

**COLDWATER & DISTRICT**

**AGRICULTURAL SOCIETY**

**2018 Indoor Vendor Agreement**

**Theme: "Farming Life – Past, Present and Future"**

**The 2018 Fall Fair dates are September 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup>.**

**PLEASE READ THE CONTRACT IN FULL AS SOME CHANGES HAVE BEEN MADE.**

Thank you for your interest in becoming an indoor vendor at the 2018 Coldwater Fall Fair. Please read carefully through the rental agreement and contract. If you have any questions, please contact the Indoor Vendor Coordinator. Our indoor vendor space is limited. Spaces will be filled on a first come, first serve basis. If you are a returning vendor and you would like the same space as the previous year, please make note on your application.

**\* ALL APPLICATIONS MUST BE RECEIVED BY AUGUST 15, 2018.\***

All vendors must provide a post-dated cheque for September 1st for the full amount of the rental space. Cheques will not be deposited before September 1st. Proof of insurance **MUST** be submitted by September 1st. This can be done via email or through regular mail. If for any reason you must cancel, you will be refunded the full amount if your cancellation request is before August 15th. If you cancel after August 15th, a refund will be only granted if the space has been filled by another vendor.

**\*If by chance your cheque is returned for any reason, including but not limited to Insufficient Funds, Closed Accounts, and Stop Payments, you are subject to a \$25.00 returned cheque fee.\***

All Vendors must submit, with their application, a third party **Insurance Certificate with Liability**. Insurance coverage **must** be **\$ 2,000,000.00**, naming both Coldwater and District Agricultural Society and The Corporation of the Township of Severn, as third party coverage.

**\*No vendors are allowed to sell Cotton Candy, Popcorn and Candy Apples, as the carnival has full rights to sell these products.\***

Food Vendors must have a **Special Events Permit** displayed, in their Vendor area, at the Fair. This permit is issued by Simcoe Muskoka Health Unit. There is no cost for this permit, however a copy of the permit must be submitted with your application and the original copy displayed, within your vendor area. More information can be found at [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org) or at the Orillia Common Roof Building, 169 Front St S, Unit 120, main floor, Orillia Ontario.

### **Set-Up and Take Down**

Set-up will take place on:

Thursday September 27th from 12:30pm - 8:00pm

Friday September 28<sup>th</sup> from 11:30am – 12:30pm

\* Please note that no vendors will be allowed on the main floor of the arena, on Friday September 28th before 11:30 am. This is when judging of the exhibits is taking place.\*

### **Vendor Hours**

Vendors are expected to be open and available during the following hours

Friday September 28<sup>th</sup> -1:00pm to 8:00pm

Saturday September 29<sup>th</sup> -9:00am to 8:00pm

Sunday September 30<sup>th</sup> – 9:00am to 4:00pm

**\*The arena will be open a half hour before the gates open\***

### **Applications:**

Applications can be sent to the Indoor Event Coordinator at the following address:

Laura Lamarre

P.O. Box 586

Coldwater, Ontario

L0K 1E0

If you have any questions, please contact Laura Lamarre at [llamarremk@gmail.com](mailto:llamarremk@gmail.com) or at 705-715-5379

### RULES /REGULATIONS /CONDITIONS FOR INDOOR VENDOR

Covering the privilege (but not the exclusive privilege) of the above business/operation at the Coldwater Fall Fair, subject to the rules and regulations and conditions governing concessions at the Fair, which I/we acknowledge as outlined below and form part of this agreement.

1 - Each lessee is responsible for supplying all necessary equipment for their set-up. No tables or chairs are provided or available. If you request hydro for your space, you **must** supply the extension cord.

2 - Each lessee is allowed two plastic wristbands, which **MUST** be worn **WHILE ON THE PREMISES**. Extra wrist bands can be purchased for \$6.00 each.

3 - Booths must be kept clean and all garbage placed in aisle for early morning collection.

4 - Displays, demonstrations and distribution of advertising material are **NOT** permitted outside the confines of the booth.

5 - Concessionaires are required to ensure that there are no disturbances to neighbouring concessionaires by sound systems.

6 - Displays should be suitable for family viewing.

7 – Signs/tables/gazebos must not project further than 10ft from the back wall. Solid side wall displays cannot exceed 6ft in height from top to bottom. All structures must be temporary and completely self-supporting.

8. While all precautionary measures will be taken to guard against loss of equipment or display material (night guard is on duty), the Society will not be responsible for losses which might occur from pilfering, water damage, weather, fire, accident or any other causes. Concessionaires are advised to insure their own goods against any such loss.

9. The Lessee agrees to keep his/her display in the rented space for the entire time of the fair. Displays must remain until 4 pm on Sunday September 30th.

**RENTAL AGREEMENT FOR INDOOR VENDOR SPACE AT:**  
**COLDWATER AND DISTRICT FALL FAIR SEPTEMBER 28th TO 30th, 2018**

Set-Up Times:

Thursday September 27th from 12:30pm - 8:00pm

Friday September 28th from 11:30am – 12:30pm

**NAME:** \_\_\_\_\_

**COMPANY REPRESENTED:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**What will you be selling or demonstrating?**

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

**Preferred Space:** \_\_\_\_\_

(A) Space Required: \_\_\_\_\_ ft. (\$11.00 per ft.) \$ \_\_\_\_\_

(B) Electricity: Flat rate \$ 20.00 YES \_\_\_\_\_ NO \_\_\_\_\_ \$ \_\_\_\_\_

(C) Additional Passes: \_\_\_\_\_ @ \$6.00 \$ \_\_\_\_\_

Total Amount Submitted: \$ \_\_\_\_\_

**HOLD-HARMLESS AGREEMENT**

Due to changes in LIABILITY INSURANCE for our Fall Fair, it is necessary for each concessionaire to sign this form and supply the Coldwater and District Agricultural Society with proof of Liability coverage, in the amount of \$ 2,000,000.00, releasing the Coldwater and District Agricultural Society, Directors, Coordinators and Volunteers; from all responsibilities should an accident occur. Your Insurance Company will need to issue a third party certificate naming both Coldwater and District Agricultural Society and The Corporation of the Township of Severn, as third party insured. This original copy Insurance Certificate is to be submitted with your application for Vendor space. In addition, Food Vendors must have a Special Events Permit; a copy of the Special Events Permit is to be submitted with your application, for Vendor space.

**SHOULD YOU NOT WISH TO SIGN THIS AGREEMENT AND SUPPLY A CERTIFICATE AND SPECIAL EVENTS PERMIT, WE REGRET WE WILL NOT BE ABLE TO ACCEPT YOUR CONTRACT FOR THE FAIR.**

I, \_\_\_\_\_ shall indemnify and hold-harmless, the Coldwater & District Agricultural Society, its members, agents, employees and volunteers, from and against all claims, demands, losses, damages, actions, suits of proceedings by any third parties that may arise out of, or may attribute, to all operations performed by or carried out by his/her agents, employees or servants, or anyone for whose acts he/she may be held liable, howsoever caused.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_

POLICY #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Please complete and return vendor application form, signed agreement, Certificate of Insurance and Special Events Permit, with your cheque to:

**Coldwater and District Agricultural Society**

**C/O: Laura Lamarre P.O. Box 586, Coldwater, Ontario. L0K 1E0**