

# 168<sup>TH</sup> ORILLIA FALL FAIR

SEPTEMBER 7-9, 2018

4500 Fairgrounds Road, Severn ON, L3V 0Y2

## Vendor Information and Application Package

### FAIR HOURS OF OPERATION

- Friday, September 7 12:00 pm – 9:00 pm
- Saturday, September 8 9:00 am – 9:00 pm
- Sunday, September 9 9:00 am – 4:00 pm

### GENERAL INFORMATION

- Advertising is done by newspaper, radio, our website, social media, and flyers.
- We have approximately 50+ vendors.
- Expected attendance is 10,000+ over the weekend.
- In order to be considered, full payment must be received with your application form, as well as your certificate of insurance. If you do not have, and choose not to purchase insurance, the insurance waiver must be signed. Your payment will be returned if your application is not accepted.
- Unpaid application forms will not hold your booth space.
- Subletting is not permitted.
- Indoor set-up must be made on Thursday, September 6<sup>th</sup> by 6:00 pm. Outdoor set-up must be made by Friday, September 7<sup>th</sup> by 12:00 pm. Take-down is not permitted until after 4:00 pm on Sunday, September 9<sup>th</sup>, except under extreme conditions. All garbage must be removed and visible signs of your booth by one hour after the official closing of the fair.
- Each vendor will receive two weekend passes to the fair; food vendors receive four weekend passes. No pass = you pay admission. If you require more passes, they must be paid for.

### EXHIBITOR RULES

- Each vendor is responsible for supplying all necessary equipment for set up, including tables, chairs, tablecloths, and extension cords.
- Food vendors **must** supply their own generator.
- Displays and items for sale should be suitable for family viewing and are not to include guns, weaponry, ammunition, or knives/swords.
- We do not guarantee exclusivity of products sold, but do our best not to duplicate – according to the products listed on your application. **You must sell only products that are listed on your application.** In the case of direct sales companies there is one rep per company allowed (sharing your space with another rep is permitted).
- One business per booth is permitted.
- Displays, demonstrations, and distribution of material is not permitted outside the confines of the vendors' booth.
- No roaming sales.
- All vehicles must park in the main parking lot. If you park a vehicle or trailer at your site you will not be permitted to remove your vehicle until 11:00pm. Parking is free of charge. **No dogs are permitted on the property, except service animals.**
- Cancellation of agreement by Vendor before August 15<sup>th</sup>, 2018 will result in the forfeiture of 50% of the total amount of this contract; no refund will be given after August 15<sup>th</sup>, 2018.
- Returned cheques will result in a \$50.00 surcharge.

### CERTIFICATES AND PERMITS

- All applicants must provide a Certificate of Insurance naming Orillia & District Agricultural Society as an additional insured. Dates of coverage must include set-up dates. If you do not have, and choose not to purchase insurance, the insurance waiver must be signed.
- Food vendors must have a Special Event Permit from the Simcoe Muskoka District Health Unit. Details can be found at [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org). Food vendors must also provide a current Health Inspection Report. Per Ontario Fire Code a Certificate of Commercial Cooking Operations Maintenance must be submitted with application, stating that you comply with NFPA 96 Standard.

# 168<sup>th</sup> ORILLIA FALL FAIR VENDOR SPACE APPLICATION

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Product Description: \_\_\_\_\_  
\_\_\_\_\_

Indoor: \_\_\_\_\_ 10' frontage x 13' deep \$140.00 + hst, \_\_\_\_\_ 20' frontage \$250.00 + hst  
Outdoor: \_\_\_\_\_ 10' frontage x 13' deep \$100.00 + hst, \_\_\_\_\_ 20' frontage \$175.00 + hst  
Hydro: \_\_\_\_\_ \$25.00 + hst  
Food Vendor: \_\_\_\_\_ 25' frontage \$350.00 + hst  
Farm Equipment Dealer: \_\_\_\_\_ no charge \_\_\_\_\_' frontage (please indicate)  
Charitable Organization: \_\_\_\_\_ no charge, 10' frontage, CO # \_\_\_\_\_

Total Cost: Booth----- \$ \_\_\_\_\_  
Hydro----- \$ \_\_\_\_\_  
Additional Weekend Passes @ \$17.70 \$ \_\_\_\_\_  
HST @ 13%----- \$ \_\_\_\_\_  
Total Payable----- \$ \_\_\_\_\_

- All cheques are to be made payable to Orillia & District Agricultural Society. No post-dated cheques.
- Please do not mail cash.

Payment Options: Cash \_\_\_\_\_ Cheque \_\_\_\_\_ E-mail transfer \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and understand the full vendor information and application package.

## Application Checklist

- Completed and signed application
- Payment in full
- Insurance certificate listing Orillia & District Agricultural Society as an additional insured
- Special Event Permit from the Simcoe Muskoka District Health Unit (food vendors)
- Current Health Inspection Report (food vendors)
- Certificate of Commercial Cooking Operations Maintenance (food vendors)

### Orillia & District Agricultural Society

4500 Fairgrounds Rd

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