

# Barrie Fair Vendor Application

Company Name:	Contact Person:
Address:	City:
Postal Code:	Phone:
Cell:	Fax:
Email:	Website:

- ❖ Please select a package suited to the entire footprint of your setup; tents, tables and boxes, including trailer attachments and open doors.
- ❖ Vendors are provided up to 4 (four) vendor passes for staff by request only – vendors by default will receive 1 (one) pass in their package. Please indicate the number of staff you have in the comments section of this application. Additional passes beyond 4 (four) may be purchased for \$20.00 + HST, indicate additional passes purchase in the appropriate section below.
- ❖ Indoor food vendors may only sell Prepackaged/Premade products ONLY. Vendors providing beverages may request an exemption, and will be addressed on a case-by-case basis.
- ❖ All indoor vendor lots have a 15-amp service; vendors are required to operate electrical equipment suitable for a maximum 15-amp draw. Attempting to operate equipment above the standard 15-amp restriction will result in power loss to the vendor area. Vendors are expected to understand the limits of 15-amp service and respect the power accessibility of neighbouring vendors.

## **What do you need when booking a space with the Barrie Fair?**

- Certificate of insurance naming Essa & District Agricultural Society as additionally insured: minimum of \$2,000,000 liability coverage.
- Completed application with payment.
- Simcoe County Health Unit permit if required. (Food Vendors)
- Propane inspection certificate if required. (Food Vendors)
- Generator ESA permit if required.
- Tent permit if required.
- Ability to setup your booth Wednesday prior to the launch of the fair.

## Application Process:

1. The Barrie Fair vendor application is neither an offer, nor a guarantee.
2. Only fully completed application forms will be considered for approval.
3. Applications are reviewed on a first-come, first-serve basis using the following criteria: *quality, diversity, demand, and fair history*.
4. A detailed list of products you wish to sell/display must be provided on your application. If approved, only the list provided in the application will be permitted. Any changes to the list must be submitted prior to the fair dates approved by the Essa & District Agricultural Society.
5. The sale of cotton candy and candy apples is **prohibited** for outdoor vendors.
6. Subletting is **prohibited**.
7. Under **NO** circumstances can a vendor change their location without the approval of the Essa & District Agricultural Society. Doing so will result in removal from the fairgrounds. Therefore, be certain and comfortable with your choice of location before applying – far too often new outdoor vendors are not prepared for the weather and try to move inside a barn; there simply will be no room for you inside. Be prepared and ask questions prior to arrival to ensure you understand what you are getting into.

## Certificate of Insurance:

1. All applicants must provide a certificate of insurance with at least \$2,000,000 of coverage, listing the Essa & District Agricultural Society as additionally insured. The date of coverage must include any move-in and move-out dates. Any other insurance you wish to carry is your own responsibility.
2. No application is considered 'Approved' until the Essa & District Agricultural Society receives proof of insurance.

## Additional Requirements:

- Electrical Safety Authority permit required if using a generator greater than 13,000 watts. [www.esasafe.com](http://www.esasafe.com)
- Propane inspection certificate required that complies with Provincial/County health regulations.
- Tent permits required if tented space exceeds 400 square feet. [www.essatownship.on.ca](http://www.essatownship.on.ca)
- All food vendors must provide proof of permit with the Simcoe Muskoka District Health Unit in order to receive application approval. [www.simcoemuskoahealth.org](http://www.simcoemuskoahealth.org) (SMDHU will review their permit listings and conduct spot inspections on site during the fair) Registering with the Health Unit in advance of the fair is extremely important to ensure you receive approval from the inspector.

## VENDOR INFORMATION

### Fair Hours & Mandatory Operating Hours:

(Vendors **MUST** be open during Mandatory Hours).

Vendors are encouraged to be open for the entirety of each fair day but we understand staffing and travel can make it difficult.

### Public Fair Hours:

<u>Thursday August 24</u>	4:00 PM to 11:00 PM
<u>Friday August 25</u>	10:00 AM to 11:00 PM
<u>Saturday August 26</u>	9:00 AM to 11:00 PM
<u>Sunday August 27</u>	9:00 AM to 6:00 PM

## **Mandatory Vendor Hours:**

<u>Thursday August 24</u>	4:00 PM to 9:00 PM
<u>Friday August 25</u>	12:00 PM to 9:00 PM
<u>Saturday August 26</u>	9:00 AM to 9:00 PM
<u>Sunday August 27</u>	9:00 AM to 5:00 PM

## **Vendor Set Up Date**

Wednesday August 23<sup>rd</sup> between 9:00AM and 4:00PM

## **Arrival**

- Check-In at building #7 to pick up your vendor package prior to setting up on site. You will be directed to your space and any final approvals will be provided.

If you do not set up on Wednesday between 9:00AM and 4:00PM, your space may be reassigned and you will not receive a refund. Those who have a conflict with Wednesday are asked to speak with fair organizers in advance to see if alternative terms can be reached.

## **Restocking**

- Each morning you are permitted to access your booth space for bulk deliveries up until 15 minutes prior to fair opening. Note: indoor barn locations may not have direct drive-up access for restocking. Please be courteous to your neighbours during move-in, you are not the only person needing to unload in a short amount of time. We strongly encourage vendors to bring a dolly cart for set-up and takedown.

## **ADDITIONAL INFORMATION**

### **Indoor Vendors**

- Available space sold by lot #, first-come first-serve for location reservation. Spaces are 10 ft. x 10 ft. in size; all spaces have 15-amp service available. Vendors are encouraged to include their first and second lot preference on their application; due to high demand, including a third lot option will speed up your approval. A map of the indoor vendor layout will be available online; the map will be updated as applications are approved.
- You can define your space with a tent. **Middle row locations are prohibited from putting up tent walls during fair operating hours.** Each lot will have specific guidelines, please read carefully prior to submitting your application.
- North and South rows will have a back wall, there will also be a small buffer space provided between lots for easier vendor access.
- Pre-packaged food and farmers market goods are permitted indoors. Vendors who prepare food at their booth cannot be located indoors; you are required to book an outdoor lot. Exception may be granted to vendors that wish to provide product samples.

### **Outdoor Vendors**

- When applying for space, please include the entire footprint of your setup, including trailer dimensions, tongue length, depth etc. Please include on the application a configuration of your layout, including trailer positioning if you have one.
- You can define your space with tents using sidewalls if required.
- Food vendors are permitted outside.

- The sale of Cotton Candy or Candy Apples **is NOT permitted** on the fairgrounds due to contract terms with the midway.

## **GENERAL RULES**

1. **Verbal misconduct by any vendor towards the general public, fair staff/volunteers or fellow vendors will result in immediate removal from the fairgrounds.**
2. No vendors are permitted to stay on the fairgrounds overnight. If you are from out of town and wish to stay in your trailer on site – please contact the EDAS and arrangements may be possible to stay on site for a fee if space is available.
3. No roaming vendors. This includes pop up signage; any advertising outside of your vendor lot must be pre-approved by fair organizers. Be courteous to your neighbouring vendors as it relates to blocking sightlines with signage and please avoid walking around the vendor area to speak to customers – let the customers come to you in your pre-assigned vendor space.
4. Surveys, sales and demonstrations are conducted only in the space provided or with pre-approved permission from fair organizers.
5. No alcohol is permitted (exceptions apply for sample vendors).
6. Smoking/vaping is not permitted on EDAS property.
7. No amplified sound is permitted from any vendor unless pre-authorized in writing by the EDAS (fair organizers).
8. Subletting is not permitted and will result in immediate removal from the fairgrounds.
9. Vendors setting up a tent must ensure proper blocks/weights/stakes are used to secure their tent. Vendors are required to supply their own setup equipment (stakes, rope, ladders, weights, etc). Please note, the wind can be surprisingly strong across the fairgrounds, as the property is very open to the elements, prepare your vendor area with safety in mind.
10. Vendors must have the ability to remain open during the mandatory operating hours of the fair. If vendors fail to meet this requirement, their space will be cleared out and resold to an alternative vendor or used by the fair for some other purpose.
11. Consistently arriving late or attempting to restock during fair hours will be considered a breach of your vendor contract and you will be asked to leave the fairgrounds. We have heard every excuse in the world, so please avoid disrupting your fellow vendors and make the commitment necessary to attend this event.
12. For medical situations or personal emergencies, we ask you please contact the Barrie Fair and arrangements will be made to address your vendor space.

# VENDOR APPLICATION FORM

INDOOR VENDORS		
All locations have access to <b>15-amp</b> service	Price	Please List Lot# Selection Below: 1 <sup>st</sup> & 2 <sup>nd</sup> Choice
<b>Standard - Barn #1</b> North or South Row - Rear half wall provided, tents, tables & sidewalls are permitted Middle Row - Sidewall are <b>NOT</b> permitted during fair hours Product displays and racks that act as walls may receive exemption on a case-by-case basis Lot Size: 10 ft x 10 ft	\$310.00 + HST	
<b>Kids Zone – Barn #2</b> North or South Row Lot Size: 10 ft x 10 ft Rear half wall provided, tents, tables and sidewalls are permitted	\$310.00 + HST	
OUTDOOR VENDORS		
<b>No power source or water supply available</b>	Price	<input checked="" type="checkbox"/>
Standard Non-Food – <b>NO POWER</b> Lot Size 10 ft x 10 ft (Additional space must be purchased and selected below)	\$250.00 + HST	<input type="checkbox"/>
Standard Food/Beverage – <b>NO POWER</b> Lot Size 10 ft x 10 ft (Additional space must be purchased and selected below)	\$675.00 + HST	<input type="checkbox"/>
Farm Implement Dealer – <b>NO POWER</b> Lot Size: TBD on Request	\$300.00 + HST	<input type="checkbox"/>
<b>Outdoor Vendor – Additional Space</b>	Price	<input checked="" type="checkbox"/>
Add <b>10 feet</b>	\$100.00 + HST	<input type="checkbox"/>
Add <b>20 feet</b>	\$150.00 + HST	<input type="checkbox"/>
Add <b>30 feet</b>	\$250.00 + HST	<input type="checkbox"/>
Add <b>40 feet or more</b>	TBD	<input type="checkbox"/>
Define Your Setup	<input checked="" type="checkbox"/>	
Truck	<input type="checkbox"/>	
Trailer	<input type="checkbox"/>	
Tent	<input type="checkbox"/>	
Other (Please Specify)	<input type="checkbox"/>	

# of Vendor Passes	Price if over 4 (four)
	\$20.00 + HST

Outside Power Sources	<input checked="" type="checkbox"/> (Only Check if Yes)
Do you use a generator?	<input type="checkbox"/>
Do you use propane?	<input type="checkbox"/>

Please list what you are selling or displaying (be specific):

Comments for fair organizers to consider:

Once you have received confirmation of acceptance to be a vendor at the Barrie Fair, there will be **NO REFUND** upon your cancellation. Special circumstances may lead to a review but please do not assume a refund is automatic. If paying by cheque, cheques must clear by August 7<sup>th</sup> 2023. Otherwise, vendors must pay by Cash, Credit, Debit, or automatic E-Transfer.

Please make cheques payable to **Essa & District Agricultural Society**

EDAS HST # 118799444RT0001

COST BREAKDOWN	
Base Lot Price	\$
Additional Space	\$
Additional Passes	\$
Sub-Total	\$
HST on Sub-Total (13%)	\$
Total Owing	\$

\*E-Transfers can be sent directly to [ryan@essaagriplex.ca](mailto:ryan@essaagriplex.ca) payments will be accepted automatically without a passcode, so verify your total payment prior to sending the transfer.

Please Circle Credit Card Payment: **VISA / MASTERCARD**

Name:	CVV:
Card #:	Expiry Date:
Signature:	Date:

*I have read and understood the information provided in the Vendor Application Package for the Barrie Fair.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

There will be **NO REFUNDS** once your application is accepted and you have acknowledged confirmation.

If you have any questions, please contact 705.726.1200 or [info@essaagriplex.ca](mailto:info@essaagriplex.ca)