



## 2024 Commercial Vendor Agreement

Orono Fair - September 5th to 8th at the Orono Fairgrounds  
PO Box 90, 2 Princess St. Orono, ON L0B 1M0

Business/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### TYPE OF OPERATION

*(outline the products or services you sell or promote)*

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### SPECIAL REQUESTS

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*All requests will be reviewed and considered by OAS management but are not guaranteed. The Society reserves the right to re-locate or alter the vendor space assigned. No vendor has the automatic right to occupy the same space in subsequent years.*

Booth space is measured in linear space and not depth.  
 Indoor concessions must be a minimum of 10 feet and expanded in increments of 5 feet.

<b>Food Concession</b>		\$
<b>Non-Profit (local churches/lodges)</b>	<b>Flat Rate \$25.00</b>	\$
<b>Outside footage if paid prior to July 15, 2024</b>	_____ x \$17.00/ft <b>(MINIMUM 10 FEET)</b>	\$
<b>Outside footage if paid in full after July 15, 2024</b>	_____ x \$22.00/ft <b>(MINIMUM 10 FEET)</b>	\$
<b>Inside footage if paid in full prior to July 15, 2024 (9ft depth)</b>	_____ x \$20.00/ft <b>(MINIMUM 10 FEET)</b>	\$
<b>Inside footage if paid after July 15, 2024 (9ft depth)</b>	_____ x \$33/ft <b>(MINIMUM 10 FEET)</b>	\$
<b>Hydro (500 watts)</b>	<b>\$70.00    YES    NO</b>	\$
	<b>Subtotal if paid prior to July 15, 2024:</b>	\$
	<b>Subtotal if paid after July 15, 2024:</b>	\$
	<b>HST (13%)</b>	\$
	<b>Subtotal:</b>	\$
<b>Extra Vendor Passes (see page 4 for details)</b>	_____ x \$10.00 per extra pass:	\$
	<b>Total:</b>	\$



## 2024 Commercial Vendor Rule & Regulations

**1. Type of Operation:** Vendor may not operate any other business or sale of goods other than that stated on the contract. The Society reserves the right to demand the removal of any item(s) offered for sale or any operation that was not clearly approved or understood under "Type of Operation" on the contract. The sale of any illegal items/substances is strictly prohibited or items/substances that are illegal to sell. Any vendor found to have any such items in their space will be removed with no refund for their costs. **Vendors are not permitted to sell candy apples, candy floss, popcorn, caramel corn, sno-cones, or inflatable devices.**

**2. 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 OAS 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 OAS, 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.

**3. Insurance:** All 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. Insurance can be obtained at reasonable rates through Duuo Canada ([www.duuo.ca/vendor-insurance](http://www.duuo.ca/vendor-insurance)). **Applications will not be accepted without a copy of a valid insurance certificate.**

#### **4. VENDOR HOURS OF OPERATION:**

Thursday, September 5th: 5:00pm to 10:00pm

Friday, September 6th: 11:00am to 10:00pm.

Saturday, September 7th: 9:00am to 10:00pm.

Sunday, September 8th: 9:00am to 4:00pm.

**All merchandise MUST be removed from OAS property by 6:00pm on Sunday.**

**5. Vendor Ribbon/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. The following schedule will denote number of passes included with space rental:

- 1 ribbons/passes = Vendor Space Value \$101 - \$200.00
- 2 ribbons/passes = Vendor Space Value \$201 - \$300.00
- 3 ribbons/passes = Vendor Space Value \$301 - \$400.00
- 4 ribbons/passes = Vendor Space Value \$401 - \$500.00

Extra vendor passes will be available for purchase from the fair office.

**6. Admission:** All vendors and/or representatives shall present a valid vendor pass to gate attendants upon entering the grounds and parking their vehicle. Admission passes shall be available through the fair office upon acceptance of vendor application. Reasonable efforts shall be made to make passes available to vendors ahead of the fair for distribution to its staff.

**7. Set Up/Tear Down:** All booths must be ready for the public by 3:00pm on Thursday, September 5<sup>th</sup>. No unauthorized vehicular traffic shall be permitted in designated vendor areas after this time. If vendor space is not occupied by that time, it will be re-rented without refund. All inside/outside vendors must operate and staff their booth during all hours the arena is open. Vendors shall not be sublet in part or whole and vendor operation and materials must be limited to the space rented. No booth shall be removed from the fairgrounds prior to the closing of the Orono Fair. No unauthorized vehicular traffic in and around vendor area is permitted prior to closing.

**8. Tents/Temporary Structures:** No tents or other structures higher than 8 feet may be erected inside the arena. Tents/structures must fit within the designated booth area (note that indoor booth space has a 9ft depth maximum). When renting outdoor vendor space and using a tent, it is necessary to take into consideration the anchoring and framing part of the structure. The necessary permits must accompany any tent exceeding 645 sq. ft.

**9. Parking:** No unauthorized vehicles shall be permitted to park in the designated vendor areas. Vendors are authorized to park in the general free parking areas on the fairgrounds or off-site (more information can be found at [www.oronofair.com/fair-parking](http://www.oronofair.com/fair-parking)).

**10. Safety and Selling of Hazardous Materials:** The sale or gifting of knives, laser-guns, firecrackers, or any item that can be used as a weapon, and the burning of any type of fuel inside buildings is strictly prohibited. No selling of t-shirts with any type of profanity can be displayed. No sale of cannabis or cannabis related items. The OAS reserves the right to refuse entry of all vendors who do not comply and reserves the right to remove vendors who are in contravention of this rule. Please respect other vendors and patrons and limit the use of scented products. No open flames are permitted on OAS property.

**11. Fire Regulations:** The vendor agrees to observe all Fire Regulations and maintain acceptable Fire Prevention practices as required by the Municipality of Clarington Fire Department. Said regulations shall be made available to all vendors upon request by the vendor.

**12. Refuse:** All refuse/recyclable materials must be placed in appropriate bins as directed by the OAS staff.

**13. Electricity:** Hydro can be made available on a first come/first served basis, as indicated in the vendor contract. The vendor is responsible for using power bars with a GFI and all cords required, so not to overload the breakers. (B) In case of concern regarding the safety or hookup of any equipment, the decision of the Society's Electrical Contractor will be final. All equipment shall be CSA certified.

**14. Sound and Video Equipment:** Undue noise or unseemly methods of demonstration employed while operating concessions or exhibits will not be tolerated. Sound levels of radios, P.A. systems, and all other sound amplification equipment must not interfere with other vendors or event patrons. The decision of what constitutes undue noise or unseemly methods shall rest with the Orono Agricultural Society Management team, whose decision shall be final.

**15. Draws and Lotteries:** There will not be any unauthorized draws or lotteries allowed on the Fairgrounds.

**16. Deliveries:** All deliveries of supplies to vendor concessions made during fair time must be completed prior to 9:00am each day.

**17. Non-Profit Organizations:** Local churches and lodges will only be considered "Non-Profit" and therefore eligible to rent space for the flat rate of \$25.00 (10ft space). 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 linear foot. 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 in advance to discuss.

**18. Payment:** Payment of required fees to be completed in full prior to August 15<sup>th</sup> to the Orono Agricultural Society unless otherwise agreed upon. Failure to provide payment may result in the application being denied. Acceptable methods of payment are cheque made payable to "Orono Agricultural Society", e-transfer, money order or certified cheque.

**19. Cancellations and Refunds:** OAS Management reserves the right to cancel this agreement at any time if in their opinion the terms/conditions of this contract are not being met. No refund will be given. If any vendor chooses to leave after setting up; refund will be only at management's approval.

**20. Approval of a Vendor Application is indicated by one of the following:**

a.) receipt of confirmation letter or email to the vendor from an authorized representative of the Orono Agricultural Society.

b.) signature on the vendor application (*page 6*) by an authorized representative of the Orono Agricultural Society.

**21. As confirmation, please sign and return copy of application. Applications will not be accepted without a valid copy of insurance certificate.** An email will be sent by an OAS representative to confirm receipt of all required documents. Missing items will result in the application being deemed incomplete and not accepted until all missing items are received.

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## **PAYMENT OPTIONS**

### **e-Transfer**

Send to: treasurer.oronofair@gmail.com

Memo: *Vendor Name*

### **Credit Card**

Call the fair office at 905-983-9510 to pay with card over phone. Have the following information available: name on card, card number, expiry, security code, and the postal code associated with the card account.

### **Cheque**

Made out to "Orono Agricultural Society"

*Only certified cheque or money order will be accepted after August 15, 2024.*

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**All vendors are to abide by the contract and accompanying rules and regulations. Should any question arise, the decision of the Orono Agricultural Society's President, or their appointee, shall be final in all cases.**

**I have read, understood, and agree to the rules & regulations as outlined in this contract:**

\_\_\_\_\_  
*Vendor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*OAS Representative Signature*

\_\_\_\_\_  
*Date*