

# COLDWATER & DISTRICT AGRICULTURAL SOCIETY(CDAS)

## REGISTER NOW TO RESERVE YOUR SPACE AS A 2026 OUTDOOR VENDOR

**Coldwater Fall Fair ... September 25, 26 and 27**

### RULES & REGULATIONS FOR OUTDOOR VENDORS

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

IF APPLICABLE, READ THE FOOD TRUCKING LICENCING INFORMATION, MFSE-002-ANNUAL INSPECTION CHECKLIST & TSSA FORMS

No Indoor or Outdoor Vendors are allowed to sell Cotton Candy, Popcorn and Candy Apples, as the Midway Provider has the full rights to be the only vendor to sell these products.

## General Provisions

- Set up to be made Thursday, September 24 from 10:00 AM to 8:30 PM or Friday, September 25 from 9:00 AM to 12:00 noon. Vendors **MUST** be ready to go at 1:00 PM Friday.
- Each vendor is responsible for supplying all necessary equipment for their setup. No tables, chairs or extension cords are available from CDAS.
- All equipment shall be used as per manufacturers instructions.
- Each Vendor is allowed **two** plastic wristbands, which **MUST** be worn **WHILE ON THE PREMISES**. Extra wristbands can be purchased for \$15 each.
- Displays, demonstrations and distribution of advertising material are **NOT** permitted outside the confines of the booth.
- Vendors are required to ensure that there are no disturbances to neighbouring vendors by sound systems.
- The following products are prohibited from distribution during CDAS events;
  - a. Hand guns & Replicas, Toy guns, Laser guns/pointers, Pointer guns & Replicas, Potato guns and Marshmallow guns
  - b. Knives, Swords, Shields, Toy Knives or Swords
  - c. Products depicting images or statements deemed offensive
  - d. Drug paraphernalia
  - e. Items or images that are deemed to detract from the inclusive, accepting, family atmosphere of CDAS events
  - f. All other products deemed inappropriate by CDAS that have not been approved by the Vendor Coordinator
- Displays should be suitable for family viewing and vendors shall conduct themselves in a manner that reflects well on the Coldwater Fall Fair.
- The Vendor Agrees to keep his/her display in the rented space for the full duration of the fair. **Displays must remain until 4:00 PM on Sunday of the fair and be removed from Fairgrounds, no later than Noon the following day.**

## Acceptance of Vendor Applications

Vendor spaces are limited and filled on a first come first served basis, so get your request for space in as soon as possible.

CDAS Vendor Coordinators and Executive Members have the right to approve or decline any application based on the direction of the event, integrity of the business, and/or past or current working relationships.

CDAS aims to feature no more than two vendors specializing in the same main product though this decision can be made in a case-by-case scenario at the discretion of the vendor coordinator.

Additional criteria considered is historical attendance and involvement, intrigue and originality of the offerings, and local popularity.

## Payment Terms

Once you have received notification that your application has been accepted, all vendors must provide full payment of the rental space in the form of **e-transfer** to [coldwaterfallfairfinance@gmail.com](mailto:coldwaterfallfairfinance@gmail.com) please include in the message section that you are an outdoor vendor and include your company name **or** provide a **post-dated cheque** made payable to Coldwater & District Agricultural Society dated September 1<sup>st</sup>, 2026, at which time they will be deposited.

**\* If your cheque is returned for any reason, including but not limited to Insufficient Funds, Closed Accounts, and Stop Payments, you are subject to a \$50.00 returned cheque fee. \***

**All vendor fees are due no later than August 15<sup>th</sup>, 2026.**

**Vendors will not be allowed to set up if payment has not been received.**

## Cancellation and Refund Policy

CDAS reserves the right to cancel at anytime any space allotted to any person or organization without refund, as the executive may decide, for the violation of any rule or regulation, verbal or physical abuse of a society or board member or for any misrepresentation whatsoever either written or verbal in any application for space.

If for any reason you find it necessary to cancel before August 1st, 2025, you will not be charged and your postdated cheque will be returned or destroyed. After that date and up to September 1st a refund will be granted if another vendor has filled the space.

CDAS reserves the right to reallocate any space if a signed contract, all accompanied paperwork, and payment have not been received by August 15th unless special arrangements have been made.

## Liability insurance

All vendors must submit, **once your application has been approved and your spot confirmed**, a third-party Insurance Certificate with Liability Insurance coverage of **\$5,000,000** naming both Coldwater & District Agricultural Society and The Corporation of the Township of Severn, as “additional insured”. If you are unable to obtain insurance coverage through your own company, CDAS has registered the Coldwater Fall Fair as an event with an insurance company called DUUO, a sister company of the Cooperator’s Insurance Company. You can apply for short term vendor insurance through DUUO. It’s very reasonable and it is their specialty. Apply at

<https://apps.ca.ics.duuo.ca/booth-operation/protections/list/?prescriptionGroup=oaascwff>

While all precautionary measures will be taken to guard against loss of equipment or display material, CDAS will not be responsible for losses which might occur from pilfering, water damage, weather, fire, accident or any other causes. Vendors are advised to insure their own goods against any such loss. The vendor and their applicable insurance will assume all responsibility for loss and damage to their property.

## Special Events Permit

**Food vendors must have a Special Events Permit.** This permit is issued by Simcoe Muskoka District Health Unit located at The Orillia Common Roof Building, 169 Front St. S, unit 120, Orillia, Ontario.

For further information call 705-325- 9565 or visit [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org) and once on their website go to “**Topics**” ~ “**Food Safety**” ~ “**Special Events**” ~ “**Vendor Application Form**”. There is no cost for this permit and a copy of the permit must be submitted once your application has been approved and your spot confirmed and **the original copy displayed, within your vendor area, throughout the fair.**

**If you are a Religious, Fraternal Organizations or Service Club, you must still apply and ask for an exemption from Ontario Regulation 493/17 \*This must be done annually\***

If approved for exemption, a sign must be posted notifying patrons’ event not inspected. A donors list must be provided if exempted from regulations and accepting food from an un-inspected source.

It is the responsibility of the vendor to obtain this permit, to submit permit by deadline, and to comply with all health/sanitation requirements. Vendor permit must be posted at all times. Health officials will inspect all operations prior to Fair start-up and may inspect food handling practices at anytime.

## Food Handlers Certificate

All vendors preparing food on site must have current food handler training and certification. A copy of this certification must be submitted with your application and displayed in your vendor area throughout fair weekend.

## Fire and Building Safety Requirements

All vendors must comply with local fire department safety regulations and will be subject to an inspection. All food vendors must be on site or there must be access to your Concession on Friday morning at 9:00 am for a Fire Inspection that will be conducted by the Severn Township Fire Prevention Officer. If a fire inspection cannot be performed, then you will be asked to remove your concession from the fairgrounds.

It is the vendor's responsibility to ensure that all fire and building safety requirements are maintained. The Ontario Fire Code and the Township of Severn require that all vendors ensure that they are following the requirements prior to set up:

## Portable Fire Extinguishers

All Vendors must always have a fire extinguisher in their booth, minimum size shall have a three 2A10BC rating. Upon inspection a technicians maintenance tag or proof that the fire extinguisher is less than 12 months old must be provide if asked for.

Vendors using appliances that produce grease laden vapors must have a type K extinguisher.

## Tents

**\*Effective in 2025\***, all tents erected outdoors must be flame retardant and bear a tag indicating conformance with CAN/ULC- S109, NFPA 701, or NFPA 705.

The operation of fuel fired appliances with a visible flame, smoking, the use of candles or any other open flame is strictly prohibited under any tent, or within 1m of a tent material.

Tents may not be attached to a building or structure and must be constructed with **10 feet unobstructed clearance on all sides from any combustible materials.**

For more information contact:

Township of Severn Fire Prevention Officer      1024 Hurlwood Lane, Severn ON      705 325-2315 ext 248

## Mobile Food Service Equipment (MFSE)

All MFSE (including appliances) must be certified by an agency accredited by the Standards Council of Canada and must have an annual safety inspection, by a licensed gas technician.

All MFSEs must provide a copy of their current annual TSSA safety inspection along with their application.

MFSE's built before February 13, 2006, owner must provide documentation from TSSA.

All MFSE that produce grease laden vapors require a fire suppression system conforming to NFPA 96.

All cooking operations shall take place within the approved MFSE unless approved provisions have been made.

All MFSE shall operate within their allowed area and follow the direction of CDAS staff.

## Fuels Propane and Gas

All food vendors, whose primary purpose is to prepare food for human consumption will be required to have a **Field Approval Label**, attached to their cooking equipment that contains propane and any other hydrocarbon fuel-fired cooking appliances.

Where the vendor is equipped with combustible fueled appliances or where otherwise required by the Fire Prevention Officer, the vendor shall submit to a Fire Safety Inspection, on Friday morning, and comply with any directions issued by the Fire Prevention Officer or their designate including officials from the TSSA fuel safety program or CSA. All equipment must meet TSSA, CSA, and any other applicable regulation.

\* For more information, please visit Technical Standards and Safety Authorities website at [www.tssa.org](http://www.tssa.org) \*

## Cooking Appliances

All cooking and food storage appliances must be used according to manufacturer instructions. Overhead and spatial clearances as per the manufacturer's specifications must be always maintained. **All vendors shall be prepared to show manufacturers instructions to a fire inspector upon request.**

## Outdoor Light and Heat

Lights and heaters inside an event tent should be well away from the tent fabric to avoid a fire. **Check the manufacturer's instructions for specific requirements.**

Look for the product certification mark on lighting and heaters. This shows they've been safety tested and approved for use in Ontario. <https://esasafe.com/electrical-products/recognized-certification-marks/>

## Smoking/Vaping

Smoking/vaping is prohibited on the Coldwater Fairgrounds as per Smoke – Free Ontario Act, 2017 and the Corporation of the Township of Severn BY-LAW NO. 2019-21

## Electrical Safety Requirements

According to the Ontario electrical safety code all equipment and connections must conform to C.S.A., E.S.A. approved standards where applicable and are subject to inspection by the above authorities including all municipal, provincial and federal authorities.

## Electrical

The electricity will be looked at on a yearly basis; there is no guarantee that it will be offered the following year. You are allowed one space for a single outlet box with a total of 15 amps (1000 watts Max) at 110 vac. **It is available on a first sold basis for a flat rate of \$40.00 for 3 days.** (Extra days are available for \$10.00 each). **NO MORE THAN A LIGHT OR SMALL APPLIANCE (10AMP) OTHERWISE THE VENDOR MUST SUPPLY THEIR OWN GENERATOR.**

The Ontario Electrical Safety Code defines the standards for safe electrical products and installation in Ontario, and when followed protects the public. This code requires all electrical connections and equipment in booths and concessions to be approved.

All electrical equipment, including equipment offered for sale, must bear a Recognized Agency Certification marking specified by E.S.A. A list of Recognized Certification Agency markings is available by visiting [www.esasafe.com](http://www.esasafe.com) or by calling 1-877-ESA-SAFE.

The Vendor will be solely responsible for all electrical equipment including electrical safety permits and inspections.

## Generators

Midways, amusement devices and food vendors that run on generators each need an ESA electrical notification.

You do not need an ESA inspection for generators that let you plug electrical equipment directly into its outlets.

Generators larger than 12 kilowatts or 240 volts must have an electrical notification. An ESA inspector must also review the electrical work. Call 1-877-ESA-SAFE (372-7233) at least a week before your event to arrange this.

## Power Boxes

**You are allowed one space for a single outlet box with a total of 15 amps (1000 watts Max) at 110 vac.**

Connection to the distribution power box will be provided by the CDAS prior to opening day.

## EXTENSION CORDS **\*ARE NOT SUPPLIED BY COLDWATER & DISTRICT AGRICULTURAL SOCIETY \***

If you bring your own extension cord, please ensure it is properly identified to prevent discrepancies and/or loss.

Extension cords must be properly rated for the load, maintained out of standing water, and protected from pinch damage.

## **Waste removal**

**An Environmental Surcharge is added extra for all Food Vendors.**

Vendor's site, including the area immediately behind and adjacent to the booth must be kept clean and all garbage placed in front of their booth for early morning collection.

**All cooking oils must be taken by the Vendor from the Coldwater Fairgrounds.** No oil will be accepted in the waste disposal program.

## **Checklist for Submission:**

### **All Vendors:**

- Signed Rental Contract
- Signed Rules/Regulations Agreement
- Signed Hold-Harmless Agreement
- Payment by e-transfer or post-dated cheque
- Certificate of Insurance (once your application has been approved and your spot confirmed)

### **Food Vendors:** Also Include

- Special Events Permit (once your application has been approved and your spot confirmed)
- SMDHU Public Health Inspection Certificate
- Food Handlers Certificate (for food vendors preparing food onsite)
- TSSA (MFSE) Annual Inspection Certificate
- TSSA Field Approval
- Fire Protection Equipment Inspection Report
- ESA Documentation if required

**RENTAL CONTRACT FOR OUTDOOR VENDOR SPACE AT  
COLDWATER & DISTRICT FALL FAIR SEPTEMBER 25-27, 2026**

**No Indoor or Outdoor Vendors are allowed to sell Cotton Candy, Popcorn and Candy Apples, as the Midway Provider has the full rights to be the only vendor to sell these products.**

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

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

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

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

What will you be selling or demonstrating? **Full Details Required**

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(A) Space Required \_\_\_\_\_ ft (10' deep @ \$15.00 per ft.) \$ \_\_\_\_\_

(B) Electricity (3-day Flat rate) \$40.00 YES \_\_\_\_\_ NO \_\_\_\_\_ \$ \_\_\_\_\_

(C) Additional Days (\$10.00 per day) YES \_\_\_\_\_ NO \_\_\_\_\_ # of Days \_\_\_\_\_ \$ \_\_\_\_\_

(D) Additional Passes \_\_\_\_\_ @ 15.00 \$ \_\_\_\_\_

(E) Environmental Surcharge for All Food Vendors - \$50.00 \$ \_\_\_\_\_  
(to help with waste disposal costs)

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

\*Space is allotted on a first come basis

\_\_\_\_\_  
*Signature of Vendor*

\_\_\_\_\_  
*Dated*

## **Rules/Regulations Agreement**

I have read and agree to abide by and conform to all Rules and Regulations adopted by the Coldwater & District Agricultural Society (CDAS) for the government and management of the applicable event. CDAS Shall also have the absolute right and discretionary power to alter, amend, add to or cancel any of these rules or regulations in individual cases and without prior notice. Any Vendors found to be in violation of one or more rules and regulations may be removed from the event. Furthermore, I acknowledge that Coldwater & District Agricultural Society exercises complete discretion over this event.

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

## **Hold-Harmless Agreement**

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.

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**Should you not wish to sign these three (3) agreements, provide all Food Vendor documentation required, where applicable, and once your application has been approved and your spot confirmed supply a Certificate of Insurance and a Special Events Permit, we regret, we will not be able to accept your contract for the fair.**

Please return completed forms and accompanied documentation to:

Coldwater & District Agricultural Society  
c/o Robert Hogean, 4959 Line 9 North, Coldwater, ON L0K 1E0

or email: [roberthogean8@gmail.com](mailto:roberthogean8@gmail.com)

cc: Operations Secretary [operations.cdass@gmail.com](mailto:operations.cdass@gmail.com)

**Decisions of the Coldwater & District Agricultural Societies executive are final.**

**FOR CONFIRMATION OF SPACE, ALL APPLICATIONS, DOCUMENTATION & PAYMENT MUST BE RECEIVED BY AUG. 15, 2026**