



## Sutton Fair & Horse Show August 4, 5, 6, 7, 2022

### Commercial Vendor Agreement

**PLEASE COMPLETE ALL SECTIONS AND PRINT CLEARLY.**

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

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

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

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

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

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

WEBSITE: \_\_\_\_\_

SERVICE AND/OR PRODUCT DESCRIPTION (read below): \_\_\_\_\_

#### **PRODUCT/SERVICE INFORMATION:**

Please list **ALL** items that you will be selling or promoting in the space above. The Sutton Agricultural Society has the right to ask you to remove any items not listed. Products and Services are allowed on a first come first serve basis. The 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.

**Please Note:** We do not allow drug paraphernalia or knives. Anyone with these items displayed at their booth will be asked to leave the fairgrounds. We also ask for no generators.

#### **VENDOR SPACE AND PRICING INFORMATION:**

- Inside vendor space is \$23.00 per frontage foot (10 feet in depth) by 10 foot increments only!
  - Eg: 10'x10' booth is \$230 + HST
- Outdoor vendor space is \$20.00 per frontage foot by 10 foot increments only. After 20 feet it is \$7 per frontage foot.
  - Eg: 10'x10' booth is \$200 + HST
- Limited space is available for parking house trailers at a rate of \$10.00 per day. It must be included in this agreement and prior notice must be given and agreed upon before the fair begins, by the commercial chairperson. If notice is not given, there is no guarantee that trailer space will be available. There are no hook-ups available for these trailers. All vendors have access to water, but no direct hook-ups.
- Vendors must have their space set-up for the opening day of the fair, prior to Thursday at 11:00am and must follow the hours listed in contract. **Please review rules and regulations on page 3 and 4 of this agreement.** You can find set-up times in the rules and regulations.
- All vendors must pay a \$100 cash deposit before setting up their space. This will be paid to the Main Office in



**IMPORTANT INFORMATION, GENERAL RULES AND REGULATIONS  
PLEASE READ CAREFULLY**

**You agree to these rules and regulations when you sign and submit page 2 of this vendor agreement.**

1. **Hours** – Vendor hours of operation are: **Thursday** 12:00 p.m. to 10:00 p.m., **Friday** 10:00 a.m. to 10:00 p.m., **Saturday** 10:00 a.m. to 10:00 p.m., **Sunday** 10:00 a.m. to 5:00 pm.

The fair hours are: **Thursday** 12:00 p.m. to 11:00 p.m., **Friday** 9:00 a.m. to 12:00 a.m., **Saturday** 9:00 a.m. to 12:00 a.m., **Sunday** 9:00 a.m. to 5:00p.m.

The Sutton Fairgrounds will be open on Wednesday, the day before the fair, from 12:00p.m. to 8:00 p.m. This is when Vendors may set up their booths. Early or late set-up can only be arranged through the Commercial Exhibits Chairperson. Your booth(s) must be open and staffed by competent personnel during all **vendor hours of operation** listed above. That also includes at nighttime, even if it is slow.

2. **Parking** - All vendors are required to park personal vehicles in the designated parking area, at no charge.
3. **Supplies** - All vendors must provide their own tables, chairs, extension chords and anything else that they require. None will be provided by the Sutton Agricultural Society.
4. **Passes** - All vendors please report to the Commercial Exhibitors Building (Sutton Curling Club) prior to set up to obtain your receipt and your paperwork to pick-up your passes. 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 \$10.00 per pass/per day. The Vendor Chairperson will let you know where to pick up your passes and pay your \$100 refundable fee at the Main Office. **Please note:** It is the vendor's responsibility to see that all entrance passes are distributed to their staff. If you need your passes mailed to you, please put that request on the agreement and speak to the chairperson. No refunds will be given and no other passes will be issued unless extra passes are purchased separately. If you are reading and signing this form, but are not the individual operating the booth, please provide this information to the appropriate person. You will be turned away at the entrance gate, or asked to pay general admission, if you do not have a pass.
5. **Food Vendors** - 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. **Waste Removal** - 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. **Bathrooms** - All Inside and Outside Vendors will have full use of the Commercial Exhibits Building (Sutton Curling Club) facilities. These will be fully maintained by the Sutton Agricultural Society. Please do not direct anyone else to these facilities.
8. **Security** - The Sutton Agricultural Society provides 24-hour security, but all Vendors should take precautions to protect their own property, including insurance.
9. **Lunch** – All vendors are able to partake in a catered lunch, served daily in the upstairs of the Sutton Arena,

for a cost of \$15/per meal.

10. **Pets** - 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.
11. The full length of trailers and the tow vehicle (if applicable) will be included in the total footfrontage (including the tongue).
12. **Safety** - All tents must be safely secured and weighed down at all times, including during set up. All booths must be safe and free from items that can hurt attendees. Vendors are not permitted to drive on the fairgrounds during fair hours. Any delivery's that need to go further than the parking lot will be assisted by fair staff. See #13.
13. **Take-down** - The fair closes at 5:00 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 the Fair is still open to the public will not be accepted to return the following year. Even if the gates are done accepting general admission, no vehicles whatsoever, until it is safe and approved by the vendor committee.
14. Vendors must not post signs, posters or pass out handouts of any kind, outside their designated booth area.
15. There is no subletting of vendor space.
16. 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. There are no refunds.
17. **COVID19** – The Sutton Fair and Horse Show will follow current COVID protocols at the time of the fair, which all vendors must abide by. If you are unable to attend the fair due to COVID, it will be treated the same as any other cancellation, with no refund. Money will only be refunded if COVID restrictions are put in place or if the Fair itself is cancelled due to COVID.

#### **CONTACT INFORMATION:**

**Vendor Chairperson Contact** – For information regarding your booth space, please call the Commercial Exhibits Chairperson, Sheila, at 905.967.4947 or email her at [sheilasuttonfair@outlook.com](mailto:sheilasuttonfair@outlook.com)

**Main Fair Office Contact – Address:** Sutton Agricultural Society, 3 Fairpark Lane, P.O. Box 460, Sutton, ON. L0E 1R0.  
**Phone:** 905.722.3165 **Email:** [info@suttonfair.com](mailto:info@suttonfair.com) **Website:** [www.suttonfair.com](http://www.suttonfair.com)

Cheques can be made out to **Sutton Agricultural Society**. Payment, Page 1 and 2 of this agreement filled out and signed, and your certificate of insurance, can be mailed to the Main Office at the address above.

At this time, e-transfer, debit or credit card is not accepted.

Thank you for being a part of our fair!