



Sutton Fair & Horse Show August 10, 11, 12, and 13, 2023 Commercial Vendor Agreement

Please Complete All Sections and Print Clearly

Name: _____

Business Name: _____

Address: _____

City: _____

Postal Code: _____

Phone Number: _____

Email: _____

Website: _____

Social Media (optional): _____

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 and 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.

Note: We do not allow drug paraphernalia or knives. Any vendor with these items displayed at their booth will be asked to leave the fairgrounds. Generators are also not permitted.

Vendor Space and Pricing Information:

- Indoor 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 vendor 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 the Kin Hall and will be given back between 5-6 p.m. on the Sunday of the fair. This is to ensure the vendors set up on time & stay until closing every day during the fair. Failure to do so will result in the \$100 deposit not being refunded.

Electrical Information:

- Each 10 foot space comes with **ONE(1)** 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 vendor's 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.

Complete This Section and Print Clearly:

Footage Required (please select one):

10 Feet 20 Feet 30 Feet 40 Feet 50 Feet 60 Feet

Location Preference (please select one): Outside Inside

Footage Amount: _____ \$ _____
of feet total

13% HST: \$ _____

Additional 110 volt outlet(s): _____ \$ _____
of outlets total

Trailer Parking (if needed): \$ _____
total

Extra Passes (\$10 per pass/per day): _____ x \$10.00 = \$ _____
of passes total

Total Amount: \$ _____

CHQ # _____ OR e-transfer

- **If you are unsure of the total, please ask the Vendor Chairperson, before sending payment.**
- **NO postdated cheques.**
- **Standard bank fees will apply to any NSF cheques.**
- **All fees must be paid to the “Sutton Agricultural Society” at time of booking and no later than June 30, 2023 or your space will be allocated to vendors on the waiting list.**
- **See contact information on page 4, for questions and a mailing address.**

Insurance Information:

- All vendors must provide a certificate of insurance with \$5 million liability. Please send this enclosed with your payment.

Company and Policy Number: _____

NEW If you do not have insurance that meets our requirements, you are able to purchase insurance through our partners at Duuo. We’ve partnered with Duuo Insurance to offer Sutton Fair and Horse Show vendors affordable short-term insurance coverage that meets our requirements. Get set-up in minutes and enjoy preferred partner pricing by clicking [HERE](#).

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. I agree to follow all the rules and regulations listed on the 4 pages of this vendor agreement.

Initials: _____

Signature of Lessee: _____

Date: _____

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 foot frontage (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. The Sutton Fair and Horse Show will follow current Public Health protocols at the time of the fair, which all vendors must also abide by. Money will only be refunded to vendors if the Fair itself is cancelled.

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

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 **Website:** www.suttonfair.com

Payment

E-transfers are accepted to info@suttonfair.com and you must include your business name in the memo section to ensure that we are able to connect your payment with your application.

Cheques must be made out to **Sutton Agricultural Society**.

Payment, Page 1, 2, and 3 of this agreement filled out and signed, and your certificate of insurance, can be mailed to the Main Office at the address above or emailed to info@suttonfair.com.

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

Thank you for being a part of our fair!