

Vendor Information Package

Fergus Fall Fair - 2024



STEPS TO APPLYING FOR A VENDOR SITE

The information and links below are provided for convenience purposes only and are current, to the best of our knowledge, at the time of creation of this document. Requirements may change by the time our event takes place and vendors are expected to be knowledgeable of current guidelines set by the Township and/or Province to stay in compliance for the event. We give priority to returning vendors and the remaining vendor spots fill up fast. If you're interested in becoming a vendor at the Fergus Fall Fair, please send a completed application form (below) with all your information (copy of insurance, hydro requirements, etc.) early in the year to **vendors@fergusfallfair.ca** or by mail to the Vendor Committee Contact address provided below for the best chance at being accepted. Once the application has been received the Vendor Committee will be in contact.

1. Complete the application form (below) and submit, along with any of the required documentation listed below, to vendors@fergusfallfair.ca or by mail to the Vendor Committee Contact address provided below.
 - a. Technical Standards and Safety Authority (TSSA)
 - b. Proof of valid insurance.
 - c. [Wellington Dufferin Guelph \(WDG\) Public Health Special Event Information](#)
 - d. [WDG Public Health Special Event Food Vendor Application Form](#)
 - e. [Centre Wellington licenses](#) as required
2. Wait for written/emailed confirmation from the Fergus Agricultural Society indicating acceptance of application to be a vendor at our event along with confirmation of the total amount owing.
3. Upon acceptance of your application a non-refundable deposit of \$100.00 is to be sent to reserve your space. The balance of payment is to be made no later than August 1, 2024 via e-transfer to payment@fergusfallfair.ca or by cheque/money order mailed to the Vendor Committee Contact address provided below.

Vendor Committee Contact:

Joan McBurney, Chairperson - Vendor Committee

7532 Second Line Nichol

Elora, ON N0B 1S0

519-843-4968

vendors@fergusfallfair.ca

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GENERAL EVENT VENDOR INFORMATION

- DATE:** Second weekend after Labour Day (September 13th to 15th, 2024)
- FAIR HOURS:** Friday, September 13th - 9:00 a.m. to 4:00 p.m. (setup)
Friday, September 13th - 5:00 p.m. to Midnight/Closing
Saturday, September 14th - 9:00 a.m. to Midnight/Closing
Sunday, September 15th - 9:00 a.m. to 5:00 p.m.
- SPACE DETAILS:**
- Only outside spaces available
 - Available for vendors, sales booths, displays, etc. at a cost of \$350.00 per site plus HST
 - Each site is 15 feet across the front by 20 feet deep. Additional frontage is available at \$20.00 plus HST per foot.
 - Tables, chairs, tents, extension cords and any other supplies are not provided.
 - We will try our best to accommodate your space preference, but cannot guarantee it.
 - You must stay in your allocated space.
- PASSES:** Leased space includes FOUR weekend bracelets for admission to the grounds. Any additional people will have to pay regular admission fees at the entry gate.
- ELECTRICITY:** Additional fees for use of electricity as follows:
- 15 amp Electrical Service - \$25.00/outlet (plus HST)
 - 220 amp Electrical Service - \$50.00/outlet (plus HST)
- Vendors needing 220V power need to be on site by 2 p.m. on the Friday of the Fair so they can be hooked up by a certified electrician. We don't have sufficient plug space and some may need to be wired directly into the panel. Vendors who are not in by 2 p.m. on Friday are not guaranteed 220V hydro hook up.
- VEHICLES:** There should be parking for one vehicle close or behind your stand. Absolutely no vehicle traffic allowed in the Vendor's area during Fair activity hours.
- INSURANCE:** We require each Vendor to carry liability insurance with at least two million in coverage and to provide us with a copy of their Certificate of Insurance or Memorandum of Insurance upon acceptance of application. If you do not have your own insurance provider we have partnered with DUUO to offer single or multi-day insurance coverage to vendors - [please use this link to purchase](#).
- APPLICATION:** Enclosed is a contract for your consideration. Please email your application plus all requirements to: vendors@fergusfallfair.ca
- PAYMENT:** Upon acceptance of your application a non-refundable deposit of \$100.00 is to be sent to reserve your space with the balance of payment to be made no later than August 1, 2024 via:
- E-transfer to payment@fergusfallfair.ca (Ref: "Vendor")
 - Cheque Payable to Fergus Agricultural Society and mailed to:
Fergus Agricultural Society
c/o Joan McBurney
7532 Second Line Nichol
Elora, ON N0B 1S0

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APPLICATION FOR RESERVATION OF OUTDOOR SPACE

Business Name: _____

Applicant Name: _____

Items Being Sold/Booth Description:

Booth Total Dimension Requirement: _____ Ft Frontage by _____ Ft Depth

Email: _____ Phone: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Item	Qty	Rate	Subtotal
Standard Outdoor Space - 15' Frontage x 20' Deep	1	\$350.00	\$350.00
Additional Frontage Per Foot		\$20.00	
15 amp Electrical Service Per Outlet		\$25.00	
220 amp Electrical Service Per Outlet		\$50.00	
Complimentary Weekend Passes	4	\$0.00	\$0.00
Additional Weekend Passes		\$30.00	
SUBTOTAL			
HST			
TOTAL			

I hereby make an application for the above described booth and agree to comply with all the terms & conditions set out by the Fergus Agricultural Society. Payment of the Contract shall constitute a valid & binding contract. \$100.00 will be charged for NSF cheques.

Date: _____ Vendor Signature: _____

===== For Ag Society Use - Do Not Complete Below =====

Space Confirmed (Circle One): YES NO

Received By: _____

Paid By: CHEQUE E-TRANSFER

Name: _____

Amount: _____

Signature: _____

Reference: _____

Date: _____

Date: _____

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TERMS AND CONDITIONS

- The vendor agrees to sell only those products or services declared on this approved application. Any changes or additions must be approved by Fergus Agricultural Society prior to implementation.
- The sale of knives or any drug related paraphernalia is prohibited. If found selling these products you will be asked to leave the premises and forfeit your vendor fee.
- The sale of bottled water is prohibited on the grounds.
- All vendors agree to abide by all Safety and Health (e.g. COVID) protocols in place at the time of the Fair.
- We ask Vendors to refrain from giving out single-use plastic items or other items that generate excessive waste (e.g. balloons) as these types of items put an additional burden on our volunteers as well as the environment.
- Only Registered Charities in accordance with Provincial and Municipal regulations will be permitted to offer raffle tickets.
- There will be no solicitation or advertising for any purpose in the aisles and walkways of the grounds or buildings.
- There shall be no subletting of space without the express written consent of Fergus Agricultural Society.
- All equipment & supplies owned by vendors must be removed from the grounds prior to 8:00 a.m. on the Monday after the Fair weekend.
- Free parking for one vehicle will be provided with each Vendor contract, but Fergus Agricultural Society reserves the right to designate the location of such parking. Absolutely NO VEHICULAR TRAFFIC will be allowed on the fairgrounds during activity hours of the Fair, without prior written approval of the Vendor Committee. All set-up and supply activities will be restricted to times prior to daily opening.
- Vendors are required to be open/present for the entirety of the listed Fair hours. Failure to do so may result in a request to vacate the site and may hinder future applications.
- Fergus Agricultural Society reserves the right to revoke this contract if false information is provided on your application or if our rules are not followed. The Fergus Agricultural Society reserves the right to eject, prohibit or remove exhibits, or any part thereof, and/or to expel exhibitors or their personnel.
- Failure to submit any applicable form (e.g. Food Vendors Permit, Proof of Insurance, etc.) and/or associated fees will mean automatic rejection of your application.
- All electrical work, wiring, extension cords, equipment, devices & appliances shall be approved for use in Canada & will be subject to an inspection by the E.S.A. (Electrical Safety Authority).
- The vendor agrees to have liability insurance to provide indemnity as set out herein and for any damages or claim that may arise as a consequence of his use of the exhibition space directly or indirectly. We require each Vendor to carry Liability Insurance and to provide us with a copy of their Certificate of Insurance or Memorandum of Insurance upon acceptance of application.
- Fergus Agricultural Society, its members, employees and volunteers shall not be liable for any loss of, or damage to, property belonging to the vendors however caused. Nor shall the Fergus Agricultural Society, its members, employees or volunteers be liable to the vendor, or anyone coming on to the Society's property at the instigation of, or to visit the vendor's site. Should anyone make a claim for any damage or injury however caused against any member, employee or volunteer of the Fergus Agricultural Society the vendor agrees to indemnify and save harmless the Fergus Agricultural Society, its members, its employees and its volunteers for any claim or damage however caused arising out of, or in consequence of, the use of the exhibition space granted by this agreement.