



# Orono Agricultural Society

## Vendor Application Information Package

The Orono Agricultural Society is proud to present the 170<sup>th</sup> Orono Fair on September 8<sup>th</sup>-11<sup>th</sup>, 2022. The Orono Fair is an event that is enjoyed by young and old alike, with our attendance typically reaching approximately 35 – 40 thousand attendees over the course of four days. Located within an hour of Toronto, we attract a diverse array of visitors. The Orono Fair is an excellent opportunity to promote and sell specialty products and food, or the latest and greatest in consumer goods and services.

We offer indoor and outdoor space to our vendors, depending on their needs and requirements. Optional hydro hookups are available to all our vendors.

The OAS offers the option of passes for employees to enter the fair throughout the weekend. These options will be communicated to successful vendors upon acceptance of your application.

The OAS reserves the right to limit similar type products from appearing at the fair, as well as products that may cause harm or offend our fairgoers. The sale of any illegal substances or items is strictly prohibited. Any vendor who is found to be selling any such substances or items will be removed without refund for their costs.

All vendor space is offered on a first come, first served basis, with the OAS reserving the right to accept or deny any vendor application.

To obtain more information regarding vendor space and requirements at the Orono fair, please contact the fair office at:

[info@oronofair.com](mailto:info@oronofair.com)  
(905) 983-9510

Michelle Molloy  
Secretary

Shelby Dillon  
President

Brad Found  
1<sup>st</sup> Vice-President



# Orono Agricultural Society

## Commercial Vendor Concessions

### Rules and Regulations

2022

- 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 at his space will be removed with no refund for their costs.**
- 2. Hours of Operation:** All vendors shall adhere to staff booth space during working hours of the Orono Fair as outlined on the vendor contract. Thursday: setup by 3:00 PM, open for business by 5:00 PM, close at 10:00 PM. Friday: 11:00 AM to 11:00 PM. Saturday: 8:00 AM to 10:00 PM. Sunday: 9:00 AM to 4:00 PM.
- 3. Insurance:** All Commercial Vendors are required to obtain liability insurance (min \$2,000,000) for the duration of the Orono Fair, including setup/tear down dates. A copy of the certificate of insurance SHALL be included with your application and payment. Applications will not be accepted without a copy of insurance certificate.
- 4. Payment:** Payment of required fees to be completed in full prior to August 15<sup>th</sup> to the OAS. Failure to do so may result in your application being denied. Acceptable methods of payment, cheque made payable to "Orono Agricultural Society", e-transfer, money order or certified cheque. Cash at fair time only. Receipt of payment shall be issued by OAS.
- 5. Setup/Tear down of Vendor Booth Space:** All booth space shall be setup at 3:00 PM on Thursday of the Orono Fair. No unauthorized vehicular traffic shall be permitted in designated vendor areas after this time. Arrangement's need be made prior to August 25<sup>th</sup>. with the OAS, should this time be an issue. **NO BOOTH SHALL BE REMOVED FROM OAS GROUNDS PRIOR TO THE CLOSING OF THE ORONO FAIR AS OUTLINED ON THE VENDOR CONTRACT.** No unauthorized vehicular traffic in and around vendor area permitted prior to the closing of the fair.
- 6. Admission:** All vendors and/or representatives shall present a vendor ribbon or appropriate 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. 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.
- 8. Tents:** No tents or other structures higher than 8 feet may be erected inside the arena.
- 9. Draws and Lotteries:** There will not be any unauthorized draws or lotteries allowed on the Fairgrounds.
- 10. Safety and Selling of Hazardous or 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 the buildings is strictly prohibited. No selling of t-shirts with any type of profanity 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.
- 11.** Please respect other vendors and patrons and limit the use of scented products. No open flames are permitted on OAS property.
- 12. 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.
- 13. Refuse:** All refuse/recyclable materials must be placed in appropriate bins as directed by the OAS staff.

- 14. Electricity:** Hydro can be made available on a first come/first served basis, as indicated on the vendor contract. The vendor is responsible to use power bars with a GFI and all cords required, so not to overload the breakers. (B) In a 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.
- 15. Deliveries:** All deliveries of supplies to vendor concessions made during fair time must be completed before 9:00 AM each day.
- 16. Vendor Booth Location:** The Society reserves the right to locate, re-locate or alter the vendor space assigned. No Vendor has the automatic right to occupy the same space in subsequent years.
- 17. Cancellations and Refunds:** The Fair Management Team 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 choses to leave after setting up; refund will be only at management's approval.
- 18. Outside Tents/Temporary Structures:** When renting outdoor vendor space and using a tent, it is necessary to take into consideration the anchoring and framing part of the structure. All space necessary for these extensions must be included in space required, and rental paid at the rate set. The necessary permits must accompany any tent exceeding 645 sq. ft.
- 19. Approval of a Vendor Space Application** is indicated by one of the following: a) receipt of a confirmation letter/email to the vendor from Orono Agricultural Society or b) signature on the vendor application by the Orono Agricultural Society. Acceptance of cash, cheque, does not constitute approval by Orono Agricultural Society.



# Vendor Agreement between Orono Agricultural Society

PO Box 90, 2 Princess St.  
Orono, ON L0B 1M0

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Name of Vendor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

For the 2022 Orono Fair - September 8<sup>th</sup> to 11<sup>th</sup> at the Orono Fairgrounds.

## 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 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.
- 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](http://www.palcanada.com)) or Local Community Insurance Services ([www.lcis.ca](http://www.lcis.ca))
- PAYMENT:** All payments to be made to the "Orono Agricultural Society" on or before August 15th by cheque or e-transfer (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 - \$200.00  
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

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. **BOOTHS:** All booths must be ready for the public by 3:00 PM, Thursday. If 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 opened. Vendors shall not be sublet in part or whole and vendor operation and materials must be limited to the space rented. Booths are measured on linear space not depth. Indoor spaces minimum 10 feet and increments of 5 feet.
7. **VENDOR HOURS OF OPERATION:** Thursday - setup by 3:00 PM open at 5:00PM to 10:00 PM. Friday 11:00 AM to 11:00 PM. Saturday – 8:00 AM to 10:00 PM. Sunday – 9:00 AM to 4:00 PM. All merchandise **MUST** be removed from OAS property by 6:00 PM Sunday.
8. **RULES:** All vendors are to abide by the contract and accompanying rules and regulations. Should any question arise that is not provided, 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:

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Food Concession		\$
Non-Profit (local churches or lodges)	Flat Fee \$25	\$
Outside concession footage if paid before July 15, 2022	_____ X \$17/ft	\$
Outside concession footage if paid in full after July 15, 2022	_____ X \$20/ft	\$
Inside concession footage if paid in full before July 15, 2022	MINIMUM 10 FEET _____ x \$20/ft	\$
Inside concession footage if paid after July 15, 2022	MINIMUM 10 FEET _____ x \$30/ft.	\$
Hydro (500 watts)	\$60      YES      NO	\$
	Subtotal if paid by July 15, 2022:	\$
	Subtotal if paid after July 15, 2022:	\$
	HST (13 %)	\$
	Subtotal:	\$
Extra Passes	_____ X \$10 per pass:	\$
	Total:	\$

**100% DUE ON SIGNING CONTRACT**



**Cheques are to be made out to “Orono Agricultural Society”**

Certified cheque or money order only after August 15, 2022.

E-transfer will also be accepted to [treasurer@oronofair.com](mailto:treasurer@oronofair.com) Memo: *Vendor Name*

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 the 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

**VENDOR INDEMNIFICATION OF ORONO AGRICULTURAL SOCIETY (OAS)**

The Vendor agrees to hold harmless Orono Agricultural Society, it's Officers, Directors, Members, Employees and Volunteers from any claims made against them relating to any virus, bacteria, disease, and contagion, without limiting the generality of the foregoing. This includes but is not limited to providing defenses to any claims made against them and paying and covering any damages which might be awarded against them in any such claim.

You recognize that OAS has taken a number of reasonable steps and precautions to not allow the spread of any such disease as outlined below.

This indemnification covers any claim in any way caused by, arising out of or resulting from any virus, bacteria, disease or contagion, including those designated as such by any of the following:

- A) A Federal, Provincial, Territorial, Regional, Municipal or District authority or agency;
- B) A Minister of the Federal, Provincial or Territorial Crown;
- C) A person occupying the position of Chief Medical Officer of Health (or similar position) of a Province, Territory, Region, Municipality or District;
- D) The World Health Organization;
- E) The Center for Disease Control/Center for Disease Control of Canada or any Canadian Province or Territory; The United Kingdom of Great Britain and Northern Ireland; or of the United States of America and any American State or Territory.

In the event either party is unable to fulfill their obligation under this contract due to Federal, Provincial, Territorial, Regional, Municipal or District mandates, the Re-Opening of Ontario Act, or unable to provide a safe and healthy environment for staff, volunteers, vendors, participants and the general public, this agreement will become null and void. There will be no financial compensation to either party should the event need to be cancelled due to virus, bacteria, disease or contagion.

For purposes of this Indemnification, virus, bacteria, disease or contagion so designated shall include:  
Any derivative, mutation or variation of the virus, bacteria, disease or contagion;  
Any fear or threat of the spread of the virus, bacteria, disease or contagion;  
Any failure to prevent, contain or eradicate the virus, bacteria, disease or contagion;  
For purposes of greater clarity the following are examples of virus, bacteria, disease or contagion that are covered by this indemnification:  
Coronavirus Disease (Covid 19);  
Severe Acute Respiratory Syndrome Coronavirus (SARS-cov-2);  
Ebola;  
Avian Influenza (Avian Bird Flu); and  
Legionella (Legionnaire's Disease).

Name (please print): \_\_\_\_\_

Title of Company or Organization (please print): \_\_\_\_\_

Signature of Vendor: \_\_\_\_\_

Date: \_\_\_\_\_



# 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 phone 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.