

New Liskeard Fall Fair
CONCESSION RULES AND REGULATIONS

Concession Director -- Gloria Packard
RR#3, 118371 Sale Barn Road
New Liskeard, Ontario
705-647-6589
nlfairconcessions@hotmail.com

Space for concession and exhibits will be allocated on a "FIRST PAID, FIRST SERVED" basis. This applies to inside and outside concession space therefore, completed applications for space and cheque payable to the New Liskeard Agricultural Society should be returned to the Concession Director at the above address as soon as possible.

The Concessionaire hereby acknowledges that he/she has read and agrees to the rules and regulations of this contract.

Concessionaire Signature	Name (please print)	Date
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Contact #: _____ Email: _____

Name of Insurance Company: _____ Policy Number: _____

Expiry Date: _____

2013 Event Dates and Hours

Thursday, September 12th 12:00pm to 10:00pm
Friday, September 13th 8:00am to 10:00pm
Saturday, September 14th 8:00am to 10:00pm

Please note that these times are approximate and may be changed by the Board closer to Fair dates. These times are dependent upon the completion times of schedules events.

Proof of Insurance:

All vendors must carry appropriate insurance with a minimum of \$1,000,000 liability. A certificate of insurance adding the New Liskeard Agricultural Society as an additional insured on your policy must be provided with your application. Contact your insurance broker/agent to ensure that you have the appropriate coverage. If you do not have insurance the New Liskeard Fall Fair may be able to provide you with insurance through our policy. Contact Gloria for further information.

Booth Size:

Outdoor booth – 15ft deep by 10ft wide
Indoor booth – 10ft dept by 10ft wide
Additional 5ft sections are available and must be requested on the application form.

Booth Payment:

Cheque or money order payable to the **New Liskeard Agricultural Society** must accompany the signed contract. This does not guarantee acceptance as a concessionaire at the Fair because space is limited. If you are not accepted, your cheque or money order will be returned to you. You will be notified as soon as possible by the Board of your acceptance or non-acceptance to the Fair. Cheques and contracts are to be mailed to Gloria Packard at RR#3 – 118371 Sale Barn Road, New Liskeard, Ontario, POJ 1P0.

No concession will be occupied, erected or used until the rental fee is paid.

Payments will not be refunded if the client cancels after September 1, 2013.

Deadline:

Contracts will be accepted until August 23, 2012. Should the contract and /or payment not be received by said date there will be a penalty fee of \$25.00 applied. This penalty fee will be in addition to the rental fee and is to be paid in full before the concession will be occupied, erected or used. Final decisions on this matter will be made by the Concessions Director.

A four week notice of cancellation prior to the Fair is required if a refund is to be given. Exceptions to this rule will be handled on a case by case basis and is at the discretion of the Director, President and Secretary.

Set-Up/Damage:

We prefer the set up be done Wednesday from 8:00am until 9:00pm but other arrangement can be made with the Concessions Director.

Concessionaire is responsible for all material and labour for erecting their booth

Nailing and permanent alterations to the buildings are NOT permitted.

Any damage done to the buildings will be the responsibility of the concessionaire, who shall repair same immediately to the satisfaction of the Society or reimburse the Society for the cost of such repair. Erection and construction of concessions MUST be completed by noon Thursday, September 12, 2013. Please note that NO TRUCKS OR CARS SHALL BE ALLOWED IN THE BUILDINGS TO UNLOAD OR LOAD SUPPLIES.

Event Admission:

Concession Passes – Each Concessionaire will be issued a maximum of 2 weekend passes or 6 day passes per concession. Mark on the contract which one you prefer. If more passes are required they can be purchased at the gates for a cost of \$15.00 per weekend pass which will include three attendance draw tickets. Passes will be sent to you prior to the fair along with your receipt. All concerns with Passes must be addressed with the concession director prior to the commencement of the Fair.

Security:

Security is provided Thursday, Friday and Saturday night

Tables/Chairs:

Concessionaires must supply all their own equipment. The Fair Board does not supply chairs or tables!!!

Manned Booth Hours:

It is mandatory that booths be manned at all times during the Fair when open to the public as the Fair Board will not be held responsible for any damage or theft that may occur.

A list of names of the volunteers and/or workers paid or unpaid that will be manning or serving at your booth is required by the NLAS by the Thursday morning of the Fair week. Please provide list to the Concession Director.

Teardown:

Booth and displays must be removed by 2:00pm Sunday September 15, 2013. Booth space must be cleaned completely and left free of garbage upon leaving the Fair.

The Curling Rink will be open from 9:00am to 2:00pm on that Sunday. Concessions can only be removed prior to this time with permission of the Director, Gloria Packard. **Booths and displays MUST stay in place until after the Final Attendance Draw on Saturday, September 14, 2013.**

Electrical:

Electrical supply to concession booths or space is the responsibility of the concessionaire. All booths requiring Hydro will be charged a surcharge of \$30.00. This is to be paid with the signed contract and concession fee. Any concession or displays using electricity must do so in accordance with the electrical safety standards. The Safety Committee of the Fair Board may inspect the site at any time and make recommendations if needed.

Parking:

Concessionaires may not park personal trailers on the Fair Grounds because of health regulations. Any other parking arrangements must be approved by the Concessions Director. Parking is available in the paved lots on the east side of the Fair grounds, between CJTT and John's Tackle Box.

Exclusivity Clause:

No concessionaire is allowed to sell candy floss, candy apples, snow cones, or nachos without the written consent of the Concessions Director.

Right Reserved:

New Liskeard Agricultural Society reserve the right of refusal of any items are deemed inappropriate. Prohibited items include cigarettes, lighters, alcohol and replica fire arms, knives, swords, firecrackers, illegal substances and paraphernalia. If concessionaire is caught selling above mentioned merchandise, they may be asked to leave the fair grounds at the discretion of the Society, with no refund on concession fee being given.

New Liskeard Agricultural Society also reserves the right to cancel this contract and /or refuse space rentals to vendors in subsequent years that do not comply with the terms and conditions.

2014 Bookings:

2013 exhibitors will have first chance to secure booths for 2014, offer expires December 31,2013

"Learn, Laugh, Share & Grow"