

## Vendor/Exhibitor Information Sept. 15,16,17, 2017



The Acton Agricultural Society (AAS) invites you to apply for exhibit space at the Acton Fall Fair. Food and general merchandise vendors wishing to participate are required to complete and return an **application form**.

We expect approximately 10,000 visitors to join us in Acton's Prospect Park over the weekend of September 15,16, and 17th, 2017, to celebrate our 104<sup>th</sup> Anniversary as a local Fair.

The Fall Fair events include a variety of exhibits and family oriented entertainment including home craft and animal exhibits and competitions, truck and tractor pulls and a Midway. For a more detailed event listing see our website [www.actonfair.ca](http://www.actonfair.ca)

The Fall Fair mandate is to host a high quality event while maximizing each exhibitor's sales, therefore concessions are scrutinized for duplication and only a limited number of booths are available and duplicate food menus and products are avoided. A standard booth has a 10 foot frontage with a 10 foot depth ( although a few may have a slightly larger depth ) . We can accommodate a limited number of special size concession spaces, on a larger depth, and based on a square foot calculation.

You must provide your own equipment such as tent or canopy, tables, chairs and display stands. **Please remember that this is an outdoor event** and many locations are in full sunlight. Vendor parking is available, although not necessarily close by. Booth locations are assigned by the Site Convener and his/her decision is final.

### PLEASE TAKE NOTE OF THE FOLLOWING INFORMATION:

- The AAS reserves the right to limit the number of exhibitors in any one category and the right to final decision regarding entry into the Fair.
- **Deadline for return of applications will be July 31, 2017.** Prior year vendors are offered space first, after that date we will consider other vendors who have expressed an interest in participating
- We are requesting payment in **full** to accompany the application with an opportunity for full refunds up to **August 31, 2017**. E transfer of funds is also available by contacting the Fair office [actonfair@hotmail.com](mailto:actonfair@hotmail.com) or George Henderson for further info.
- **NSF cheques will be subject to a \$25.00 service charge.**
- Fall Fair dates are rain or shine.
- AAS is not responsible for lost or damaged articles or displays under any circumstances.

### All Exhibitors and Food Vendors also agree to submit the following important information as part of this application:

1. Site booth operational diagram including electricity and water needs etc. Please be as specific as possible including your equipment list and the number of amps you will require to operate your food service equipment.
2. Specific details on your tent or booth structure including the level of fire ratings for any of the covering materials used.
3. Number of vehicles in your entourage, including support vehicles, as well as specific parking or logistic requirements. Due to the size and layout of the park, parking for support vehicles is minimal at best.
4. If you are a food vendor please include your planned menu along with your price list.

5. Cheque or money order payable to the Acton Agricultural Society

**Booth Dimensions & Fee Schedule:**

	<b>Food Vendors</b>	<b>Non Food Vendors ( business )</b>	<b>NonFood ( info only )</b>
One 10 ft x 10 ft space	\$180.00 + HST	\$160.00 + HST	\$ 150.00 + HST
One 15 ft x 10 ft space	\$270.00 + HST	\$ 235.00 + HST	\$ 225.00 + HST
One 20 ft x 10 ft space	\$355.00 + HST	\$ 290.00 + HST	\$ 280.00 + HST
One 25 ft x 10 ft space	\$443.75 + HST	\$ 360.00 + HST	\$ 350.00 + HST
One 30 ft x 10 ft space	\$525.00 + HST	\$ 430.00 + HST	\$ 420.00 + HST

A standard 15A outlet for lighting purposes only is available for an additional charge of \$35 + HST for the weekend. For all others including any direct hook ups the charge is \$225 + HST for the weekend. One (1) car pass and two (2) gate passes are provided with each 10 ft. space rental. One additional gate pass is provided for each additional 5 feet of booth rental.

**Set up Time:**

Wednesday September 13<sup>th</sup> 10:00 a.m. to 4:00 p.m., Thursday September 14<sup>th</sup> 9:00 a.m. to 9:00 p.m., and Friday September 15<sup>th</sup> 3 p.m. to 11:00 p.m.

**Fall Fair Hours of Operation:**

Friday September 15<sup>th</sup> - 3:30 PM to 11:00 PM

Saturday September 16<sup>th</sup> - 9:00 AM to 11:00 PM

Sunday September 17<sup>th</sup> - 9:00 AM to 5:00 PM

Hours of operation may be adjusted by the Acton Agricultural Society Executive /and or the Halton Regional Police as the needs or situations arise during the Fair.

**TERMS AND CONDITIONS**

**Booth Placement Priority**

Booth placement is entirely up to the discretion of the site convener.

**Booth Space and Construction**

Each vendor will set up, maintain, market, operate, take down and remove their own booth from the space provided to them.

Space is measured and assigned to you by the AAS site convener. Please remember that trailer hitches and tent pole guy lines and pegs etc. are part of your space requirements. Extra support vehicles/trailers for supplies etc. must also be calculated in your space requirements.

**Health Guidelines**

Food Vendors must register with the **attached Vendor Food Application**, either in person, or by fax ( 905-825-8797 ), with the appointed Regional Municipality of Halton Health Department representative at 1151 Bronte Road Oakville L6M 3L1, at **least SIX ( 6 )** weeks prior to the event. A Regional Municipality of Halton Health Department representative can be reached by phone at 905-825-6000 ext 7191 or 1-866-442-5866. Remember each food vendor must provide their own hand washing stations for their own personnel. You will be inspected before the Fair by the Health Department to make sure you are selling only healthy, safe and clean food and it is your sole responsibility to meet all of their food preparation and cooking requirements of cleanliness. Further information is in the attached Vendor Food Requirements or may be obtained by visiting the Regional website at [www.halton.ca](http://www.halton.ca) . The AAS accepts no liability for your rejection from the Fair by the Health department after their inspection for any reason whatsoever.

**Fire Regulations Regarding Use of Cooking Equipment**

Food vendors must be aware of the Halton Hills Fire Department rules regarding the operation of

a food service facility in the Park, especially in regard to the use of any propane or other cooking equipment. If, for any reason, they reject a food vendor from operating in the Fair, for failure to comply, it will be solely the responsibility of that food vendor, and there will be no rebate on their rental fee or legal recourse against the Fair, as a result of their cancellation by the Fire inspector or any other regulatory agency.

### **General Fire Regulations for ALL Participants at the Fair**

Tents larger than 20 X 20 must be fire proof and meet local fire department rules and regulations. It is the sole responsibility of each exhibitor to know and meet these rules. You will be inspected at the Fair by the Halton Hills Fire/ and or Building Department and you must pass that inspection to be allowed to stay in the Fair. Failure to pass the inspection is the sole responsibility of each exhibitor. There is no refund of your rental fee for your failure to comply with local fire regulations.

### **Size of Tents**

Tents larger than 20 X 20 will require a building permit from the Town of Halton Hills Building Department which is the responsibility of each individual exhibitor to obtain. Please see [www.haltonhills.ca](http://www.haltonhills.ca) for further information.

### **Digging**

You are financially responsible for breaking any hydro or underground water lines as a result of driving stakes or spikes into the park grounds to install your tent or booth.

### **Electricity**

Electrical outlets and electricity needs must be submitted with this application for prior approval on your booth diagram. One standard 15 amp electrical outlet is available for \$35 for the entire weekend. All high energy users will be subject to pay \$225 hydro for the entire weekend.

### **Waste Water**

Food vendors must have waste water holding tanks and are not permitted to empty or drain the tanks on the grass.

**Licensing** - The Town of Halton Hills requires all food vendors to apply for a seasonal or 1 time license. Application attached or go to [www.haltonhills.ca](http://www.haltonhills.ca)

### **Liability Insurance**

All vendors will be required to carry proof of their own individual liability insurance for \$2 million and must provide a **Certificate of Insurance naming The Acton Agricultural Society and the Town of Halton Hills as additional insured**, and to provide a copy of such with their application.

### **Tear Down and Removal**

Tear down and removal of your booth from the park is to be done immediately after the end of the Fair on Sunday evening. Due to driving restrictions in the park during special events all exhibitors must comply with Fall Fair hours of operation in the interest of safety.

### **Damages**

Exhibitors are financially responsible for any damages they cause Prospect Park during the setup, operation, teardown and removal of their booth and will be notified of such damages by the AAS after final site inspection. The repair of the damages will be done by the Town of Halton Hills. The AAS will bill the offending exhibitor accordingly. Exhibitors and/or Food Vendors agree to pay such bills immediately to avoid any further legal charges.

### **Garbage Clean up, removal and disposal**

Each vendor is responsible to manage and clean their site of all garbage throughout the Fair according to the Halton Regional Health Department Rules. Styrofoam and cardboard are not picked up by Halton Region at the park, and therefore must be recycled/disposed of by each vendor.

### **Driving in the Park**

Driving in the park for setup, operation, take down and removal of your booth may be no faster than 5 mph. and only 30 min. prior and 30 min. following the events hours of operation. Any

vendor who breaks this rule may have their booth space canceled without notice and their fee forfeited as liquidated damages to the Fair. Pedestrian safety is our highest priority.

**Parking Rules**

Your vehicles can only be parked in the designated area provided by the Fall Fair to you. Parking at your booth is generally not feasible due to space restrictions. Vehicles illegally parked in the Park during the Fair will be ticketed and towed at the expense and liability of the registered owner. Be warned that the parking regulations will be strictly enforced by the Halton Regional Police and the AAS accepts no responsibility whatsoever for any tickets received by any exhibitor during the Fair.

**Rain or Shine**

The Fall Fair will operate rain or shine according to the posted scheduled hours of operation. There are no refunds for use of space as a result of inclement of weather.

**Indemnification**

Each exhibitor indemnifies the AAS, its management team, volunteers and the Town of Halton Hills from any litigation resulting from any loss or damage that they may incur as a result of their being accepted and operating a booth in the Fair for any reason.