



**North Lanark Agricultural Society**

195 Water St. PO Box 1608

Almonte, ON K0A 1A0

[www.almontefair.ca](http://www.almontefair.ca)

## **2017 Almonte Fair - Indoor Vendor Agreement**

Concession space for the Almonte Fair will be advertised in local & social media.  
Space will be available to everyone on a first come first serve basis.

### **Event times**

Vendor agrees to operate their booth for the hours during the fair dates as indicated below.

Friday July 14, 2017 4pm – 10pm

Saturday July 15, 2017 10am-10pm

Sunday July 16, 2017 10am – 4pm

### **Setup**

Thursday July 13, 2017

- Exhibit Hall & Grandstand 3pm-10pm.
- All displays must be in place in Exhibit Hall by 10pm.

Friday July 14, 2017

- Exhibit Hall 2pm-3:45pm. For last minute booth setup/product load in.
  - Exhibit Hall will be closed until 2pm for judging of exhibits.
  - No vendors will be permitted in the hall during that time.
- Grandstand 12pm-3:45pm. Vehicles must be moved off site by 3:30pm.

Vendors will setup, operate and dismantle in the location determined by the Concessions Committee and assumes all costs associated. Almonte Fair will provide table and chairs.

Booth walls with a maximum of 8' in height are permitted for all three sides (back and 2 sides) of each booth, provided they are an asset to the display and do not block the windows.

*All booths shall be ready no later than 3:45pm Friday July 14, 2017 for the fair to open at 4pm.*

### **Security**

Vendor is responsible for security in their booth space and agrees not to leave the space unattended.

Almonte fair will provide 24 hour security starting Thursday July 13, 2017 at 10pm.

Buildings will be locked overnight, with security on the grounds.

### **Insurance**

Vendor is responsible for obtaining vendor insurance. Proof of Liability Insurance Certificate must be provided with contract, naming North Lanark Agricultural Society.

### **Event Passes & Parking**

Almonte Fair will supply the Vendor with up to 3 vendor passes for the weekend, at time of setup.

If additional passes are needed, they can be purchased at the Fair Office, by the Vendor.

Vendor shall bear full responsibility for its vehicles, trucks and trailers. Vehicles, trucks and trailers shall be parked in areas designated by Almonte Fair. This will be in a separate area from vendor area.

Parking charges for trailers may apply, as seen fit by Almonte Fair. House trailers that have been approved to be parked on the grounds will pay a minimum of \$100.

Vendor parking is offsite. A loading zone and time will be given, if required, to load in product before Fair opens each day. Vehicles will need to be removed 30 minutes before Fair opens each day.



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### **Food Vendors**

Vendor shall provide a full menu, complete with prices, of the requested food and beverages to be sold. No food items or non-alcoholic beverages shall be sold without the written consent of the Concession Committee.

Vendor agrees to maintain the premises it occupies in a clean and orderly fashion, removing food containers and other litter on the premises. Refuse shall be removed as soon as possible during each of the days, and at the end of each day, at the Vendor's expense.

Vendor must rigorously maintain all board of health standards and regulations. Breaches of any health regulations shall result in the immediate expulsion of the Vendor. Almonte Fair will not refund any monies to the Vendor for fees paid. Health Inspector will be on site for inspections on Friday July 14, 2017.

Vendor will be responsible for obtaining and paying for all necessary permits, licenses and inspections that may be required. Please include copies. Electrical Safety Authority (ESA) Inspector will be on site for inspections on Friday July 14, 2017.

Without restricting the generality of the foregoing, the Vendor shall comply with all town, municipality, and provincial regulations concerning all food concessions.

### **Sales Tax**

Vendor shall be responsible for the collection and remittance of HST, where applicable.

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### **Indoor Concession Rates**

Rates are for all three days of the Almonte Fair

1 table	\$125.00	Includes 1 8' table and 2 chairs
2 tables	\$175.00	Includes 2 8' tables and 2 chairs.

- 2 tables could be in an L shape or in a straight line, in order to make the floor plan work
- Due to the space, please contact Cathy if you have shelves/racks or side tables to be included in your display and something can be worked out, if space permits.
- Concession space will be available on a first come first serve basis.

Agricultural Hall Kitchen Space

15' X 6'    \$250.00



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## 2017 Almonte Fair - Indoor Vendor Agreement Contract

**Between:** North Lanark Agricultural Society  
P.O. Box 1608  
Almonte, Ontario  
K0A 1A0

Hereinafter referred to as the "Almonte Fair"

**And:** Business or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Hereinafter referred to as the "Vendor"

### **Indoor Concession Space:**

Amount of Space Required: \_\_\_\_\_

Booth Requirements:

€ You need a wall

€ You need power

Please note. We will do our best to provide wall space and electrical to those who require it, these are not always available to guarantee it. Additionally, because the Agricultural Hall is a heritage space, items are not permitted to be affixed to the walls.

Brief Description of what you are selling: \_\_\_\_\_

\_\_\_\_\_  
Comments: \_\_\_\_\_

\_\_\_\_\_

### **Application Checklist:**

€ Pages 3 & 4 completed and signed, agreeing to terms of contract.

€ Full menu, including prices, for food & drink

€ Proof of Liability Insurance Certificate

- Naming North Lanark Agricultural Society, Almonte Fair



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The Almonte Fair will be held on July 14-16, 2017, on the Almonte Fair Grounds, Almonte, Ontario.

Amount Enclosed: \_\_\_\_\_ cash cheque EMT

Cheques payable to North Lanark Agricultural Society

EMT payable to [concessions@almontefair.ca](mailto:concessions@almontefair.ca)

Include your name and business name and note you are a concession in the message section.

Answer for security question: almontefair

I have read and understand the terms of this contract with the Almonte Fair.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted By:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Cathy Gayton, Concession Chairperson

***Please send signed contract (pg. 3 & 4) with full payment along with applicable checklist items to:***

By mail: NLAS-Concessions Committee  
P.O. Box 1608  
Almonte, Ontario  
K0A 1A0

By email: [concessions@almontefair.ca](mailto:concessions@almontefair.ca)

Questions, please call Cathy at 613-862-3750

***\*\*If mailing your application, please let us know by phone or email so we know to watch for it\*\****

For Office Use Only

Date Payment received: \_\_\_\_\_

Amount Received: \_\_\_\_\_ cash cheque # \_\_\_\_\_ EMT

Passes issued: \_\_\_\_\_ Passes Purchased \_\_\_\_\_

Cathy \_\_\_\_\_ Vendor \_\_\_\_\_