



Orono Agricultural Society

Vendor Application Information Package

The Orono Agricultural Society is proud to present the 170th Orono Fair on September 8th-11th, 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
(905) 983-9510

Michelle Molloy
Secretary

Shelby Dillon
President

Brad Found
1st Vice-President



Orono Agricultural Society

Commercial Food Vendor Concessions

Rules and Regulations 2022

1. **Type of Operation:** Vendor may not operate any other business or sale of goods 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.
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.
3. **Insurance:** All Commercial vendors are required to obtain liability insurance (min \$5,000,000) 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 will be collected by an OAS Management Representative on the Saturday of the event. Acceptable methods of payment, cheque made payable to "Orono Agricultural Society" or cash. Receipt of payment shall be issued by OAS.
5. **Setup/Tear down of Vendor Booth Space:** All booth space shall be setup prior to 3:00 PM on Thursday of the Orono Fair. No unauthorized vehicular traffic shall be permitted in designated vendor areas after this time. Arrangement need be made prior to September 1st 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 VENDOR CONTRACT.** Failure to follow these rules shall result in forfeiture of damage deposit. No unauthorized vehicular traffic in and around vendor areas will be permitted prior to the closing of the fair.
6. **Admission:** All vendors and/or representatives shall present a vendor ribbon or appropriate pass upon to gate attendants upon entering the grounds and parking their vehicle. Admission passes shall be available through fair office upon acceptance of vendor application. Reasonable efforts shall be made to make passes available to vendors ahead of fair for distribution to its staff.
7. All food vendors attending the Orono Fair agree to maintain a clean premise and observe sanitary food handling practices. **All food vendors are required to complete a Durham Region Health Department APPLICATION FOR HEALTH DEPARTMENT APPROVAL form and provide a copy to the OAS at least two weeks prior to the opening of the Fair.** All food concessions are subject to inspection by the Durham Region Health Department. This form is to be completed by the vendor and submitted to Durham Region Health. Failure to do so will result in inability to setup/operate at the fair.
8. Refuse/waste containers for use inside the concession area are the responsibility of the vendor. All refuse must be placed in the designated refuse bins in that area. All cardboard must be flattened and tied for recycling.
9. Gray water must be held in suitable reservoirs until disposed of by Orono Fair Staff.
10. The following criteria must be met by all food vendors:
 - a. Beverages must be sold in plastic or paper cups or cans. No glass bottles allowed.
 - b. Fire Extinguisher must be supplied and present in food booths at all times.
 - c. Vendors are not permitted to sell Candy Apples or Candy Floss during the fair weekend.



Vendor Agreement between Orono Agricultural Society

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

&

Name of Vendor: _____

Address: _____

Phone: _____

Email: _____

For the 2022 Orono Fair - September 8th to 11th 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) or Local Community Insurance Services (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

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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:

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 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.