



# APPLICATION FORM

Vendor Name \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

Email \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Vendor Information /  
Description: \_\_\_\_\_

Description			Total Frontage (min 8 ft)		FEE (price & Quantity)
<b>SPACE REQUEST</b>					
Commercial Indoor (min 8 ft)	\$5.00/FT	X	_____	=	_____
Commercial Outdoor	\$3.00/FT (Max \$75.00)	X	_____	=	_____
Not for Profit Indoor	Free	X	_____	=	Nil
Not for Profit Outdoor	Free	X	_____	=	Nil
			<b>Sub total</b>		_____

<b>ACCESSORIES</b>		
Hydro	<input type="checkbox"/> yes <input type="checkbox"/> no	
Table (8' x 2')	<input type="checkbox"/> yes <input type="checkbox"/> no	

<b>ADMISSIONS / PASSES</b>			Quantity		
Weekend Pass (min. 1)	\$18.00	X	_____	=	_____
(Paid passes will be available for pick up at the fair office during setup times)					
			<b>Total Payable</b>		_____

I, \_\_\_\_\_ (name of exhibitor/commercial exhibitor/non for profit exhibitor) shall indemnify and Hold Harmless the Rodney Aldborough Agricultural Society, their members, agents and employees for and against all claims, losses, costs, damages, suit or proceedings by any third parties that may arise out of, or may attribute to, all operations performed by or carried out by the Rodney Aldborough Agricultural Society, its agents, employees or servants, or anyone for whose acts it may be held liable, howsoever caused.

x	Date	x	Date
Signature of Vendor		Signature of RAAS	

## VENDOR INFORMATION

<b>COMMERCIAL INDOOR SPACE</b>	<ul style="list-style-type: none"> <li>• \$5 per foot (minimum 8 feet)</li> <li>• One table (8'x2') and two chairs are provided upon request</li> <li>• Hydro is available upon request</li> <li>• Vendor must provide their own heavy duty extension cord</li> <li>• All employees/representatives/volunteers to pay admission (weekend passes available)</li> </ul>
<b>COMMERCIAL OUTDOOR SPACE</b>	<ul style="list-style-type: none"> <li>• \$3 per foot frontage to maximum of \$75</li> <li>• trailers and vehicles may be parked behind display at the Society's discretion</li> <li>• Hydro is available upon request, vendor must provide their own outdoor extension cord</li> <li>• All employees/representatives/volunteers to pay admission (weekend passes available)</li> </ul>
<b>NOT FOR PROFIT INDOOR SPACE</b>	<ul style="list-style-type: none"> <li>• NO COST - All employees/representatives/volunteers to pay admission (weekend passes available)</li> <li>• One table (8'x2') and two chairs are provided upon request</li> <li>• Hydro is available upon request</li> <li>• Vendor must provide their own heavy duty extension cord</li> <li>• No fundraising of items - Free draws or giveaways only</li> </ul>
<b>NOT FOR PROFIT OUTDOOR SPACE</b>	<ul style="list-style-type: none"> <li>• NO COST - All employees/representatives/volunteers to pay admission (weekend passes available)</li> <li>• One table (8'x2') and two chairs are provided upon request</li> <li>• Hydro available upon request</li> <li>• Vendor must provide their own heavy duty extension cord</li> </ul>
<b>PAYMENT OF SPACE</b>	<ul style="list-style-type: none"> <li>• Payment to be made on or before Thursday prior to fair</li> <li>• Cheques payable to the Rodney Aldborough Agricultural Society.</li> <li>• Any cheque returned by the banks due to insufficient funds is subject to a \$30.00 charge.</li> </ul>
<b>BOOTH PREFERENCE</b>	<ul style="list-style-type: none"> <li>• The Society reserves the right to locate, re-locate or alter the space assigned</li> <li>• Vendor does not have the automatic right to occupy the same space as in subsequent years</li> <li>• Space is assigned on a first come first served basis, when contracts returned with full payment</li> <li>• You must remain within the space assigned</li> </ul>
<b>NO SUBLETS</b>	<ul style="list-style-type: none"> <li>• Vendors may not under any circumstances sublet any or all of their space under the terms of the contract without permission from the Society</li> </ul>
<b>TYPE OF OPERATION</b>	<ul style="list-style-type: none"> <li>• Food Vendors require pre-approval from the contracted Midway</li> <li>• All product and/or services being displayed must be detailed on the contract</li> <li>• Any food products for sale must pass all Health Code Regulations</li> <li>• Only product and/or services listed on the contract can be displayed</li> <li>• No weapons or drug paraphernalia are permitted on the grounds</li> <li>• Only authorized draws &amp; lotteries will be allowed</li> <li>• The Society reserves the right to demand the removal of any item(s) offered for sale or any operation that was not clearly approved or understood under "Specific product or Service Being Displayed" on the contract</li> </ul>
<b>SET-UP</b>	<ul style="list-style-type: none"> <li>• Thursday 1:00 pm to 9:00 pm</li> <li>• Friday 8:00 am to 11:00 am</li> </ul>
<b>HOURS OF OPERATION</b>	<ul style="list-style-type: none"> <li>• Displays must be open and ready for the public each day when the fair opens</li> <li>• Displays must not be dismantled until after 4:30 pm on Sunday and/or the pre-approved time with the agricultural society</li> <li>• Any items left behind will become the property of the Society</li> <li>• Friday 12:00 pm to 10:00 pm</li> <li>• Saturday 11:00 am to 9:00 pm</li> <li>• Sunday 11:00 am to 4:30 pm</li> </ul>

<b>DISPLAY</b>	<ul style="list-style-type: none"> <li>• Vendors must have a clean, respectable booth or display suitable for family viewing</li> <li>• Displays, advertising material, demonstrations and/or product sold must be kept within the confines of your space</li> <li>• When using sound and/or video ensure that disturbance to the neighbouring vendor is minimal</li> </ul>
<b>LIABILITY</b>	<ul style="list-style-type: none"> <li>• The Society will not assume responsibility for losses which might be incurred from pilfering, water damage, fire, accident or other cause.</li> </ul>
<b>INSURANCE</b>	<ul style="list-style-type: none"> <li>• Vendors <b>MUST</b> insure their own goods and/or equipment against any loss</li> <li>• Vendors <b>MUST</b> carry sufficient public liability insurance</li> <li>• Proof of insurance must be provided upon request</li> </ul>
<b>FIRE REGULATIONS</b>	<ul style="list-style-type: none"> <li>• The vendor agrees to observe all Fire Regulations and maintain acceptable Fire Prevention practices as required by the Municipality of West Elgin.</li> </ul>
<b>GARBAGE</b>	<ul style="list-style-type: none"> <li>• All garbage must be placed in appropriate receptacles.</li> </ul>
<b>PASSES</b>	<ul style="list-style-type: none"> <li>• All employees/representatives/volunteers to pay admission.</li> <li>• Weekend passes available</li> <li>• Passes paid for in advance will be available for pick up at the fair office during set up times.</li> </ul>
<b>PARKING</b>	<ul style="list-style-type: none"> <li>• Parking on the fair grounds will be allowed <b>ONLY</b> while moving in or moving out</li> </ul>
<b>CANCELLATION</b>	<ul style="list-style-type: none"> <li>• Cancellations to be made before September 10</li> </ul>