

New Liskeard Fall Fair

CONCESSION RULES AND REGULATIONS

Concession Director – Meghann Packard
R.R. 2, 138410 Peters Road
New Liskeard, Ontario
705-948-0071
mpackard12@hotmail.com

Space for concession booths will be allocated on a “FIRST PAID, FIRST SERVED” basis. This applies to both indoor and outdoor concession space. Thus, completed application forms, proof of insurance, and payment must be returned to the Concession Director at the above address before a space will be confirmed.

2017 New Liskeard Fall Fair Event Dates and Hours

Booth Setup

Wednesday, September 13th – 10:00am to 8:00pm
Thursday, September 14th – 8:00am to 11:00am

Fall Fair Event

Thursday, September 14th – 12:00pm to 9:00pm
Friday, September 15th – 8:00am to 9:00pm
Saturday, September 16th – 8:00am to 10:00pm

Teardown

Sunday, September 17th – 9:00am to 1:00pm

Please note that these times are approximate and may be changed by the Fall Fair Board closer to the Fair dates without notice. The Fall Fair Event times listed above are dependent upon scheduled event completion and should be used as a guideline. Events may run later than the end times listed above.

Proof of Insurance:

All Vendors must carry appropriate insurance with a minimum of \$1,000,000 liability. A certificate of insurance, naming the New Liskeard Agricultural Society as an additional insured on your policy, must be submitted with your application. Contact your insurance broker/agent to ensure that you have the appropriate coverage.

Booth Size:

Outdoor booth – minimum size of 10ft wide; standard outdoor booths are approximately 15ft deep. Deeper booth spaces are available upon request; additional charges may apply.

Indoor booth – minimum size of 10ft wide; indoor booths are 10ft deep.

Additional space may be purchased in 5ft wide increments and must be requested in writing on the application form.

Booth Payment:

Payments can be made by cheque or money order payable to the **New Liskeard Agricultural Society** or by e-transfer to mpackard12@hotmail.com. Payments must accompany the application form for the application to be considered complete. Payment does not guarantee acceptance as a Concessionaire Vendor at the Fair due to limited space. If the application is not accepted, the payment will be returned to the applicant within a reasonable timeframe. The applicant will be notified as soon as possible by the Concession Director if you are not accepted. Application forms with payment method can be mailed or e-mailed to the Concession Director (Meghann Packard, 138410 Peters Road, R.R. 2, New Liskeard, Ontario, P0J 1P0, mpackard12@hotmail.com).

Deadline:

Friday, August 18, 2017 is the deadline for application and payment submissions. Applications and payment received prior to August 1, 2017 are eligible to receive an early registration discount of \$25.00.

Notice of cancellation must be given to the Concession Director on or before August 25, 2017 for full refund entitlement. The New Liskeard Agricultural Fall Fair retains the right to withhold application refunds for cancellations after August 25, 2017.

Set-Up:

Set up of concessions can be done on Wednesday, September 13, 2017, between the hours of 10:00am and 8:00pm, or on Thursday, September 14, 2017 between the hours of 8:00am and 11:00am. Should other arrangements be required, the Vendor must contact the Concessions Director **before** Wednesday, September 13, 2017. Erection and construction of concessions **MUST** be completed no later than 11am on Thursday, September 14, 2017.

Due to limited space around the curling club, loading and unloading of supplies at the curling club entrances by the Vendor must be done in a timely and efficient manner to allow other vendors access to the loading/unloading zone. Vehicles are permitted to remain parked at the entrance during loading/unloading activities **only**; vehicles are not permitted to be parked in the loading and unloading area during the duration of concession booth setup and teardown.

Under no circumstances are vehicles allowed within the buildings to load/unload supplies.

Booth Construction/Damages:

Vendors are responsible for all material and labour for erecting their concession booths.

Nailing and permanent alterations to the buildings are **NOT** permitted.

Should any damage be done to the buildings by the Vendors, they will be immediately responsible for the repairs or reimbursement of the repairs to the building to the satisfaction of the New Liskeard Agricultural Fall Fair Board.

The New Liskeard Agricultural Fall Fair Board is not held liable for any damage or theft incurred by the Vendor during their contract period at the Fair.

Tables/Chairs:

Vendors must supply **ALL** of their own equipment. Indoor concession booths may rent tables from the New Liskeard Agricultural Society at a cost of \$10 per table. It is recommended that you reserve your tables in advance, as supply is limited. Any damage done to the tables will be the financial responsibility of the Vendor.

Electrical:

Electrical cords to concession booths or space is the responsibility of the Vendor. All booths requiring hydro will incur a surcharge, which is to be paid along with concession fees. Any Vendor using electricity must do so in accordance with the electrical safety standards. The Fair Board Safety Committee and the Electrical Safety Authority may inspect the site at any time and make recommendations if needed.

Water:

Water hoses for delivering water to concession booths or spaces are the responsibility of the Vendor. All booths requiring water will need to identify this on their concession application for proper zoning.

Teardown:

Due to the increased flux of people on the fair grounds for the final attendance draw on Saturday night, vehicles access to the curling club for loading/unloading purposes is strictly prohibited. Access to this area will become available Sunday, September 17, 2017.

The curling rink will be open from 9:00am to 1:00pm on Sunday, September 17, 2017 for teardown and removal of concession booths. All booth and displays must be removed by 1:00pm. Booth space must be cleaned completely and left free of garbage upon leaving the Fair.

No booths may be removed from the ground prior to Sunday, September 17, 2017, without prior approval of the Concessions Director.

In extenuating circumstances, it may be possible to remove booths on Saturday, September 16, 2017 with the approval and permission of the Concessions Director. Please submit a written request in your application, should you require early booth removal. Booths and displays **MUST** stay in place until after the final attendance draw on Saturday, September 16, 2017 and Fair patron density has decreased.

Security:

Security will be patrolling the grounds on Thursday, Friday and Saturday night (September 14, 15, and 16, respectively).

Manned Booth Hours:

It is recommended that booths be manned at all times during the hours when the Fair is open to the public. The Fair Board **WILL NOT** be held responsible for any damage or theft that may occur.

Event Admission:

Vendors awarded concession space on the Fair grounds will receive Concession Passes in the form of either 2 weekend passes or 6 day passes, per concession. Concession Pass options are selected by the Vendor during the application process. Additional passes can be purchased at a cost of \$20.00 per weekend pass (each additional weekend pass purchased includes three attendance draw tickets). Not-for-profit organizations fully ran by volunteers may be eligible for additional Concession Passes at the discretion of the Concession Director; it is the Vendors' responsibility to identify themselves and their needs to the Concession Director for consideration prior to August 1, 2017. Concession packages and Concession Passes will be available for pick up at the Fair office (located in the upstairs of the curling club) commencing on Monday, September 11, 2017. Please contact the Concession Director should you require your Concession Package prior to Monday, September 11, 2017. Any concerns with Concession Passes must be addressed with the Concession Director prior to the commencement of the Fair at noon on Thursday, September 14th.

Parking:

Parking is available for personal vehicles and trailers outside the fairgrounds in areas designated by the City of Temiskaming Shores. Please consult with the President, Vice-President, Grounds Director, Parking Attendant, or Concessions Director for parking information.

Paid parking is also available for Vendors on the grounds in the designated area on the east side of the Fairgrounds (i.e. east side of the home craft building, beside the RV dumping station). Vehicles will require a parking pass to enter and park on the grounds during Fair hours. Parking passes can be purchased at a cost of \$20.00 per pass.

It is the vehicle owner's responsibility to communicate with the Concession Director for parking pass needs and Vendor parking locations. Vehicles parked in undesignated parking areas, and or along emergency vehicle routes may be towed at the owner's expense.

Food Vendors:

All Vendors selling food shall read the "Guide to Special Food Event Permits" available from the Timiskaming Health Unit's website at: <http://www.timiskaminghu.com/383/Special-Event-Food-Permit>. These vendors shall also ensure that they complete the "*Special Food Event Permit Application*" and submit the completed form to the Timiskaming Health Unit within 14 days prior to the start of the event (on or before August 31, 2017). Permits obtained from the Timiskaming Health Unit must be posted in a clearly visible location during the Fair.

All Vendors are responsible for familiarizing themselves with all applicable Timiskaming Health Unit directives, prior to application submission (<http://www.timiskaminghu.com> or by phone 705-647-4305).

Exclusivity Clause:

No Vendor is permitted 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 to refuse sale/distribution of any items deemed inappropriate by the Fair Board. Prohibited items include cigarettes, lighters, alcohol, replica firearms (i.e. cap guns), knives, swords, firecrackers, illegal substances, and paraphernalia.

At the discretion of the New Liskeard Agricultural Society, any sellers/distributors of the aforementioned merchandise may result in the request to immediately vacate the Fair grounds **WITHOUT REFUND** of the concession fee previously paid.

The New Liskeard Agricultural Society reserves the right to cancel this contract and/or refuse space rentals in subsequent years, to any Vendors that does not comply with the terms and conditions of this contract.