



“HOMEGROWN & HANDMADE”
ORANGEVILLE AGRICULTURAL SOCIETY
ORANGEVILLE FAIR 2018 – August 31- September 2
APPLICATION FOR SPACE – INSIDE VENDOR

Application and payment must be made by August 15, 2018, in order to avoid a \$50 late fee.
 The minimum frontage is 10 feet, with potential additions of 10 feet. All booths are 9-10 feet deep.

THERE ARE 3 PRICE LEVELS BASED ON THE NUMBER OF SIDES OF THE BOOTH THAT IS OPEN TO PUBLIC ACCESS			
OPTION 'A'	ONE SIDE OPEN	___ feet @ \$18.00 per foot	\$ _____
OPTION 'B'	TWO SIDES OPEN	___ feet @ \$18.00 per foot + \$10	\$ _____
OPTION 'C'	THREE SIDES OPEN	___ feet @ \$18.00 per foot + \$10	\$ _____
ELECTRICAL SUPPLY		@ \$40.00 per booth	\$ _____
ELECTRICAL SUPPLY	(optional refrigeration or freezer)	@ \$30.00	\$ _____
TABLES	(optional rental)	@ \$10.00 per table	\$ _____
	Additional vendor day passes	___ @ \$6.00	\$ _____
	Late Fee (payment to be made by August 15 2017)	@ \$50.00 per booth	\$ _____
	G.S.T. # R126704162	13%HST	\$ _____
TOTAL COST OF BOOTH APPLICATION			\$ _____
<i>Payment before July 15/18 15% Reduction</i>			
<i>Payment in full must accompany the application.</i>			

A certificate of insurance must accompany the application showing a minimum general liability coverage of \$2 million, co-insured to the Orangeville Agricultural Society.

Applicants name: _____

Business Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone#: _____ Fax#: _____ Cell#: _____

E-mail: _____

Insurance company & policy #: _____

Please indicate your product or service with emphasis on local sourcing: _____

Declaration: I / We have read and agree to all terms and conditions as laid out in the '2017 Contract Rules', the 'Exhibitor Regulations', the 'Fire Regulations' and the 'Emergency Procedures' that were provided to us.

 AUTHORIZED SIGNATURE

 DATE

Receipt / passes / booth location will be provided, at time of set-up, on August 31 and September 1, 2017

**Please make cheque payable to:
 Orangeville Agricultural Society**

Booth space will only be reserved with completed application, proof of Insurance and fees paid in full.

**Mail completed application & payment to:
 Orangeville Agricultural Society
 247090 Five Sideroad
 Mono Ontario L9W 6K5**

Phone: 519. 942.9597

www.oaseventcentre.ca

Fax: 519 942.8761

Payment Option: certified cheque ___ VISA ___ Mastercard ___ Name on card: _____

Card # _____ Expiry Date: _____ CVV# _____

Office use only: Date received: _____ Contract #: _____ # Gate Passes: _____

2018 CONTRACT RULES - INSIDE COMMERCIAL VENDORS

1. The Exhibitor agrees to abide by all rules as detailed here by the Orangeville Agricultural Society. Acceptance of any vendor is at the final discretion of the Chairperson.
2. **Hold Harmless Agreement:** I, the lessee, agree that I will indemnify and Hold Harmless the Orangeville Agricultural Society and its members, agents and employees from any claims, demands, losses, costs, damages, actions, suits or proceedings, by any party which may result from any act or actions or operations performed by me or my agents, employees, servants, or anyone for whose acts I/ they may be held liable.
3. By signing the attached application for an 'Inside Vendor' booth you will be considered to have read and agreed to these 'Contract Rules'.
4. For new vendors, a photograph or a detailed description of your booth must accompany the 2017 application.
5. Tents are not permitted in the Exhibition Hall. Canopies may be allowed if they are approved, in advance, by the Chairperson.
6. The vendor agrees that displays and product sales will be allowed only within the agreed space provided, not in the aisles.
7. The Vendor is liable for any damage to floors, walls and standard booth equipment belonging to the O.A.S., as well as that of other Vendors. No tape, staples etc may be used on furniture or tables rented from the Society.
8. If the Vendor fails to comply with any of the terms of this Agreement, all the rights of the Vendor will be terminated. Any payment made by the Vendor on account will be retained by The Orangeville Agricultural Society as liquidated damages for breach of contract.
9. Booths must be maintained and manned by the Vendor, using qualified staff, during the operating hours of the Fall Fair.

Set-up is on Thursday, August 31 from 5pm-8pm or Friday, September 1 from 8:00am to noon. Removal may not start before 7:00pm on Sunday September 3.

Exhibits will be open:

Friday	3:00 pm to 9:00 pm
Saturday	9:00 am to 8:00 pm
Sunday	9:00 am to 7:00 pm

All electrical equipment and connections must conform to Hydro One and CSA Approved Standards. Electrical hook up is to 110 volt, 15 amp outlets. Vendor will provide their own extension cords. Any vendor who has a refrigeration or freezer unit will be charged \$25.00 for the weekend, in addition to the \$25 cost that applies to all vendors. Please note there will be a \$5.00 disposal fee for cardboard if you do not handle your own removal.

10. A 2017 returning vendor may request a preferred location, provided that a signed contract is presented, with full payment, to the Orangeville Agricultural Society office no later than May 18th, 2017. After May 19th the Chairperson will allocate space on a first-come-first-served basis.
11. Application and payment in full must be received by August 15, 2018. If either are received after that time, then a \$50 late fee will be applied.
12. Acceptance of any application is at the discretion of the chairperson. Every attempt will be made to reduce duplication of displays of similar products or services.
13. Security staff will be on duty Thursday, Friday, and Saturday nights. Vendors should take all necessary precautions to protect their own property.
14. Vendors are requested to supply their own table(s) whenever possible. A limited number of 8 ft. tables are available for \$10.00 per table for the weekend, but they must be requested before August 1st. Chairs must be provided by the vendor and are not available for rental.
15. No smoking is permitted in any of the Orangeville Agricultural Society buildings.
16. A maximum **four wristbands** will be supplied to each Vendor at set up time. They are good for the whole weekend. Extra **day passes** may be purchased for \$6.00 each, please indicate the number required on your application. Lost or misplaced wristbands or passes cannot be re-issued.
17. NSF cheques will be charged at the rate of \$35.00 per cheque.
18. All vendors must report to the main office to receive their concession package and office staff will confirm that all documents and funds are in place. Vendors will not be allowed to set up a concession without consent of a committee member.

19. Your space at the Fair will be guaranteed, NOT YOUR LOCATION, upon receiving the signed agreement, full payment and a copy of your insurance for the concession space by the specified date on the attached application.
20. All vehicles must be removed from inside the fence by noon on Friday. During fair open hours on Saturday and Sunday vehicles are NOT permitted inside the fence. Exhibitors are to park in the Exhibitors parking area. If you need to re-supply your booth you must provide a dolly or cart to move the material. For large items, arrangements should be made with the Chairperson.
21. **Garbage:** The OAS strives to reduce garbage by recycling as much as possible. All cardboard boxes need to be flattened and placed in designated recycling containers. You may either provide your own containers for recycling, rent one from OAS for \$5, or take your cardboard back out with you. Under no circumstances should cardboard be put in garbage receptacles. OAS will provide recycling receptacles for recyclable glass or plastic food containers.

EMERGENCY PROCEDURES

The Orangeville Fairgrounds is equipped with fire protection equipment, including automatic sprinklers, smoke and heat detection devices, a fire alarm system, and a building-wide public address system. Upon arrival, you should familiarize yourself with the location of the nearest fire exits, alarm pull stations, and extinguishers. If you should see a fire, activate the nearest alarm and leave the building immediately by the nearest exit.

GENERAL REGULATIONS

1. All exhibit and display materials must conform to the Fire Regulations outlined in detail below.
2. All electrical exhibit and, display materials, must be certified to the appropriate Canadian standards. All connections to electricity or water must be approved by management.
3. No alcoholic beverages are allowed except in designated licensed areas, at such times as may be posted on the applicable liquor license.

FIRE REGULATIONS

1. All exits must remain unobstructed at all times. Exit signs, fire extinguishers, and pull stations must remain visible to the public at all times.
2. Vehicles parked in Fire lanes or blocking exits will be removed at owner's expense.
3. Prohibited Materials and Processes: Fireworks, explosives, blasting agents, flammable liquids or dangerous chemicals, LP or natural gas, fueling of vehicles, aerosol cans with flammable propellants, portable heating equipment, flammable materials.
4. Use of any cooking device, propane or gas fired equipment, or hydraulically operated moving equipment requires building management approval.
5. Acceptable materials for booth or display materials includes, wood and non-combustible materials, as regulated by the Ontario Building code, or combustible materials having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300. Cardboard, fabrics, and other materials may be used only if an approved fire retardant is factory applied.
6. Materials on display for sale need not be flameproof, but quantities stored on site will be limited.
7. Vehicles on display containing fuel tanks shall have the tank not more than ¼ full. Caps must be of a locking type or, otherwise prevented from being removed by the public. Such vehicles or powered equipment shall not be used for demonstrations inside the building.
8. Fuel cylinders for BBQ and other appliances on display shall be empty.
9. No welding, cutting, or brazing is allowed.
10. No painting of equipment or, material with flammable or volatile paints or finishes, is allowed on the site.