



# Sutton Agricultural Society Sutton Fair & Horse Show 2019 Commercial Vendor Agreement

**\*\*PLEASE READ THOROUGHLY\*\***

## 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!
  - Eg: 10'x10' booth is \$200 + HST
- Outdoor vendor space is \$17.00 per frontage foot by 10 foot increments only. After 20 feet it is \$7 per frontage foot.
  - Eg: 10'x10' booth is \$170 + HST
- 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.



**GENERAL RULES AND REGULATIONS**  
**PLEASE READ CAREFULLY**

1. The hours of operation are:

Thursday August 8th 12:00 noon to 10:00 p.m.

Friday August 9th 10:00 a.m. to 10:00 p.m.

Saturday, August 10th 10:00 a.m. to 10:00 p.m.

Sunday August 11th 10:00 a.m. to 5:00 pm.

2. ALL VENDORS MUST PROVIDE THEIR OWN TABLES, CHAIRS EXTENTION CORDS & ANYTHING ELSE THEY REQUIRE – NONE WILL BE PROVIDED BY THE SUTTON AGRICULTURAL SOCIETY.
3. 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.
4. The Sutton Fairgrounds will be open on Wednesday, August 7th, 2019 from noon to 9:00 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.
5. 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.
6. 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.
7. 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.
8. The Sutton Agricultural Society provides 24-hour security, but all Vendors should take precautions to protect their own property, including insurance.
9. 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 Sutton Arena, for a cost of \$10.00 per meal.

10. There is no subletting of vendor space.
11. Once a contract has been completed and duly signed and your cheque cleared, this will confirm your participation in our show. If for any reason your contract cannot be accepted you will be contacted by the Commercial Exhibits Chairperson. ABSOLUTELY NO REFUNDS.
12. 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.
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!!!!

FOR INFORMATION REGARDING YOUR BOOTH SPACE PLEASE CALL: COMMERCIAL EXHIBITS CHAIRPERSON AT 905-967-4947 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