

Washington County Fair Board Policy Manual

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WASHINGTON COUNTY FAIR BOARD

Policy 103

Fair Board Travel Policy

1. For travel outside of Washington County by Fair Board members that is related to the annual Washington County Fair, staff shall make all travel arrangements.
 - a. In the event that Fair Board members are required to use their personal vehicles to travel outside of the County for matters related to the County Fair, they may be reimbursed for mileage at the current County mileage reimbursement rate.
 - b. If Fair Board members incur other reasonable travel expenses for matters related to the County Fair, they may be reimbursed for those expenses per County Policy 402- Travel and Business Expense reimbursement policy.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 106

Compliance with Applicable Law Policy

1. The Washington County Fair Board shall adhere and comply with all federal, state, and local laws and ordinances, including Washington County Administrative Policies, including, but not limited to, as applicable:
 - a. Title VI of the Civil Rights Act of 1964;
 - b. Section V of the Rehabilitation Act of 1973;
 - c. The Americans with Disabilities Act of 1990 (Pub L No. 101-336) for Fair programs and activities;
 - d. All applicable city, county, state and federal statues, rules, and regulations, including but not limited to, waste management, lighting, noise, dust, and all other environmental issues applicable to the operations and activities associated with the annual County Fair;
 - e. Washington County Fair Treatment, Equal Protection and Nondiscrimination Policy - #212;
 - f. Washington County Workplace Discrimination, Harassment, Sexual Assault and Retaliation Prevention Policy, Policy #301;
 - g. Washington County Contract Administration Policy 403 and Washington County Rules of Procurement.
 - h. Washington County Exclusion for County Owned Property and from Contracting the County by Telephone, #502-A;
 - i. Washington County Workplace Violence Prevention Policy, #503;
 - j. Washington County Prohibition of Carrying Firearms, Policy #505; and
 - k. Washington County Tobacco and Smoke-Free County Property, #701.

- 2 The authority to ensure compliance with this policy is vested with the Washington County Fair Manager, or designee.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 201

Determination of Fair Dates Policy

Purpose

To establish a consistent date for the annual Washington County Fair, which is in the best interest of exhibitors, vendors, contractors, staff, as well as the community and public. This policy operates to prevent conflicts with other Fairs and events in the area.

1. The annual Washington County Fair shall be held during a period that includes the last Friday of July and concludes the following Sunday.
2. The annual Washington County Fair shall be a minimum of 4-days.
3. Any addition or deletion of days or date changes must be done by official act of the full Fair Board after discussion of ramifications of changes and impact, if any, on existing contracts and shall not take effect for a minimum of 24 months.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 202

Sponsorship Policy

1. It shall be the policy of the Washington County Fair Board that procurement of sponsorships shall, where feasible and practical, be modeled on standard fair, festival, and industry best practices.
2. Sponsorships are marketing and promotional arrangements between the Fair Board and private businesses, individuals, corporations, or public or non-profit entities that exchange financial and/or other valuable consideration for the privilege of conducting promotional, advertising, educational, and/or product or service activities in association with County Fair programs, activities, and events.
3. The responsibility for the procurement of sponsorships shall be managed under the direction of the Washington County Fair Manager, or designee.
4. The Fair Manager, or designee, will evaluate potential sponsorships based on an objective analysis of market conditions and trends, the County Fair's needs and requirements, and the potential sponsor's imaging and marketing objectives.
5. The Fair Manager may contract with individuals or companies to solicit and secure sponsorships consistent with this policy.
6. Fair Board members may recommend potential sponsors to the Fair Manager. Any perceived or real conflict of interest between a Board Member and a potential sponsor will be disclosed in writing by the Board Member and filed with the Board President, Fair Manager, and County Counsel Board Members will be responsible for complying with all Oregon Government Ethics laws.
7. Sponsorship arrangements shall be committed to writing and signed by all parties to the agreement.
8. The Fair Manager, or designee will use the following criteria in determining whether a potential sponsorship opportunity is appropriate for the County Fair:
 - a. The total cash to be received by the County Fair.
 - b. The total in-kind support to be received by the County Fair.
 - c. The sponsor's ability to perform during the term of the agreement.
 - d. Whether the sponsor's marketing objectives and corporate imagery contributes to the County Fair's mission, long-term vision, and strategic plan.
 - e. Any other considerations, qualifications or market influences deemed valuable and appropriate by the Fair Manager, or designee.
9. It is the policy of the Washington County Fair Board not to directly solicit or accept any tobacco related sponsorships, including monies or other collateral material, during the County Fair and no tobacco products shall be advertised at the County Fair. Notwithstanding the foregoing, this policy does not apply

to or prohibit a vendor under written agreement with the Washington County Fair Board from selling merchandise or products containing tobacco logos or references. The sale or distribution of tobacco products is strictly prohibited.

10. The Fair Manager, or designee, will monitor sponsorship agreements to ensure fulfillment of sponsorship contractual obligations within the designated time frame, including payments from either party.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 205

Animal Welfare Policy

1. It shall be the policy of the Washington County Fair Board to ensure the humane handling, treatment, and housing, of all animals on and at the Fairgrounds Complex, also known as and including the Westside Commons.
2. In implementation of this policy, the Washington County Fair Manager shall work directly with the Oregon Department of Agriculture Animal Health Program and the Oregon State Veterinarian to: (i) develop and enforce rules and procedures for the handling and care of all animals participating at the Fair, (ii) review animal-related welfare matters at the Fair, (iii) establish protocols for handling animal welfare inquiries, and (iv) provide education programs and training for animal program participants regarding animal care and health.

The Animal Enterprise Protection Act of 1992, as required, shall apply to the implementation of this policy.

3. For the purposes of the annual Washington County Fair, the Washington County Fair Manager shall work with a designated Doctor of Veterinarian Medicine for animal health checks and for compliance with Oregon Department of Agriculture and State Veterinarian policies and procedures during the County Fair
4. This Policy is intended to be inclusive to all animals and animal exhibits at the annual County Fair including those animals being exhibited for competitive purposes as well as those animals used in entertainment or educational activities and exhibits.

Approved this _____ day of _____.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 207

Professional Development Policy

1. It shall be the policy of the Washington County Fair Board to provide professional development opportunities to Fair Board members on an on-going annual basis.
2. Professional development opportunities may include, but are not limited to, attendance at activities coordinated and/or offered by the Oregon Fairs Association, Western Fairs Association, International Association of Fairs and Expositions, and departments of Washington County and the State of Oregon.
3. The cost of professional development activities shall be provided in the annual budget.
4. The authority to ensure compliance with this policy is vested with the Washington County Fair Manager, or designee.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

Washington County Fair Board

Policy 209

Animal to Human Disease Prevention

Policy and Procedures for Managing Animal Contact at the Washington County Fair

The Washington County Board of Commissioners has entrusted the Fair Board to give priority for the personal safety and security of members of the public who attend the Fair, as well as those who work and participate at the Fair. The Fair Board takes this matter seriously and has established the following policy and procedures for Fair Staff and Exhibitors in an effort to reduce transmission of diseases from animals to humans at the Washington County Fair.

1. Expectations and Procedures to Reduce Contamination

- Animal Exhibitors shall participate in animal disease prevention and safety training prior to exhibiting at the Fair. This training shall be conducted, at least once per year, by Washington County Public Health, Oregon Department of Agriculture Animal Health Program, and/or other person or program deemed appropriate by Fair Manager, or designee. If an exhibitor fails to participate in the required safety training, the exhibitor may lose eligibility to participate at the Fair.
- To reduce potential health and safety risks between animals and the public, County Fair staff shall set up the animal areas, including but not limited to panels, gates, pens, animal, and public walkways, and showrings in a manner that prevents animals and the public from using the same walking paths yet still gives the public the opportunity to see and interact with the animals as much as possible. County Fair staff shall, in coordination with Public Health and County Risk Management Department, determine set-up for animal areas based upon factors including but not limited to the type and number of animals, and show location. If County Fair staff determine moving animals across a public pathway is necessary, the crossing shall be managed by County Fair Staff who shall ensure a safe crossing path for the animal, exhibitor, and the public and County Fair staff shall sanitize the crossing prior to re-opening to the public. (Chemical SDS will be posted).
- County Fair staff shall provide the following signage, in languages including but not limited to English and Spanish: (1) signs explaining the risks of animal-to-human disease at the entrances to the Fair and the animal areas; and (2) signs in the barns and showrings reminding the public to not eat or drink in animal areas, to not touch their face or mouth after petting or touching animals or t pens, to wash their hands when leaving animal areas, and to store and secure all personal items prior to entering animal areas.
- County Fair staff shall provide ADA accessible handwashing facilities near animal areas. Handwashing facilities shall be inspected and serviced hourly by Fair staff to ensure that they are operational, clean, and stocked with supplies. To encourage use, handwashing facilities will be located as close as possible to public walkways.
- If available, public health volunteers will be stationed near animal areas to educate the public on staying healthy around animals.
- Exhibitors shall keep exhibitor areas clean, remove waste from animal enclosures and pens, and animal walkways as soon as possible, Exhibitors shall disinfect surfaces that are accessible by the public throughout each day, mist pathways to prevent airborne animal feces particles, and position fans to minimize spreading of animal feces particles or movement of animal bedding. County Fair staff and

exhibitors shall work together to keep public spaces in the barns, showrings, and other livestock areas clean and sanitary.

- Exhibitors shall clean and sanitize or change their shoes and wash their hands before leaving animal areas to minimize contamination of public areas. Chemical SDS shall be posted for cleaning supplies.
- When the public touch animals and/or animal enclosures and pens, the exhibitors shall remind the public to wash their hands with soap and water and to not touch their face or mouth until they have completely washed their hands. This is the perfect time to provide public education regarding the importance of animal-to-human health and safety.
- Consumption of food and beverages are strictly prohibited inside animal areas. Animal program participants may drink beverages from containers with a twist off cap while in animal areas due to heat and amount of time spent at the Fair.
- The milking parlor, animal washing areas, animal walking paths, showrings, and the backsides of the barns shall be completely blocked from public access and public pathways.
- Animal program participants including but not limited to exhibitors, their family members, helpers, visitors, friends, staff, and volunteers shall not alter any portion of the animal areas including but not limited to animal and public walkways, panels, gates, pens, showrings, signage, and handwashing or sanitizing facilities.
- Only registered animal exhibitors and their immediate families, members of the Washington County Livestock Association Auction Committee, the designated County Fair Veterinarian, staff of the Oregon Department of Agriculture Animal Health Program, authorized Oregon State University 4-H and Future Farmers of America staff and volunteers, County Fair staff and other authorized County staff including the Washington County Sheriff's Posse, are allowed in non-public animal areas.
- Anyone found to be in violation of this policy may be expelled from the Fair, forfeit prize money and entry fees, and lose eligibility to participate at the Fair in the future.

2. Communication to Exhibitors

- The Fair Manager shall work with the Oregon State University 4-H Extension Agent and Future Farmers of America Advisors to arrange for information to be provided to youth livestock exhibitors and their guardians regarding these policies and procedures, trainings, and other pertinent exhibitor information regarding the County Fair at least 30-days prior to the first day of the Fair.
- For Open Class livestock exhibitors, information regarding these policies and other pertinent livestock exhibitor information shall be posted on the Fair website at least 30-days prior to the first day of the County Fair.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 302

Volunteer Policy

1. Volunteers and community groups officially representing the Washington County Fair or performing services at the annual Washington County Fair under contract, written agreement or other official authorization of Fair Board or the Fair Manager, shall adhere to Policy 106 and comply with all applicable laws, rules and policies provided therein.
2. Volunteers serve at the pleasure of the Washington County Fair Manager. The conduct or performance of an individual volunteer is subject to review and discipline that may lead up to and include dismissal of the volunteer at the discretion of the Fair Manager.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 305

Advertising, Canvassing or Soliciting Policy

1. This policy is intended to govern and define the conditions for non-commercial advertising, canvassing, soliciting, protesting, and disseminating materials at the Washington County Fair Complex, also known as Westside Commons, its parking lots, and air space during the annual Washington County Fair, for the safety and enjoyment of the users of the Fair and visitors to the Fair.
2. This policy does not apply to individuals or organizations exhibiting as lessees under exhibit space or sponsorship agreements signed by the Washington County Fair Manager. This policy does not apply to volunteers or community groups representing the Washington County Fair pursuant to written agreements with the Fair Board.
3. No person or group shall use the properties of the Washington County Fair Complex during the annual Washington County Fair to distribute or advertise products, goods, or services of a commercial nature, or solicit funds without the expressed written agreement with the Fair Board or the written consent of the Washington County Fair Manager.
4. Protected First Amendment activities, including but not limited to, expression, solicitation of signatures for initiatives, petitions, and canvassing, soliciting and dissemination of written materials are allowed in accordance with the following conditions which are meant to protect the safety of Fair employees, vendors, volunteer, users, and visitors:
 - (a) Parking lot entrances, exits, and travel lanes must not be obstructed. Interference with traffic flow and with the duties of traffic attendants is prohibited.
 - (b) The use of land vehicles, including but not limited to cars, trucks, and other motorized vehicles, bicycles, scooters, skateboards, and skates is prohibited. Use of air vehicles is prohibited. Use of land vehicles as platforms or other temporary or permanent structures or platforms is prohibited.
 - (c) A person conducting such activity shall not place pamphlets, leaflets, or other material in or on any vehicles in the parking lots unless or until vehicles have been parked and existed.
 - (d) Loudspeakers and other sound devices are prohibited.
 - (e) Activity causing a crowd to gather is prohibited if pedestrian or vehicular traffic is obstructed or impeded.
 - (f) Activity conducted within twenty feet of an admission or entrance gate, or ticket booth is prohibited.
 - (g) Active obstruction of a Complex employee, contractor, subcontractor, volunteer, agent or visitor's line of travel or active detention of a Fair employee, contractor, subcontractor, volunteer, agent, or visitor against their will is prohibited.
 - (h) Abusive language and actual or threatened physical harm directed against a Fair employee, contractor, subcontractor, volunteer agent, or visitor is prohibited.
5. The Fair Manager may impose additional to reasonable time, place, and manner of the activity as necessary to maintain the safety of Fair users and visitors.

6. Persons or groups are not prohibited from advertising, canvassing, or soliciting or distributing products during the annual Washington County Fair on public sidewalks located on 34th Avenue, Cornell Road or 28th Avenue; however, their activities may be restricted by city ordinance if such activities disturb the public peace, impede pedestrian or vehicular traffic, or create a public disturbance.

7. Nothing in this policy is intended to prohibit the removal or trespass of any individual(s) from the Fair Complex if such removal is deemed necessary and appropriate by law enforcement for conduct that violates another law, rule, or ordinance.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 306

Access to Fair Complex Facilities

1. During the annual Washington County Fair, those gates within the Washington County Fair Complex, also known as and including Westside Commons that allow the most convenient access for those producing the event and those attending the event, will be opened allowing entry into the facility. Gates and access points that do not directly apply to said activities will remain locked.
2. The Washington County Fair Board grants the Washington County Fair Manager, or designee the authority to question individuals during the annual Washington County Fair if individuals are found to be accessing areas of the facility not directly related to their stated business at the annual Washington County Fair.
3. If upon questioning the individual, or individuals, the Washington County Fair Manager, or designee deems there is no need for access to the part of the facility in question, Fair staff can ask the parties involved to vacate that part of the facility or to leave the facility entirely.
4. If the Washington County Fair Manager , or determines that in order to maintain the integrity and security of the facilities, to protect the public using the facilities, and/or to protect employees who work or volunteer present within the facilities during the annual Washington County Fair, an individual or individuals must be refused entry or ejected, the Fair Board grants the Washington County Fair Manager or designee the authority to refuse entry or eject such individual or individuals.
5. The Washington County Fair Manager, or their designee shall contact law enforcement if an individual or individuals enter the Fair without permission and/or refuse to leave the Fairgrounds Complex upon being ejected.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 307

Weapons and Outside Alcohol Policy

1. The Washington County Fair Manager and/or his/her designee shall contact local law enforcement and discuss security strategies each year before the annual Washington County Fair. Law enforcement shall be encouraged to be present and to patrol the Fairgrounds Complex also known as and including the Westside Commons, during the annual Washington County Fair.
2. Pursuant to ORS 565.240, during activities associated with the annual Washington County Fair, security shall be always on site when the County Fair is open to the public.
3. Security shall check everyone for illegal weapons and outside alcohol before entry into the Fairgrounds Complex for the annual Washington County Fair. Security checks shall be consistent for everyone entering the Fairgrounds Complex. Individuals who do not consent to a security check shall not be allowed entry into the Fairgrounds Complex. The Washington County Fair and/or his/her designee is given authority to provide specific instructions for security staff in advance of each year's County Fair after meeting with local law enforcement authorities. For purposes of this policy, the Fairgrounds Complex consist of all areas inside the fenced off area at the Fair Complex used to conduct the annual Washington County Fair.
4. During activities associated with the annual Washington County Fair, no person other than law enforcement shall be allowed to bring any weapon, as defined in ORS 166.360(10) into the Fairgrounds Complex.
Weapons means:
 - a) A firearm;
 - b) any dirk, dagger, ice pick, slingshot, metal knuckles or any similar instrument or a knife, other than an ordinary pocketknife with a blade less than four inches in length, the use of which could inflict injury upon a person or property;
 - c) mace, tear gas, pepper mace or any similar deleterious agent as defined in ORS 193.211;
 - d) an electrical stun gun or any similar instrument;
 - e) a tear gas weapon as defined in ORS 163.211;
 - f) a club, bat, baton, billy club, bludgeon, knobkerrie, nunchaku, nightstick, truncheon or any similar instrument, the use of which could inflict injury upon a person or property; or
 - g) a dangerous or deadly weapon as those terms is defined in ORS 161.015.
5. During activities associated with the annual Washington County Fair, no person shall be allowed to bring any outside alcohol into the Fairgrounds Complex. This prohibition does not apply to vendors specifically authorized by written agreement to sell alcohol during the Fair.

6. Except as otherwise provided above, guests found in possession of the above-mentioned prohibited weapons or outside alcohol will be asked to remove the item from the Fairgrounds Complex or dispose of it. Security shall not confiscate any items, nor is security to store or check the above-described weapons.
7. Pursuant to ORS 166.370, no person shall intentionally possess a loaded or unloaded firearm or any other instrument used as a dangerous weapon (as defined in ORS 161.015) in any of the Fair Complex buildings, or grounds adjacent to the buildings, at all times, during the annual Washington County Fair, unless the person is:
 - a) a law enforcement officer acting within the scope of employment.
 - b) a person summoned by law enforcement and engaged in assisting the officer.
 - c) a member of the military when engaged in the performance of duty.
 - d) possessing a handgun and is licensed to carry a concealed handgun; or
 - e) authorized by the Washington County Fair Manager to possess a firearm or dangerous weapon in the building.
8. Violation of this policy shall result in denial of entry into or ejection from the annual Washington County Fair. Security shall contact law enforcement if the individual or individuals refuse to leave the Fairgrounds Complex.

Approved this ____ day of _____

ATTEST:

Recording Secretary

Fair Board President

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 308

**4-H & FFA Residency Requirements for Participation in
the Annual Washington County Fair**

1. The Washington County Fair Board shall only allow 4-H and FFA youth who permanently reside and attend school within Washington County to participate in Washington County Fair activities and competitions unless special circumstances are obtained by the Fair Board at least 18 months prior to the Annual Washington County Fair.
2. Any special circumstances obtained by the Fair Board must be re-considered annually.

Approved this _____ **day of** _____

ATTEST:

Recording Secretary

Board President