



KINGSTON & DISTRICT AGRICULTURAL SOCIETY
KINGSTON MEMORIAL CENTRE, 303 YORK STREET
P.O. BOX 35025, KINGSTON, ON K7L 5S5

January 2020

Dear Vendor/Exhibitor:

The Kingston & District Agricultural Society's board of directors has approved the following package for our 190th Kingston Fall Fair - September 17th to 20th. Due to changes at the Memorial Centre there is **only outdoor space available**. Full payment is required to reserve your space and is non-refundable. Spaces are allotted on a first come first serve basis with full payment.

Please read the following carefully:

Vendors/Exhibitors - Intending vendors/exhibitors are requested to apply for the space they require as early as possible. The Board of Directors reserves the right to declare a space forfeited should a vendor/exhibitor fail to neatly arrange, decorate and/or maintain a creditable display; such exhibits will be removed from the building and/or grounds.

All Exhibits must be in their places no later than 12:00pm Thursday or 8:00am Saturday (depending on contract); otherwise such exhibitors will forfeit the right to the reserved space. Any signs which obstruct the light or view will not be permitted. Vendors/Exhibitors are welcome to use banners which are attractive and business like. All signage must represent the vendor/exhibitor's displays.

Vendor/Exhibitor Passes - Two passes, good for 4 day admission, are given per rental space. **Additional passes may be purchased by contacting the Fair Office.** Additional passes will be forwarded when payment has been made, and mailed to you prior to the fair when time permits.

Commercial Liability Insurance

Vendors/Exhibitors must have a minimum of \$2,000,000 commercial liability insurance. A copy of your current liability insurance coverage with Kingston & District Agricultural Society as an additional insurer must be received with payment in order to reserve space.

Please send applications to the Fairboard Office kingstonfallfair@gmail.com for review and approval by Vendor Co-Ordinator: Percy Burke percy.burke@gmail.com

The Agricultural Society is not responsible for accidents to stock or loss of articles, when on fairgrounds, but will use every reasonable precaution to prevent the same. It shall be a condition of entry that the Agricultural Society will not be liable for any loss to a vendor/exhibitor occasioned by fire, accident, condition of structure, or the negligence of other vendors/exhibitors or officials.

If you have any questions, please do not hesitate to contact me through the Agricultural Society office.

Marlene Beaubien

Office Administration



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NAME OF VENDOR/EXHIBITOR:
CONTACT PERSON:
TYPE OF EXHIBIT OR OPERATION:
MAILING ADDRESS: <div style="text-align: right; margin-right: 50px;">(Street) _____</div> <div style="text-align: right; margin-right: 50px;">(City) _____ (Postal Code) _____</div>
TELEPHONE: () _____ - _____ Preferred method of contact: email or Phone (circle one)
E-MAIL ADDRESS: _____

The vendor/exhibitor offers to rent space from the Kingston & District Agricultural Society at the Kingston Fall Fair for the duration of the Fair. Booth spaces are given on a first come first served basis only. **Vendors MUST supply mats to cover electrical cords for safety reasons. NOTE: Payment must accompany your signed contract to reserve your space. Payment must be received by June 1st, 2020 and any cancellation will NOT be subject to a refund.**

Food Vendors - OUTSIDE BOOTH SPACE: 10' x 10' All spaces requiring electrical, as determined by Fair Board committee, must apply for electrical service listed below.	# of 10' x 10' Booths required	_____ x \$300.00 = _____
Jewelry, Arts & Crafts Vendors - OUTSIDE BOOTH SPACE: 10' x 10' All spaces requiring electrical, as determined by Fair Board committee, must apply for electrical service listed below.	# of 10' x 10' Booths required	_____ x \$130.00 = _____
120/240 volt ELECTRICAL SERVICE: 120 volt 15 240 volt 20 30 40 50 (Circle amperage required.) Must have a CSA approved cord cap, and cords in good working condition (no tape), with all three prongs. Required by, but not limited to, food concessions.	# of cords required	_____ x \$20.00/all 4 days = _____ Number of cords/circuits. _____ x \$80.00/all 4 days = _____ Number of cords.

Sub-total = _____

4-day Admission Pass (Additional) _____ x \$30.00 = _____

Note: You are entitled to TWO Admission Passes Per Booth

Day Pass (Additional) _____ x \$10.00 = _____

Cash Cheque# _____ Date Received: _____ **TOTAL DUE** = _____

VENDOR/EXHIBITOR RENTAL SPACE AT THE KINGSTON FALL FAIR



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The Kingston Fall Fair and vendor/exhibitor agree to the following terms:

1. The vendor/exhibitor is entitled to two (2) admission passes per booth space; all others must be purchased.
2. Tables, chairs and extension cords are not provided.
3. The vendor/exhibitor will occupy and use the space for no other purpose than indicated above and all displays MUST be kept within the confines of the exhibitor's space.
4. The space must be kept clean and garbage must be disposed of in appropriate containers by 6 p.m. each evening.
5. The Fair will assign the space in accordance with availability. The Fair's assignment of a space will be final and not subject to review.
6. If the vendor/exhibitor fails to use the space granted for the purpose set out above, the vendor/exhibitor will forfeit the contract price to the Fair. The Board of Directors also reserves the right to have an exhibit removed from the grounds.
7. The Fair will not be liable for any loss or damage to the vendor/exhibitor's property. While all precautions will be taken to guard against loss of equipment or display material, the Fair will NOT assume any responsibility for losses which might be incurred from pilfering, water damage, fire, accident or any other cause. Exhibitors are advised to insure their own goods against any such loss and send proof of commercial liability coverage with signed contract.
8. The vendor/exhibitor will compensate for and save the Fair harmless for all claims and expenses arising out of the acts or omissions of the vendor/exhibitor or any person acting under him.
9. The vendor/exhibitor acknowledges that this agreement is for the use and occupation of space only, and that there are no representations, warranties, collateral agreements or conditions affecting this agreement.
10. The vendor/exhibitor must complete the agreement, return signed, with deposit cheque, and proof of commercial liability insurance to reserve a space.
For food vendors only - Pages 15 & 16 (Application Form) of Public Health Environmental Health Department Guidelines must be completed, attached to the Application for Vendor/Exhibitor, and returned to the Kingston & District Agricultural Society for pickup at our office by Public Health.
11. NEW HEALTH REGULATIONS require that all Food Vendors are responsible for the removal and disposal of all used cooking oils and /or fryer grease from the fairgrounds by the conclusion of the Fair. These substances may not be dumped in any containers belonging to the Fair or in the sewage system.
12. There are no cars or sleeping accommodations allowed in the rental area due to safety and sanitary reasons. No overnight sleeping accommodations are allowed by the City of Kingston. A list of local hotels, motels, bed & breakfasts, inns, campgrounds may be obtained from the Fair Board Office.
13. No religious or political based booths.
14. Solicitation of personal information is not permitted.
15. Selling of drug paraphernalia, weapons or adult material is prohibited. The Board of Directors reserves the right to remove inappropriate material.
16. The following food items are excluded from all vendor sales: Candy floss, candy and caramel apples; corndogs; caramel corn.

I understand the above terms & conditions:

Vendor/Exhibitor's Signature _____ Date _____

NOTICE: The Kingston & District Agricultural Society will not be responsible for any accident or injury to persons, animals and/or personal property that may occur while attending and/or participating in the Kingston Fall Fair. And notice is hereby given that any individual(s) not wishing to be included in photograph(s) taken by the Kingston & District Agricultural Society's designate during the Kingston Fall Fair must report to the Office to opt out.



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ELECTRICAL HOOK-UP REQUIREMENTS

VOLTAGE REQUIRED: (CIRCLE ONE)

1. NO ELECTRICAL REQUIRED
2. 120 VOLTS
3. 240 VOLTS – 3 WIRE (NO NEUTRAL)
4. 120/240 VOLTS – 4 WIRE (WITH NEUTRAL)
5. 208 VOLTS, 3PHASE

AMPS REQUIRED: (CIRCLE ONE)

1. 15 AMPS
2. 20 AMPS
3. 30 AMPS
4. 40 AMPS
5. 60 AMPS
6. OVER 60 AMPS

CONNECTION REQUIRED: (CIRCLE ONE)

1. I HAVE A STRIAGHT BLADE TYPE CORD END
2. I HAVE A TWIST-LOCK TYPE CORD END
3. I HAVE NO CORD END AND NEED TO WIRED DIRECT

EXTENSION CORDS WILL NOT BE SUPPLIED, MOST POWER IS WITHIN 100 FEET.