



May 30, 2026

VENDOR application

Business Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Authorized Contact _____

ABOUT YOUR BUSINESS OR ORGANIZATION

Please explain what your business or organization does or promotes in order for us to place you accordingly and also to help us prevent duplicate vendors. (Include items that will be sold or given away)

VENDOR SPECIFICATIONS

Type (Check One)

- ☐ Indoor (See Size)
☐ Outdoor (See Size)
☐ Food - \$225.00

Size (Check One)

- ☐ 10x10 - \$50
☐ 10x20 - \$100
☐ 10x30 - \$150

Power (Food Vendors Only)

- ☐ 110
☐ 220-30A
☐ 220-50A

*Aside from food vendors,
power will only be provided
where available*

FOOD VENDORS TO BE LIMITED.

Authorized Signature _____ Date _____

PLEASE NOTE

Vendor Fees must be paid at time of application. No refunds.

☐ Cash ☐ Check ☐ Venmo (please put your name in payment description)

All vendors MUST set up between 12PM - 5PM Friday, May 29, 2026.

DUE BY: MAY 20, 2026

Make checks payable to: Benefit for the Basin

Mail to: 6510 South Sixth Street, #130 • Klamath Falls, OR 97603

For more information contact:

Cristy Rodriguez 541-810-8201 • Email: bftbvendors@gmail.com (attn: Cristy)

OFFICE USE ONLY Received ____/____/____ By _____

Exhibitor Expectations

Failure to meet vendor expectations may result in denial of future applications.

Show Date & Hours

- Vendors are required to be open from **9:00 AM to 3:00 PM**.
- All booths must remain open and staffed for the entire duration of the event (3:00).

Application & Payment

- Booth space will be assigned once the application is approved.
- The Vendor Coordinator will notify applicants of their status by **May 20, 2026**.
- Payment is due at the time of application.
- Any booth not paid in full by **May 29, 2026** may be reassigned or assessed a **10% late fee**.
- Accepted payment methods: credit card, cash, money order, venmo or cashier's check.
- Credit card payments will include a **3% processing fee**.

Vendor Move-In

- All vendors must check in with the Vendor Coordinator upon arrival to receive their booth location.
- **Set-up is required between 12:00 PM – 5:00 PM on Friday, May 29, 2026.**

Booth Furnishings

- Vendors are responsible for providing their own booth materials, decorations, backdrops, and display equipment.
- One table per **10' x 10'** booth space is included at no additional cost; additional tables are available upon request.
- Tables must be returned to the designated location at the end of the event.
- Please indicate on your application if **power access** is needed.

Vendor Take-Down

- Vendors must remove all trash and debris from their booth area and dispose of it in the containers provided by the Fairgrounds.
- Items left behind after **4:00 PM** become the property of **Benefit for the Basin** and may be discarded at the committee's discretion.

Event Security

- Benefit for the Basin will provide 24/7 onsite security for general grounds monitoring.
- While security is present, vendors are responsible for safeguarding their own merchandise and equipment.

General Expectations

- A. Water guns, bubbles, and unfilled balloons are **prohibited** due to safety concerns.
- B. Use of sound-producing devices (e.g., loudspeakers, radios, instruments) requires approval from the Vendor Coordinator. Approved sound must not interfere with neighboring booths. Permission may be revoked at any time.
- C. Vendors must maintain their booth area, ensuring safety and accessibility for guests, visitors, and staff.
- D. The Vendor Coordinator reserves the right to refuse or remove any vendor whose presence detracts from the dignity or mission of Benefit for the Basin.
- E. Advertising materials may **not** be placed on or inside patron vehicles under any circumstances.

Conduct Policy

Any unruly behavior, refusal to follow expectations, or use of foul or inappropriate language toward event patrons, volunteers, or committee members will result in immediate removal from the event **with no refund** and may restrict participation in future events.

www.BenefitForTheBasin.com

Joe Reister 541-891-2234 • Keith Stotts 541-891-7980 • Kristine Golden 541-891-8930

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