



This contract between Orono Agricultural Society

Box 90, 2 Princess Street
Orono, Ontario LOB 1M0

And

Name of Vendor _____

Address _____

Phone/Fax _____

Email _____

For the 2018 Orono Fair September 6th to 9th at the Orono Fair Grounds

RULES & REGULATIONS

- LIABILITY:** While all precautions will be to guard against the loss of equipment or display material, the Society will not assume any responsibility for losses, which might be incurred, from theft, water damage, fire, accident or any other cause. Vendor will be liable for, and will indemnify and hold harmless the Orono Agricultural Society from any loss or damage whatsoever suffered by the O.A.S. as a result of any loss or damage whatsoever occurring to or suffered by, any person or company, including without limiting the generality of the foregoing, Vendor, other Vendors, the O.A.S., the owner of the building and their respective agents, servants, employees and members of the public for loss or damage arising out of, or in any way connected with, the Vendors use and occupancy of space.
- INSURANCE:** Vendors must insure their goods and/or equipment against any such loss. Vendors **MUST** carry \$2,000,000. Public liability insurance, and Food Vendors **MUST** carry \$5,000,000. Proof of insurance must be attached to contract. Insurance can be obtained at reasonable rates through PAL Insurance Brokers Ltd. (www.palcanada.com) or Local Community Insurance Services (<https://www.lcis.ca/>)
- PAYMENT:** All payments to be made to the "Orono Agricultural Society" on or before August 15 by cheque. (see below). All payments will be receipted to the vendor as proof of payment. Space will be allocated on a first come first serve basis.
- VENDOR RIBBONS/Passes:** The OAS will endeavor to make available prior to fair opening all passes required for vendors. All passes/ribbons include parking as well as entrance into the grounds. All vendors to present appropriate pass to gate attendant upon entering the grounds. The following schedule will denote number of passes included with space rental:

1 ribbons/passes = Vendor Space Value \$101 - \$200
2 ribbons/passes = Vendor Space Value \$201 - \$300
3 ribbons/passes = Vendor Space Value \$301 - \$400
4 ribbons/passes = Vendor Space Value \$401- \$500

Further passes will be available for purchase as indicated on the schedule below or from the fair office during the fair. The OAS strongly encourages that all passes be distributed to vendor staff prior to the fair to avoid entrance hassles or delays.

5. **NON-PROFIT ORGANIZATIONS:** Local churches and lodges ONLY will be considered "Non-Profit" and therefore eligible to rent space for the flat rate of \$25.00 (large enough for a card table and chair). They must provide their Non-Profit Registration Number on the front of the Vendor Contract beside the name of their organization. All other organizations MUST rent space by the running foot as detailed below. The OAS reserves the right to negotiate with groups who feel they fall into this rule but cannot produce a Non-Profit Registration Number. Contact the OAS Representative in advance of the fair to discuss this.
6. **VENDOR HOURS OF OPERATION:** Thursday – setup by 3 p.m. open at 5 p.m. Friday – 11 a.m. to 11 p.m. Saturday – 8 a.m. to 10 p.m. Sunday – 9 a.m. to 4 p.m. All merchandise MUST be removed from OAS property by 6 p.m. Sunday.
7. **BOOTHS:** if not occupied by the above times; space will be re-rented without refund. All inside/outside vendors must operate and staff their booth during all hours specified in their contract. Vendors shall not be sublet in part or whole and vendor operation and materials must be limited to the space rented.
8. **RULES:** All vendors are to abide by the contract and accompanying rules and regulations. Should any question arise not provided for the decision of the OAS President or their appointee shall be final in all cases.

Please outline products or services you wish to display at the Orono Fair:

Food Concession		\$
Non-Profit (local churches and lodges)	Flat Fee \$25	\$
Outside concession footage if paid before July 10, 2018	_____ X \$17/ ft.	\$
Outside concession footage if paid in full after July 10, 2018	_____ X \$20/ft.	\$
Inside concession footage if paid in full before July 10, 2018	_____ x \$20/ft. Minimum 10 feet	\$
Inside concession footage if paid after July 10, 2018	_____ x \$30/ft. Minimum 10 feet	\$
Hydro (500 watts)	\$60 (yes) (no)	\$
	Subtotal if paid by July 10, 2018	\$
	Subtotal if paid after July 10, 2018	\$
	HST (13 %)	\$
	Subtotal	
Extra Passes	\$10 per pass	\$
	Total	\$

100% DUE ON SIGNING CONTRACT

Cheques made out to "Orono Agricultural Society"

Certified cheque or money order only after August 15, 2018.

The Concessionaire hereby agrees to the rules and regulations of this **contract**. **As confirmation please sign, retain the original and return copies** with payment. An email will be sent by OAS secretary to confirm receipt of all required documents. Missing items will result in contract being deemed incomplete and not accepted until all items are received.

Concessionaire Signature

Date

OAS Representative

Date

Office Use Only – Do Not Use this Space	
Date Received _____	Contract Number _____
Payment Received _____	Insurance Certificate Received _____
OAS Follow up Rep _____	



Severe Weather Emergency Procedures for Special Events

Event organizers are to ensure the following Severe Weather Emergency Procedures are provided verbally and by copy of this document to all vendors, volunteer groups and organizing staff.

1. Event organizers will establish a lead person who is responsible for determining when a severe weather warning will be issued. Weather updates will be provided to the Lead by staff via radio or cell phone (cell numbers to be circulated).
2. Weather is to be monitored by the Lead on a regular basis utilizing weather applications such as The Weather Network, Environment Canada, etc.
3. When possible, a warning will be given at least 30 minutes in advance of the approaching severe weather (high winds, lightning, heavy rain and tornadic activity)
4. The warning will be issued by delivering three (3) long blasts with the hand-held air horn and where possible announced over a PA system or stage performer's sound system. At large scale events the Lead may be required to deliver the blasts of the air horn throughout the event grounds to ensure that the warning has been heard by all attendees.
5. When event organizers, vendors and volunteer groups hear the warning, all rides, performances, etc. will shut down. Attendees will be advised that the event is being shut down due to inclement weather and to seek shelter (preferably concrete buildings, vehicles, etc.) as soon as possible.
6. After the severe weather has passed, a single long blast of the air horn will signify the danger is over and the event may continue if no damage has occurred.