



## CHESTERVILLE & DISTRICT AGRICULTURAL SOCIETY

Po Box 571, Chesterville ON K0C 1H0

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

### 2024 CONCESSION RULES & REGULATIONS

August 23rd to 25th, 2024.

#### 1. HOURS OF OPERATION:

Friday August 23rd, 2024 - 4:00 PM to 9:00 PM (Age of Majority Dance 9:00 PM - 1:00 AM)

Saturday August 24th, 2024 - 9:00 AM to 9:00 PM (Age of Majority Dance 9:00 PM - 1:00 AM)

Sunday August 25th, 2024 - 10:00 AM to 4:00 PM

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

#### 2. CONCESSION SPACES:

Food Vendor space \$200.00 + HST per stand/truck.

All concessions will be placed along the pathways between the Grandstands, Exhibition Hall and Children's Activity.

#### 3. EOHU TEMPORARY FOOD VENDOR FORM

- All food vendors must read the [EOHU Special Events Information for Temporary Food Vendors](#) website and MUST fill out a Temporary Food Vendor's Notification Form.
- Complete and submit the [Special Events – Temporary Food Vendor's Notification Form](#) to the EOHU at least 30 days prior to the Chesterville Fair.
- The vendor agrees to have staff on duty at all times with the required Food Handler Certification, observe sanitary food handling practices, including cooling/refrigeration if required and concessions are subject to inspection by the Eastern Ontario Health Unit during the course of the weekend.

#### 4. SET-UP & TAKE-DOWN

- Vendors will be allowed access to the Chesterville Fairgrounds to set-up their stand on Friday August 23rd, 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. While food booths may be open until 10:00 pm, vehicle access will be restricted until the public has mostly dispersed after 10:00pm (or have migrated to the refreshment tent).
- All vendors must supply their own extension cords. Condensation may occur during the night, therefore, be prepared to cover your wares/ signage.
- The vendor/exhibitor agrees to not dismantle or remove their Stand until Sunday at 4:00PM. Vehicles may not enter the public areas until that time.

#### 6. 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.



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### 7. GARBAGE

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

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

### 9. 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 contact us.

### 10. ADMISSIONS / PASSES

- Each vendor /Stand 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.

### 11. PAYMENT

- Payment is required with the signed contract prior to July 19, 2024. There will be a \$25.00 fee charged for NSF cheques. After Aug 1st no refunds will be given for cancellation or no-shows.

### 12. 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\*\***