



Sutton Agricultural Society Sutton Fair & Horse Show 2017 Commercial Vendor Agreement

Please Read Thoroughly Due To Changes



VENDOR INFORMATION – PLEASE COMPLETE ALL SECTIONS

COMPANY NAME: _____

YOUR NAME: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

TELEPHONE: _____ CELL: _____

EMAIL: _____

WEB SITE: _____

SERVICE &/OR PRODUCT: _____

IMPORTANT

PLEASE LIST ALL ITEMS WHICH YOU WILL BE SELLING OR PROMOTING – THE SUTTON AGRICULTURAL SOCIETY HAS THE RIGHT TO ASK YOU TO REMOVE ANY ITEMS NOT LISTED. PRODUCTS/SERVICES ARE ALLOWED ON A FIRST COME FIRST SERVED BASIS.

The Sutton Agricultural Society Reserves the right, at their discretion, to reject any item offered for sale and to limit the number of exhibits of the same type.

ABSOLUTELY NO DRUG PARAPHERNALIA OR KNIVES ETC. ANYONE WITH THESE ITEMS DISPLAYED AT THEIR BOOTH WILL BE ASKED TO LEAVE THE FAIRGROUNDS. NO GENERATORS

Pricing:

- Inside vendor space is \$20.00 per frontage foot (10 feet in depth) by 10 foot increments only!
- Outdoor vendor space is \$17.00 per frontage foot by 10 foot increments only. After 20 feet it is \$7 per frontage foot.
- Limited space is available for parking house trailers at a rate of \$10.00 per day and must be included in the Concession Space Rental Agreement.
- PRIOR NOTICE MUST BE GIVEN AND AGREED UPON BY THE COMMERCIAL CHAIRPERSON.
- If notice is not given, there is no guarantee that trailer space will be available. Also, there are NO HOOKUPS available for these trailers.
- All vendors have access to water, but no direct hook-ups
- All vendors must pay a \$100 **cash** deposit before set-up (pay at fair office), which will be given back after 5pm on the Sunday of the fair. This is to ensure the vendors stay until the fair closes.

Electrical

- Each 10 foot space comes with ONE 110 volt/15Amp outlet. Each additional 110 volt electrical outlet will cost \$10.00 per day. All electrical services must be CSA approved and may be subject to inspection. At this time we are unable to accommodate 220 volt outlets.
- Any special electrical needs may be considered. 30 days' notice prior to the fair is required and special electrical needs will be at the vendors expense.
- All electrical must meet the specifications of the "Ontario Electrical Code"
- All vendors may be inspected by ESA
- All extension cords must be 14 gauge or greater and have a proper ground wire.

Please fill this section in

Footage required (*please circle*): 10 FEET 20 FEET 30 FEET 40 FEET 50 FEET 60 FEET

Please circle preference: OUTSIDE INSIDE

Amount: \$ _____ PLEASE INCLUDE 13% HST. _____

Additional 110 volt outlet: Number required _____ \$ _____

Trailer Parking \$ _____

Extra Passes (\$7 per pass/per day) # of passes _____ \$ _____

TOTAL AMOUNT ENCLOSED: \$ _____ CHQ # _____

INSURANCE COMPANY (send copy): _____

POLICY NO: _____

All fees must be prepaid at time of booking & no later **than June 15, 2017** or your space will be allocated to vendors on the waiting list. Cash only if paying after Aug 1st.

ABSOLUTELY NO POST DATED CHEQUES!!! Standard Bank Fees will apply to any NSF cheques.

HOLD HARMLESS AGREEMENT:

I, the lessee, shall indemnify and HOLD HARMLESS the Sutton Agricultural Society, their members, agents, and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by any third parties that may arise out of, or may attribute to, all operations performed by or carried out by the lessee, his agents, employees, or servants, or anyone for whose acts he may be held liable, howsoever caused. Initials: _____

Signature of Lessee: _____

Date: _____

GENERAL RULES AND REGULATIONS
PLEASE READ CAREFULLY

1. The hours of operation are:

Thursday August 10th	12:00 noon to 10:00 p.m.
Friday August 11th	9:00 a.m. to 10:00 p.m.
Saturday, August 12th	10:00 a.m. to 10:00 p.m.
Sunday August 13th	10:00 a.m. to 5:00 pm.
2. The Sutton Fairgrounds will be open on Wednesday, August 9th, 2017 from noon to 10:00 p.m. when Vendors may set up their booths. Your booth(s) must be open and staffed by competent personnel during all hours of operation. That also includes at night time, even if it is slow, all booths must stay open. All exhibitors are required to park personal vehicles in the designated parking area, at no charge. Early set up may ONLY be arranged through the Commercial Exhibitors Chairperson.
3. Food concessions will be accepted on a limited basis and entirely at the discretion of the Sutton Agricultural Society. Food vendors must be specific with every type of food/drink item that they will sell during the Fair and must comply with the rules set forth by the York Region Health Services. Should any vendor need help bringing food to their booth, please ask a member of the Commercial Exhibitors board who will be happy to help you out. All equipment used by the vendor must meet TSSA regulations.
4. The Sutton Agricultural Society will be responsible for removal of all normal garbage/waste from the bins in the Inside and Outside Vendor areas. It is to be understood that all Vendors are responsible for the maintenance of their own assigned SPACE and must dispose of all hazardous waste, including cooking oils.
5. All Inside and Outside Vendors will have full use of the Commercial Exhibits Building Comfort Station facilities. These will be fully maintained by the Sutton Agricultural Society. Please do not direct anyone else to these facilities.
6. The Sutton Agricultural Society provides 24-hour security, but all Vendors should take precautions to protect their own property, including insurance.
7. **WRIST BANDS AND FOUR DAY PASSES:** IT IS THE VENDOR'S RESPONSIBILITY TO SEE THAT ALL ENTRANCE BANDS ARE DISTRIBUTED TO THEIR OWN PERSONEL. NO OTHER BANDS WILL BE ISSUED OR REFUNDS GIVEN. If you need your passes mailed to you, please put that request on your application. All Vendors are entitled to partake in a catered lunch, served daily in the Commercial Exhibits Building, for a cost of \$10.00 per meal.
8. There is no subletting of Vendor space.
9. Once a contract has been completed and duly signed and your cheque cleared, this will confirm your contract. If for any reason your contract cannot be accepted you will be contacted by the Commercial Exhibits Chairperson. **ABSOLUTELY NO REFUNDS.**
10. **ALL VENDORS MUST PROVIDE THEIR OWN TABLES, CHAIRS EXTENTION CORDS & ANYTHING ELSE THEY REQUIRE – NONE WILL BE PROVIDED BY THE SUTTON AGRICULTURAL SOCIETY.**
11. We understand that some vendors must bring their dogs with them. All dogs belonging to vendors must be on a leash at all times and it is the vendor's responsibility to clean up after them & obey all Town by-laws.
12. All vendors must be set up prior to 10:30am on Thursday, August 10th, 2017. Failure to comply will result in your space being given to vendors on our waiting list. NO REFUND will be given if vendors fail to comply. **A \$50 late fee WILL apply and must be paid before set up!**
13. The full length of trailers and the tow vehicle (if applicable) will be included in the total foot frontage (including the tongue).
14. All tents must be safely secured & weighed down at all times, including during set up.
15. Vendors must not post signs/posters or pass out handouts of any kind, outside their designated booth area.
16. The **fair closes at 5 p.m.** on Sunday. No vendor will be permitted to start packing up and/or leave before that time. Any vendors caught driving on grounds while we are still open to the public will not be accepted to return the following year. **EVEN IF THE GATES ARE DOWN, NO VEHICLES UNTIL IT IS SAFE & APPROVED BY**

VENDOR COMMITTEE!! NO EXCEPTIONS! This also applies during regular fair hours. Any delivery's that require to go further than the parking lot will be assisted by fair staff. ABSOLUTELY NO EXCEPTIONS!!!!

All vendors please report to the office at the Commercial Exhibitors Building (Sutton Curling Club) prior to set up to obtain your admission passes & pick up your receipt. Your fee includes free admission to the fairgrounds in the form of 2 four-day wrist bands or 8 one day passes and one 110 volt electrical outlet. Extra passes may be purchased for \$7.00 per pass. Please see your vendor chairperson to obtain a daily slip where you then can pick up your pass at the Main Office.

FOR INFORMATION REGARDING YOUR BOOTH SPACE PLEASE CALL:

COMMERCIAL EXHIBITS CHAIRPERSON AT 905-722-5485 OR EMAIL SHEILA AT: sheilasuttonfair@outlook.com

PLEASE MAKE CHEQUES PAYABLE TO: Sutton Agricultural Society

Remit payment along with page 1 & 2 of this form to:

Sutton Agricultural Society,
P.O. Box 460, Sutton West,
Ontario, L0E 1R0
Phone:(905)-722-3165

Email: info@suttonfair.com or visit our website at www.suttonfair.com

****NOTE**** No Credit or Debit Cards