



Halton Agricultural Society

Location: 136 Robert Street, Milton, ON
Mailing Address: 8490 Lawson Road, P.O. Box 142, Milton, Ontario L9T 8T3
Telephone: 905-878-5689 Fax: 905-875-1491
Email: miltonfair@cogeco.net

CONTRACT INFORMATION FOR CONCESSION SPACE at the 167th MILTON FALL FAIR SEPTEMBER 25, 26, 27, 2020

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 HALTON AGRICULTURAL SOCIETY should be returned to the Secretary at the above address as soon as possible. **THERE WILL BE NO REFUNDS FOR CANCELLATIONS MADE AFTER SEPTEMBER 1st, 2020.**

Payment can be made by certified cheque, made payable to the HALTON AGRICULTURAL SOCIETY, cash, or E-Transfer to: miltonfair@cogeco.net
Payment accepted in CASH ONLY for applications AFTER September 1st, 2020.
No post dated cheques will be accepted.

The Halton Agricultural Society will take all reasonable precautions for the protection of all public and private property, but will not be held responsible for any loss or damages. Each night, all concessions are to be made secure and all material is to be cleared away, so that there will be no loose material around your booth. No loudspeakers or objectionable noise will be tolerated in the Concession area. All items for sale, including tickets for various lucky draws, are to be sold within your booth and **UNDER NO CIRCUMSTANCES ARE ANY SALES/SOLICITING TO BE NEGOTIATED IN THE ROADWAYS.** No Counter Space, awnings, tables, chairs or any other part of a display may extend onto driveway, except beside #2 Hall.

The Halton Agricultural Society reserves the right to eject any concession that does not comply with the objectives of the Fair. The Board of Directors maintains the absolute right to evict any Booth or Concession from the Fairgrounds should any of the Rules and Regulations not be followed.

SET-UP TIMES:

Set up may begin at 9 am on September 25th, 2020 for all concession space and must be ready for operation by 3 p.m. **NO CONSTRUCTION WILL BE PERMITTED AFTER 3 P.M. THE HALTON AGRICULTURAL SOCIETY REQUESTS THAT NO SALES TAKE PLACE UNTIL 3 P.M.** All concessions and exhibits shall be open during normal operating hours of the fair **and cannot be taken down until 5 pm September 27th, 2020.** Booths and Exhibits must be off the property by midnight September 27th, 2020 as there will be no security and the Halton Agricultural Society will not be responsible for anything left on the grounds.

NOTE:

- ALL concessionaires must check-in at the office prior to set up to receive your **VENDOR PACKAGE.**
- Concessionaires must supply all their own equipment. The Fair Board **does not** supply chairs or tables.
- **A Deposit of \$100 is required for Garbage, Clean-up, Damage, or Leaving Early. It will NOT be refunded if you leave garbage, damage, or leave early.**

HOURS OF OPERATION:

Outside Concessions:	Friday, September 25th	3:00 p.m. - 11:00 p.m.
	Saturday, September 26th	9:00 a.m. - 11:00 p.m.
	Sunday, September 27th	10:00 a.m. - 5:00 p.m.

Inside Concessions:

Friday, September 25th
Saturday, September 26th
Sunday, September 27th

3:00 p.m. - 8:00 p.m.
9:00 a.m. - 8:00 p.m.
10:00 a.m. - 4:30 p.m.

WEEKEND HYDRO RATES:

110 volt (15 amp.) outlet: \$35.00 per outlet

CONCESSION PASSES:

One pass is supplied to each contract renting **10 feet or less**.

Two passes are supplied to each contract renting **over 10 feet**.

Additional passes may be purchased at \$15 per pass.

Passes **must be** picked up at the office prior to the Fair or on the day of set-up before 4 p.m.

Passes **will not** be mailed out unless requested in advance.

PLEASE NOTE: PASSES MUST BE WORN AT ALL TIMES. FAILURE TO DO SO WILL RESULT IN YOU BEING CHARGED ADMISSION WHEN YOU ENTER THE GROUNDS AND REFUNDS WILL NOT BE GIVEN.

PROOF OF INSURANCE:

All exhibitors must present proof of insurance (prior to the Fair) naming the **Halton Agricultural Society as additional insured** for the duration of the Fair. For individuals, a homeowners/tenants policy is required and for businesses, a commercial policy is required. Minimum liability of \$2,000,000 is required.

TENT PERMITS:

Tent Permits are required by the Town of Milton on any tent larger than 645 sq. ft. Please contact the Town of Milton (905) 878-7211 for further details. IT IS YOUR RESPONSIBILITY TO MAKE ARRANGEMENTS.

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

HOW TO GET TO THE MILTON FAIRGROUNDS:

The Milton Fall Fair takes place on the Milton Fairgrounds in the heart of Milton. The Grounds are located at:
136 Robert Street, Milton, Ontario

Directions:

From 401:

- North on James Snow Parkway
- West on Steeles Ave.
- South on Bronte St.
- East on Robert St. (entrance on Robert Street)

From QEW:

- North on Hwy 25
- West on Derry Road
- North on Bronte Street
- East on Robert Street





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Office Use Only:
VENDOR

Paid: _____

Date: _____

HRHD: _____

Insur: _____

APPLICATION FOR CONCESSION SPACE AT THE 167th MILTON FALL FAIR SEPTEMBER 25, 26, 27, 2020

COMPANY NAME: _____

INSIDE SPACE - # 2 Hall: (sold in 5-foot increments only). You must book the space you need, not less. *NO TENTS PERMITTED IN THE HALL*

Number of feet required: _____ at \$16.00 (HST incl.) per linear foot **prior** to Sept. 3rd

Number of feet required: _____ at \$19.00 (HST incl.) per linear foot **after** Sept. 3rd (**cash only**)

- OR -

OUTSIDE SPACE: (sold in 5-foot increments only). You must book the space you need, not less.

Number of feet required: _____ at \$20.00 (HST incl.) per linear foot **prior** to Sept. 3rd

Number of feet required: _____ at \$23.00 (HST incl.) per linear foot **after** Sept. 3rd (**cash only**)

HYDRO REQUIREMENTS:

110 volt (15 amp) - # of outlets required: _____ X \$35.00 (HST incl.) per outlet

CONCESSION PASSES:

One (1) supplied with each contract 10 feet or less.

Two (2) are supplied with each contract over 10 feet.

Extra passes required? _____ X \$15.00 per pass (HST included)

Note: Passes must be worn at all times. Failure to do so will result in you being charged admission when you enter the grounds and refunds will not be given.

SECURITY DEPOSIT:

Please add **\$100** for the security deposit to your payment. Please see details above. \$100.00

SPACE IS RESERVED UPON PAYMENT OF INVOICE AND RECEIPT OF INSURANCE

Purpose of booth – Sold or Advertising. (Please check one)

If booth is “**Items for Sale**” – please list items:

NOTE: NO FOOD OF ANY KIND CAN BE SOLD IN THESE SPACES.

You must be a Food Vendor to sell food. Ask for a FOOD CONCESSION APPLICATION.

Name of Company or Individual Requesting Concession Space: (PLEASE PRINT)

Business Name: _____ Contact Person: _____

Address: _____ Postal Code _____

City: _____ Email: _____

Phone Number: _____ Fax Number: _____

We have carefully read this Contract and information which accompanies this form and agree to abide by the Regulations outlined herein.

IN ORDER FOR THIS CONTRACT TO BE VALID, THE HOLD HARMLESS AGREEMENT MUST BE SIGNED. (SEE BELOW)

SIGNATURE: _____ **DATE:** _____

Due to the difficulty in acquiring liability insurance for the Fair, it is necessary for all participants in events, livestock exhibitors and concessionaires to sign a "Hold Harmless" agreement against all claims (demands, losses, costs, damages, actions, suits) on proceedings by any third party howsoever caused.

All exhibitors must show proof of \$2,000,000 liability insurance naming the Halton Agricultural Society. NO EXEPTIONS. WITHOUT CERTIFICATE OF LIABILITY INSURANCE, YOU WILL NOT BE PERMITTED TO SET UP, NO REFUNDS.

ALL concessionaires must check-in at the office prior to set up to receive your VENDOR PACKAGE.

HOLD HARMLESS AGREEMENT:

_____ shall Indemnify and Hold Harmless the Halton Agricultural Society, their members, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by any third parties that may arise out of, or may attribute to, all operations performed by or carried out by

(Print first and last name of Concessionaire)
_____ his agents, employees, or servants or anyone for whose acts he may be held liable, howsoever caused.
(Print first and last name of Concessionaire)

(Signature of Authorized Signing Officer or Exhibitor or Tenant)

Witness

OFFICE INFORMATION ONLY:

Total Payable: \$ _____

HST Collected: \$ _____

How Paid: _____ Cash _____ Cheque _____ E-Transfer

Number of Passes Purchased: _____

Space Location & Feet Required: _____ Inside _____ Outside

Hydro Required: _____ Yes _____ No

Comments: _____



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RULES & REGULATIONS FOR ALL CONCESSION SPACE AT THE MILTON FALL FAIR

- 1.** In the event that a question arises not answered in the Rules and Regulations of the agreement, the decision of the Concession Committee shall and will be final. Any one persons not in compliance shall be asked to leave the premises with no refund available to vendor. Authorities will be notified to remove persons if the situation escalates past where the committee member feels threatened or uncomfortable.
- 2.** If for any reason it is necessary to cancel this Agreement, the Halton Agricultural Society must be notified prior to September 1, or there will be no refund. There will be a 25% cancellation fee deducted from your refund for administrative costs, if the cancellation is made prior to September 1.
- 3.** Your space at the fair will be guaranteed, **NOT YOUR LOCATION**, upon receiving the signed agreement, full payment by mailing a **CERTIFIED CHEQUE**, or sending an e-transfer and providing a copy of your **INSURANCE** for the concession space.
- 4.** Concessionaire will be liable for, and will indemnify and hold harmless the Halton Agricultural Society from any loss or damages whatsoever suffered as a result of any loss or damages by theft, rain or whatsoever occurring to, or suffered by, any person or company, including, without limiting the generality of the foregoing, Concessionaires, the Society, the owner of the building and their respective agents, servants, employees and members of the public attending the Fair, either (a) on the said space or (b) elsewhere if said loss or damages arose from or were in any way connected with Concessionaires occupancy of space. **PROOF OF \$2,000,000 INSURANCE IS REQUIRED FOR ALL CONCESSIONAIRES. NO INSURANCE = NO SPACE, NO REFUNDS.**
- 5.** All concessions must be on site by Friday, September 26, between 9:00 am and 3:00 pm, but must not arrive before designated times as per contract unless otherwise arranged with the committee chairperson. **ALL CONCESSIONARIES MUST CHECK IN AT THE FAIR OFFICE PRIOR TO SET UP.**
- 6.** Vendors will **NOT** be allowed to set up a concession without consent of a committee member. All vendors must report to the Fair Office to receive their concession package.
- 7.** The following items will **NOT** be allowed to be sold: candy apples, caramel apples, candy floss, popcorn, caramel corn, kettle corn, snow cones, ice, knives, lighters, drug paraphernalia or any other illicit products. The Halton Agricultural Society has the right to

ask the vendor to remove these items. First offence will result in a warning given, second offence will result in the vendor being removed from the grounds and authorities called if necessary. If vendor is removed due to second offence, there will be no refund given back to vendor.

8. The location of all vendors will be decided by the committee members and their decision is FINAL. The space or footage that has been allotted to each vendor will be theirs for the duration of the fair. At no time will a space or footage be given up to accommodate another vendor. No refunds will be reimbursed if the location is not desired by the vendor.

9. When booking footage for concessions, please allow enough room for all open canopies, free standing canopies and for food vendors, trailer hitches and fold out panels. There will be NO tents permitted in Hall 2, inside vendor space.

10. Public address systems at concessions, selling of raffle tickets on the Fair Grounds, or subletting of space, is not permitted without the written permission from the Halton Agricultural Society, before September 1.

11. Concessionaires will be required to make use of all garbage and recycling bins provided on the Fairgrounds. Large amounts of refuse will be the concessionaires responsibility to remove from their vendor area.

12. All vendors have the choice of purchasing additional weekend passes at a lesser charge of \$15.00. These additional passes must be ordered and paid for upon signing the contract. The lesser charge only applies for advanced registration and payment. After that, the regular rate of \$10.00 per day (\$30) pass will apply.

13. All vendors will be required to have concessions open for business by 3:00 pm on Friday, 9:00 am Saturday and 10:00 am on Sunday of the fair weekend. All vendors must stay within their own rented space for all sales, no roaming. No vehicles will be permitted on the grounds after this set time due to the safety of the public, there will be ZERO TOLERANCE in this regard. We strongly advise to be stocked up in the morning. If your vehicle is parked on the grounds where it is not permitted, it will be towed at the owners expense.

14. The Halton Agricultural Society has the right to amend the Rules and Regulations agreement at any time.

We have carefully read this Contract and information which accompanies this form and agree to abide by the Regulations outlined herein.

SIGNATURE: _____ **DATE:** _____