



**AUGUST 24 TO AUGUST 27, 2023
VENDOR APPLICATION**

VENDOR CONTACT INFORMATION

COMPANY NAME		CONTACT NAME	
ADDRESS		CITY	
POSTAL CODE		PHONE	
CELL		FAX	
EMAIL		WEBSITE	
PRODUCT CATEGORY		PRODUCTS/ SERVICES	

As a vendor at the Barrie Fair, you will have 3 options for your location. Indoor vendors may be in Barn 1 (Standard) or in Barn 2 (Kids Zone) and/or outdoors. Barn 1 and Barn 2 will both have access to 15-amp service (*attempting to power higher than 15-amp will result in power loss for the entire barn*), outdoor vendors will have no power source or water supplies available.

Please reference the website <https://www.essaagriplex.ca/barriefair/vendors> for lot availability. You will have to decide at your own discretion of where you choose to be placed.

INDOOR VENDORS (ACCESS TO 15 AMP SERVICE) *Additional space requires purchasing another lot.*

<p>BARN 1 (Standard) - Rear half walls will be surrounding the barns, giving the far left and far right rows ability to utilize them for their displays. May set up tents, tables and sidewalls. Middle rows are NOT permitted to display any walls around their booth. LOT SIZE: 10FT X 10FT PRICE: \$310.00 +HST</p>	<p>LOT # SELECTION <i>(You MUST choose your own lot location. Additional space requires additional lot purchase.)</i></p> <p>1ST CHOICE: _____</p> <p>2ND CHOICE: _____</p>
<p>BARN 2 (Kids Zone) - Rear half walls will be surrounding the barns, giving the far left and far right rows ability to utilize them for their displays. May set up tents, tables and sidewalls. <i>There are no middle rows in this barn.</i> LOT SIZE: 10FT X 10FT PRICE: \$310.00 +HST</p>	<p>LOT # SELECTION <i>(You MUST choose your own lot location. Additional space requires additional lot purchase.)</i></p> <p>1ST CHOICE: _____</p> <p>2ND CHOICE: _____</p>

OUTDOOR VENDORS (NO POWER SOURCE OR WATER SUPPLY AVAILABLE)

Please mark the options that are applicable.

NON-FOOD VENDOR LOT SIZE: 10FT X 10FT (addtl. space may be purchased below) PRICE: \$250.00 +HST	<input type="checkbox"/>
FOOD/BEVERAGE VENDOR (Indoor food vendors may only sell prepackaged/premade goods) LOT SIZE: 10FT X 10FT (addtl. space may be purchased below) PRICE: \$675.00 +HST	<input type="checkbox"/>
FARM IMPLEMENT DEALER LOT SIZE: TBD ON REQUEST PRICE: \$300.00 +HST	<input type="checkbox"/>
ADD 10 FEET PRICE: \$100.00 +HST	<input type="checkbox"/>
ADD 20 FEET PRICE: \$150.00 +HST	<input type="checkbox"/>
ADD 30 FEET PRICE: \$250.00 +HST	<input type="checkbox"/>
ADD 40+ FEET PRICE: TBD UPON DISCUSSION	<input type="checkbox"/>
DEFINE YOUR SETUP <i>For example: Truck, trailer, tent, plus generator, other (please specify)</i>	
TOTAL # OF VENDOR PASSES (Each application comes with 4 free passes.) <i>Addtl. Passes are \$20.00+HST</i>	
ANY COMMENTS OR NOTES YOU WOULD LIKE THE FAIR ORGANIZERS TO BE AWARE OF	

LIST OF MANDATORY REQUIREMENTS FOR VENDORS AT THE BARRIE FAIR

- Your application must be fully complete and filled out with your payment options provided.
- Certificate of insurance naming Essa & District Agricultural Society as additionally insured at a minimum of \$2,000,000 liability coverage and specifically stating your move-in day and your move-out day. (Your application will not be fully approved until you provide insurance.)
- Simcoe Muskoka Health Unit permit **REQUIRED** for food vendors. Instructions below:
 - Please fill out the form in the link below:
<https://www.simcoemuskokahealth.org/docs/default-source/topic-food-safety/2022VendorApplicationForm.pdf?sfvrsn=16>
 - Send your form to hc.phi@smdhu.org in PDF format.
 - Failure to provide the Simcoe Muskoka Health Unit this form may result in cancellation and refunds will not be distributed.
 - The staff and representatives at the Essa & District Agricultural Society are not responsible for your vendor duties with the health unit.
- Propane inspection certificate if applicable for food vendors.
- Generator ESA permit if applicable.
- Tent permit if applicable, spaces that exceed 400 square feet require a permit from the township. **LINK:** <https://essatownship.on.ca>
- Ability to set up your booth on the Wednesday prior to the launch of the Barrie Fair.
- Electrical Safety Authority permit is required if using a generator greater than 13,000 watts.
LINK: <https://esasafe.com/>

BARRIE FAIR OPERATING HOURS FOR 2023

Public Fair Hours:	<u>Thursday, August 24, 2023</u>	4:00PM TO LATE
	<u>Friday, August 25, 2023</u>	10:00AM TO LATE
	<u>Saturday, August 26, 2023</u>	9:00AM TO LATE
	<u>Sunday, August 27, 2023</u>	9:00AM TO 6:00PM
Mandatory Vendor Hours:	<u>Thursday, August 24, 2023</u>	4:00PM TO 9:00PM
	<u>Friday, August 25, 2023</u>	12:00PM TO 9:00PM
	<u>Saturday, August 26, 2023</u>	9:00AM TO 9:00PM
	<u>Sunday, August 27, 2023</u>	9:00AM TO 5:00PM

VENDOR SET UP INSTRUCTIONS

Date: Wednesday, August 23, 2023

TIME: Between 9:00AM and 4:00PM

Check-in: Visit Building 7 (Main Office) to pick up your vendor package prior to setting up on site. You will be directed to your space and any final arrangements will be discussed. If you do not set up on this given date, your space may be reassigned and no refund will be provided. You must communicate with the fair organizers if there is a conflict with this setup date to see if alternative arrangements can be made.

Restocking: Each morning you are permitted to access your booth space for bulk deliveries up to 15 minutes prior to the fair opening hours. NOTE: Indoor barn locations may not have direct drive up access to restock. Please be mindful of other vendors in your area as you are not the only one that needs to unload. Do not take up any space that will disrupt or block paths and/or others from reaching their destinations. We strongly encourage bringing your own dolly carts for setting up and taking down.

ADDITIONAL DETAILS AND INFORMATION

Indoor Vendors:

- Available spaces are sold by lot number in accordance with the Barrie Fair vendor maps.
- All lots are sold on a first come, first serve basis.
- All lots are 10ft x10ft. Additional space must require the purchase of another lot. No exceptions.
- You can define your space with a tent. Middle rows may have tents but absolutely NO walls are permitted due to blocking sightlines.
- 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. Exceptions 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, trailer positioning, etc. This will help us conclude where you would be best situated.
- You may define your setup with tents and using sidewalls if applicable.
- Food vendors are permitted outside only.
- The sale of Cotton Candy, Candy Apples, or other typical midway food items are NOT permitted on the fairgrounds due to conflict with our contract with the midway.

GENERAL RULES FOR BARRIE FAIR VENDORS

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 not permitted and will result in immediate removal from the fairgrounds.
7. Under NO circumstances can a vendor change their lot location without the approval of an office staff member at the Essa & District Agricultural Society. Doing so will result in removal from the fairgrounds. Please be sure of your choice when applying and reference the Barrie Fair maps provided on our website. Despite the weather circumstances, you will not be permitted to move your booth inside if you did not purchase an indoor vendor lot. Be mindful of the people that have paid to be an indoor vendor. Thank you.
8. Verbal misconduct by any vendor towards the general public, fair staff/volunteers or fellow vendors will result in immediate removal from the fairgrounds.
9. 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.
10. 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 neighboring vendors as it relates to blocking sightlines with signage. Avoid walking around the vendor area to speak to customers – let the customers come to you in your pre-assigned vendor space.
11. Surveys, sales and demonstrations are conducted only in the space provided or with pre-approved permission from fair organizers.
12. No alcohol is permitted (exceptions apply for sample vendors).
13. Smoking/vaping is not permitted in or around your vendor lots. Please be mindful of children and others around you.
14. No amplified sound is permitted from any vendor unless pre-authorized in writing by the EDAS (fair organizers).
15. 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 that the wind can be surprisingly strong across the fairgrounds since we are on a large open property. Prepare your vendor area with safety in mind.

16. 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 other purposes.
17. 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. Absolutely no excuses. Please avoid disrupting your fellow vendors and ensure you are ready to fully commit to this event.
18. For medical situations or personal emergencies, we ask you please contact the office at the Essa & District Agricultural Society and arrangements will be made to address your vendor space.

PAYMENT OPTIONS

Once you have received confirmation of acceptance to be a vendor at the Barrie Fair, there will be NO REFUNDS on cancellation. Special circumstances may lead to a review but we cannot guarantee that you will be refunded.

If you are paying by cheque - it MUST be payable to Essa & District Agricultural Society and must clear by August 1, 2023. Otherwise, vendors must pay by Cash, Credit, Debit or automatic e-transfer to ryan@essaagriplex.ca. DO NOT send payments before receiving an approval email to try and gain approval without an approval email. Be courteous of other applicants. In-office payments can be done at Building 7 (Main Office) at 7505 10th Line, Thornton, Ontario, L0L 2N0.

EDAS HST# 118799444RT0001

Please check mark your desired method of payment:

CASH

CREDIT

DEBIT

E-TRANSFER

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

Please Circle Credit Card Payment: VISA / MASTERCARD

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

I have read and understand the rules and the information provided in the Vendor Application Package for the Barrie Fair. I also understand that no refunds will be distributed once my application has been received and paid for.

Applicant Signature:

Date:

For any questions and concerns, please get in touch with us at the office via,

PHONE: (705) 726-1200 or **EMAIL:** info@essaagriplex.ca

