



CHESTERVILLE & DISTRICT AGRICULTURAL SOCIETY

Po Box 571, Chesterville ON K0C 1H0

Learning from the Past, Living in the Present, Preparing for the Future

VENDOR RULES & REGULATIONS

August 25th to 27th , 2023.

1. HOURS OF OPERATION:

Friday August 25th, 2023.....4:00 PM to 9:00 PM (Inside Vendors- 4:00PM to 9:00 PM)

Saturday August 26th, 2023.....9:00 AM to 9:00 PM (Inside Vendors- 10:00AM to 9:00 PM)

Sunday August 27th, 2023.....10:00 AM to 4:00 PM (Inside Vendors- 9:00AM to 4:00PM)

All booths are expected to be open and staffed during the above hours.

2. VENDOR SPACES: Non-food Vendors space: \$50.00 + HST for 10x10 space. Space will **not be subdivided, if you need 15', you need 2 spaces**). The \$50.00 payment will act as a reservation fee for all non-food vendors, and will be refunded to the vendor upon attendance of 1 full fair weekend (see Hours of Operation)

Community Service Groups Space: Free of Charge for 10x10 space. Proof of Insurance is required

3. SET-UP: Vendors will be allowed access to the Chesterville Fairgrounds to set-up their booth on Friday August 25th, Between the hours of 9:00AM to 3:30 PM all booths must be set up prior to 3:30PM.

REMOVE VEHICLES FROM PUBLIC AREAS BEFORE FRIDAY @ 4:00 PM/ SATURDAY @ 9:00AM/ SUNDAY @ 10:00AM

For safety reasons, vendor's vehicles will not be permitted on the grounds, outside of the parking area once the fair is open to the public.

All vendors must supply their own **tables, chairs, flooring* and extension cords**. Condensation may occur during the night, therefore, be prepared to cover your wares.

*The vendor is responsible for the flooring of the booth, if desired, and must not impede the free flow of traffic.

4. TAKE-DOWN: The vendor/exhibitor agrees **to not dismantle or remove their display until Sunday at 4:00PM. Vehicles may not enter the public areas until that time.**

5. PARKING: Vendors are to park in the designated public parking area. Vehicles are allowed on the grounds for set-up and take-down, during the specified times above, but must be kept in the designated parking area at all other times.

6. GARBAGE: All refuse must be placed in the garbage cans/recycling bins provided throughout the grounds.

7. NO flyers or advertisements are to be placed on any vehicle windshields or anywhere else on the fairgrounds.



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8. SECURITY & INSURANCE: Security Guards will be on duty from 9:00 PM each night of the fair, through to 8:00AM the following day until the fair's closure on Sunday. Buildings will be secured. Do not leave anything of value in booths overnight. Each vendor is responsible to maintain adequate liability insurance (minimum of \$2 million) for property damage and personal injuries and by signing the contract agrees to indemnify the Chesterville & District Agricultural Society and any person or organization acting on its behalf harmless against claims and losses. **A copy of your current proof of liability insurance must be returned with your signed contract with payment prior to the start of the fair.**

If you need assistance with insurance, Please visit our website

9. ADMISSIONS / PASSES: Each vendor / booth will be issued 2 free vendor weekend wristbands. Extra weekend wristbands for volunteers / employees only, may be purchased for a reduced fee of \$10.00 each. Any staff members who are not in possession of a wristband are required to purchase a general admission ticket to enter the Fairgrounds. The Chesterville Fair will not reimburse the cost of this ticket.

10. PAYMENT: Payment is required **with the signed contract prior to July 26th. There will be a \$25.00 fee charged for NSF cheques. After Aug 1st no refunds will be given for cancellation or no-shows.**

Non-food vendors will be refunded their \$50.00 Deposit fee upon attendance of 1 full fair weekend (see Hours of Operation)

11. TERMS: Should any question arise not provided for in these "Rules and Regulations" of the contract, the decision of the Chesterville & District Agricultural Society Board shall be final.

Please complete, sign and email your contract to vendors@chestervillefair.com. **A copy of your current proof of liability insurance (minimum of \$2,000,000) must be attached and must show the Chesterville & District Agricultural Society as a named insured.**

**** Spaces will be reserved on a first come-first reserved basis with a completed application, contract AND PAYMENT****



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CHESTERVILLE FAIR - 2023 VENDOR SPACE RENTAL APPLICATION

BUSINESS NAME: _____

ADDRESS: _____

POSTAL CODE: _____

CONTACT PERSON: _____

PHONE: _____ E-MAIL: _____

PRODUCT LINE DESCRIPTION: ****any/all giveaway items MUST be approved by the fair board**

INSURANCE CO. & POLICY NUMBER: _____

****NOTE**** You **MUST** provide a copy of adequate liability insurance (minimum of \$2 million) for property damage and personal injuries and by signing the contract agrees to indemnify the Chesterville & District Agricultural Society and any person or organization acting on its behalf harmless against claims and losses

HST: CDAS HST Registration # is 128229242 RT0001

BOOTH SPACE:

Indoor Space (10' x 10') \$50.00 + HST (19.50) = \$56.50 (Limited number available)

Quantity: _____

Outdoor space size (10' x 10') \$50.00 + HST (22.75) = \$56.50 Own tent required

Quantity: _____

Hydro required? Yes No If "Yes" what voltage? 110 or 220

Water required? Yes No

Two **non-transferable** weekend wristbands will be issued for your use. Additional wristbands **ONLY** for vendors, volunteers or helpers in your booth may be ordered below.

I request _____ additional vendor wristbands at \$10.00 each = \$ _____

TOTAL PAYMENT: \$ _____ Method of Payment: Cheque E-Transfer Credit Debit

Cash



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CONTRACT AGREEMENT

I, the lessee, shall indemnify and hold harmless the Chesterville & District 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, Their agents, employees or servants, or anyone for whose acts they may be held liable, howsoever caused. I have read and agreed to the terms of participation as stated in the application rules and regulations. I am submitting my contract and payment to reserve my space at the Chesterville Fair, 2023. I, the vendor, agree that the Chesterville & District Agricultural Society has the right not to accept the vendor's application or may cancel the vendor's application and any rights for space at the Chesterville Fair for any reason whatsoever and the sole remedy of the vendor is a return of the fees paid without any claim for loss or damages. I hereby agree to the rules and regulations of this contract and as confirmation, have signed below.

BUSINESS NAME OF APPLICANT: _____

NAME OF APPLICANT (PRINTED): _____

SIGNATURE OF APPLICANT: _____

DATE: _____

PAYMENT INFORMATION:

E-TRANSFER – to info@chestervillefair.com from applicant email _____

CHEQUES - Please make all cheques payable to “**Chesterville & District Agricultural Society**” and mail to:

Chesterville & District Agricultural Society
P.O Box 571
Chesterville, Ontario
K0C 1H0

A \$25.00 fee will apply to any returned or NSF cheques

OFFICE USE ONLY

Payment Received on: _____, 2023. Cheque # _____ Cash \$ _____ E-Transfer \$ _____

Copy of Current proof of insurance attached: Please circle one: Yes No

Accepted on behalf of Chesterville & District Agricultural Society: _____