The Fair Board tradition is to rotate the assignments of chair and vice chair amongst the members of the Fair Board on an annual basis. From time to time, a member may be asked to serve additional terms as chair or vice chair.*

**8.4 Treasurer appointment.** *The Fair Board will appoint a treasurer. The treasurer should have experience and expertise in governmental budgeting and finance. The treasurer will serve as the liaison between the Fair Board and Marion County concerning all fair financial matters.*

Per the Fair Board Bylaws, the Board is required to elect from its membership Officers of the Board (chair, vice chair and treasurer.) The Fair Board will follow the below guidelines/procedures for carrying out this directive.

**3.0 Policy Guidelines/Procedures**

- 3.1 The election of officers shall be conducted in the first board meeting of November.
- 3.2. Fair Board members may submit their name and office of interest (chair, vice chair, or treasurer) to the Fair Program Coordinator.
- 3.3. Fair Board members may also nominate other voting members for an office.
  - 3.3.1. Nominations for someone, other than self, require the nominee to accept the nomination and express a willingness to take office if elected.
- 3.4. Nominations for all positions close 48 hours prior to the election meeting date.

- 3.5. All accepted nominations shall be placed on a voting ballot for use at the upcoming meeting.
- 3.6. Prior to the vote, any candidate may make a short statement to the Board regarding their candidature.
- 3.7. Fair Board members will vote by secret ballot.
- 3.7.1. Members ~~unable to planning on being absent from attend~~ the meeting, in which the elections are held, may ~~call in by phone to participate in the election process~~ submit a ballot to the Fair Program Coordinator ~~prior to the date of the meeting.~~
- 3.8. The Program Coordinator shall tally the votes. New officers will be determined by a majority vote.
- 3.8.1. In the case of a tie, a run-off election vote will be taken immediately after the tie has been identified.
- 3.9. In the meeting in which the elections are held, the current chair or vice chair shall preside over the initial part of the meeting to elect Officers of the Board. Immediately following the election, the newly elected chair shall assume office and preside over the remainder of the meeting.

Drafted: 10/11/16

Adopted:



2016 FOOD CONCESSIONS APPLICATION

Submit to: Marion County Fair PO Box 14500 Salem, OR 97309 503.585.9998 • fax 503-373-4460

Business Name \_\_\_\_\_ Returning Vendor: \_\_\_\_\_ Yes \_\_\_\_\_ No (Most Recent Year Participated \_\_\_\_\_)

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Proposed Menu: Attach a list of all proposed food and beverages and their prices or list detailed menu items below. If your menu is extensive, indicate any preferred items.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Booth Description: \_\_\_\_\_ Trailer \_\_\_\_\_ Free Standing Dimensions (including trailer tongue if applicable): \_\_\_\_\_ ft. wide (front) \_\_\_\_\_ ft. deep (side) Describe your unit. (If you have not previously done so, please include a picture.):

\_\_\_\_\_
\_\_\_\_\_

Electricity (Please indicate your specific electrical needs; if unsure, please contact us) Volts: 120V \_\_\_\_\_ 240V \_\_\_\_\_ Amps: 20 \_\_\_\_\_ 30 \_\_\_\_\_ 50 \_\_\_\_\_ (# needed) (#) (#) (#) (#) Additional power orders at move-in, or on-site, is limited to availability and subject to late fees or special installation fees which require immediate payment.

Comments: \_\_\_\_\_

Water: \_\_\_\_\_ Yes, need connection (limited availability) \_\_\_\_\_ No, water is self-contained

\*\*\*\*\*

Food Booth Fees: A \$250 non-refundable fee is due upon acceptance\* and signing of the Food Vendor Permit Agreement. Other charges include a post fair fee of 22% of gross total sales, plus electrical costs based on vendor requirements.

By signing below, I agree the information I have provided on this application is accurate. I understand that the selection of food vendors is at the discretion of the Marion County Fair Food Vendor Selection Committee and that I will be notified as to my selection status.

I am available for a mandatory pre-fair food vendor meeting at the fairgrounds on the Wednesday evening prior to the opening day of fair. \_\_\_\_\_ yes \_\_\_\_\_ no

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please do not enclose money when submitting this application. Return completed and signed application by Friday, March 4 to: Food Vendor Selection Committee, Marion County Fair PO Box 14500, Salem, OR 97309





# 2016 Commercial Space Application /Contract

## July 7-10, 2016

**Submit to:**  
 Marion County Fair  
 PO Box 14500  
 Salem, OR 97309  
[marioncountyfair@co.marion.or.us](mailto:marioncountyfair@co.marion.or.us)  
 Fax 503-365-3121

Business/Organization: \_\_\_\_\_ If Returning Vendor, year(s) \_\_\_\_\_  
 Name (Last): \_\_\_\_\_ (First) \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
 Web: \_\_\_\_\_ Facebook: \_\_\_\_\_ Other: \_\_\_\_\_

Products or Service: (List all items or information that you plan to sell, display, or disperse to the public; list items by manufacturer's name. Attach sheet, if needed.)

Sound Device: Do you plan to use a sound device? Yes \_\_\_ No \_\_\_ If yes, describe unit/use: \_\_\_\_\_

Nonprofit Exhibitor: Yes \_\_\_ No \_\_\_ (Nonprofit exhibitors' space fees are \$100. If you request a specific space, you must pay regular commercial rates.)

BOOTH SPACE FEES			
Please circle (or mark) the box of the dollar figure for your chosen area:			
<b>Inside Exhibit Hall (Series 100)</b> (Includes 10x10 booth, draping) POWER IS ADDITIONAL	<b>Outside Open (Series 300, 400)</b> (Includes 10x10 space; exhibitor must supply canopy/tent) POWER IS ADDITIONAL – RESTRICTIONS APPLY		
Inside In Line	\$275	Outside Open In Line	\$300
Inside Corner	\$325	Outside Open Corner	\$350
Outside Bulk Space (min. 20x20) \$1.20 per ft. (e.g. \$480); call for availability			

Electricity: (2016 booth fee reduction reflects power being ordered separately)

Check any electrical needed: (If unsure, please contact us. Additional power orders at move-in, or on-site, is limited to availability and subject to late fees or special installation fees which require immediate payment.)		
___ \$45 (1000 w 120v)	___ \$65 (20 amp 208v)	___ \$100 (220v or over 50 amps)

Number of Booths Requested: \_\_\_\_\_ (\$100 non-refundable deposit required per each 10 x 10 booth.)

Booth #/Location Preferences (must be completed): 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_

Outside open space applicants must include booth dimensions and **attach booth photo to application**. Booth size \_\_\_\_\_ ft. x \_\_\_\_\_ ft. (Not to exceed 10' deep)

Check if need complimentary \_\_\_\_\_ 1 table \_\_\_\_\_ 2 chairs (TABLES ARE NOT DRAPED OR SKIRTED)  
 Additional Tables / Chairs needed above complimentary: \_\_\_\_\_ table(s) \$8 ea. \_\_\_\_\_ chair(s) \$2 ea.

Camping- Fairgrounds dry parking/camping (no hook-ups) are \$15.00 per day. Camping forms can be found on our website at [mcfair.net](http://mcfair.net).

Insurance: Vendor must provide a certificate of insurance with application as evidence of general liability insurance with per occurrence and aggregate limits of no less than \$500,000.

Payment: Exhibitor agrees to pay Marion County Fair a \$100.00 non-refundable deposit per each 10x10 ft. booth with return of application. The total exhibit space fee must be received by **June 30** after which time if total payment is not received, booth site may be changed at management's discretion.

Agreement: Having read the information contained in the "Rules Governing Commercial Exhibits", I understand and agree to abide by these rules. Upon the Fair's receipt of payment and signatures below, this completed Application/Contract will be a binding agreement between the Exhibitor and Marion County Fair.

Commercial Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

FEES		RECORD OF PAYMENT			TOTAL FEES:	\$
Booth(s)	\$	Date:	Cash / Credit / Check #:	Initials:	Amount:	\$
Electrical	\$				<i>Balance Due:</i>	\$
Add. tables/chairs	\$	Date:	Cash / Credit / Check #:	Initials:	Amount:	\$
<b>TOTAL DUE</b>	<b>\$</b>				<i>Balance Due:</i>	<b>\$</b>
Date Received:		Space(s) Assigned:		Confirmation Letter/receipt Sent:		