

METCALFE AGRICULTURAL SOCIETY OUTDOOR NON-FOOD CONCESSION APPLICATION

This agreement is for all outdoor non-food concessions on the Fairgrounds of the Society.
Metcalf Fair dates: Thursday, September 30, 2021 through Sunday, October 3, 2021.

EXHIBITOR/RENTER, COMPANY NAME & ADDRESS	TYPE OF DISPLAY Describe ALL items being sold
Name: Company Name: Address:	
E-mail:	Tel: (primary) (other)

No laser pins, laser lights, drug paraphernalia, or knives allowed. Vendors not complying will be asked to leave immediately with no refund.

Two Million (\$2,000,000.00) Dollar liability insurance, is MANDATORY, showing Metcalfe Agricultural Society as an additional named insured. Copy to be included with signed contract and payment.

Name of Insurance Company:

Policy Number:

Date of Expiry

Signature of Policy Holder:

Space to be confirmed before sending payment. Payment to be made once confirmation is received. Preference will be given to returning Concessionaires confirming before September 1st, 2021. After September 1st, first come, first served.

No refunds.

**** Concessionaire to provide sketch, showing hitch portion and dimensions, for mapping purposes.**

SET-UP TIME: Arrival Wednesday at 8 a.m., set-up commences at 9 a.m.

NOTE – MAS reserves the right to move a concessionaire who has placed equipment prior to set-up day, to the space allocated by MAS.

HOURS FOR PUBLIC:

- THURSDAY, September 30 – 4 p.m. to 9 p.m.**
- FRIDAY, October 1 – 10 a.m. to 9 p.m.**
- SATURDAY, October 2 – 10 a.m. to 9 p.m.**
- SUNDAY, October 3 – 10 a.m. to 5 p.m.**

CONCESSIONAIRES MUST REMAIN UNTIL 5 p.m. Sunday, October 3rd.

*** See Rental Conditions for further important information ***

Rentals are 10 feet minimum (frontage), in 10 foot increments

Concession Space: With Hydro \$25.00 per foot
Without Hydro \$20.00 per foot
of feet required @ \$25 (or \$20) _____ , = \$ _____

Additional Trailers/RVs (@ \$200) # of Additional Trailers/RVs = \$ _____
(includes up to 20 AMP hydro service)

Sub-Total \$ _____

Late Application Surcharge (after September 1st) \$ _____ 50.00

Additional Passes ** (see below) \$ _____

TOTAL \$ _____

Payment Due Once Confirmation has been Received \$ _____

NET OWING \$ _____

** PASSES included with contract: EITHER 2 weekend passes OR 2 day passes for each of Friday, Saturday & Sunday. Additional passes (reduced cost for concessionaires) \$15 each for weekend passes (maximum 5); \$5 each for day passes (maximum 5/day).

Please indicate the total number and type of passes you will require:

Weekend: _____ Friday: _____ Saturday: _____ Sunday: _____

Signature of Concessionaire: _____ Date: _____

Mail or email completed and signed application. Payment and copy of insurance is due once confirmation is received.

Metcalfe Agricultural Society
Attn: Concessions
P.O. Box 29 Metcalfe ON K0A 2P0
office@metcalfefair.com

Checklist:

- 9 Completed and Signed Contract
- 9 Copy of Insurance Policy or Certificate (once confirmation is received)
- 9 Payment by cheque, money order or cash or etransfer to treasurer@metcalfefair.com (no post-dated cheques) once confirmation is received
- 9 Sketch of trailer(s), including dimensions and hitch portion

*** See Rental Conditions attached for further important information ***

FOR MAS OFFICE USE ONLY

Date Received: _____

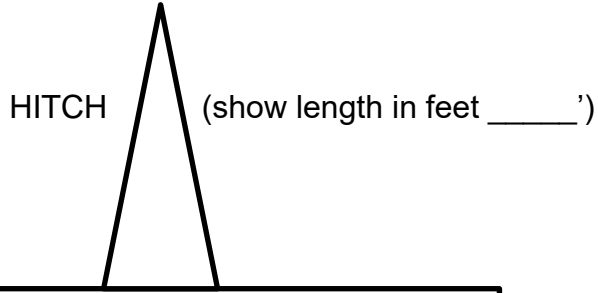
Payment Received: _____

Copy of Insurance Received: _____

Total Space Allotted: _____ Location: _____



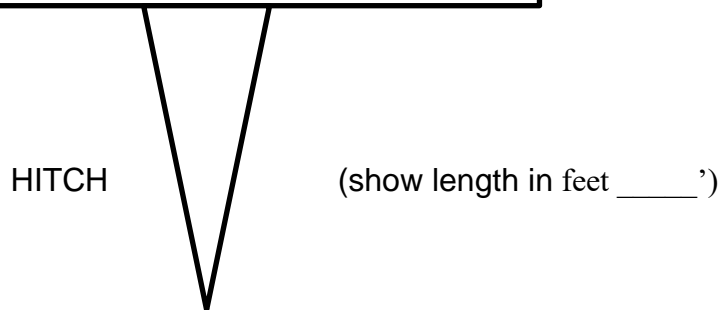
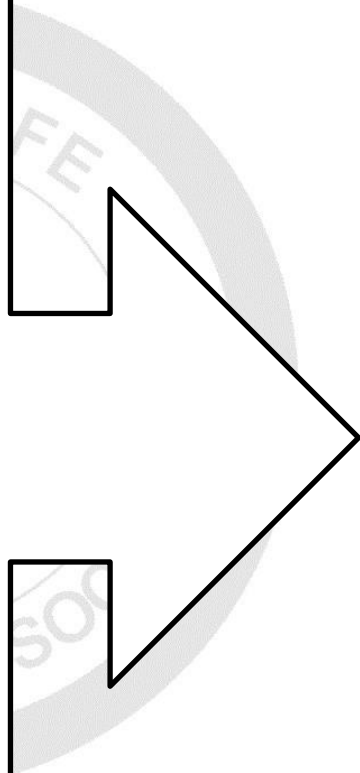
SKETCH TO BE PROVIDED BY ALL FOOD / OUTDOOR VENDORS



Show width of trailer in feet _____'

Show length of trailer
in feet
_____,

FRONT



BETWEEN: METCALFE AGRICULTURAL SOCIETY (hereinafter referred to as "MAS")
BOX 29
2821 8th LINE ROAD
METCALFE, ON K0A 2P0

AND: _____ (hereinafter referred to as "Concessionaire")

PREFERENCE WILL BE GIVEN TO RETURNING CONCESSIONAIRES CONFIRMING BEFORE SEPTEMBER 1st, 2021. After this date, space will be allotted on a first come, first served basis, with no preference to returning or former concessionaires. Cheque or money order must be enclosed with application, payable to **Metcalf Agricultural Society**. ***POST-DATED CHEQUES WILL NOT BE ACCEPTED. No refunds.***

HOURS FOR PUBLIC:

THURSDAY – SEPTEMBER 30th - 4 p.m. to 9 p.m.

FRIDAY – OCTOBER 1st - 10 a.m. to 9 p.m.

SATURDAY – OCTOBER 2nd – 10 a.m. to 9 p.m.

SUNDAY – OCTOBER 3rd - 10 a.m. to 5 p.m.

CONCESSIONAIRE'S OBLIGATIONS:

1. The Concessionaire agrees to set up, operate and dismantle its operation in the location determined by MAS and assumes all costs for the same.
2. Articles for sale must have the price clearly marked.
3. Tables and/or backdrops must be supplied by the Concessionaire.
4. Some limited electrical outlets are available, but no guarantee of same can be given to the Concessionaire. If electrical power is required by the Concessionaire prior to September 30, 2021, a charge of \$25.00 per day will apply. Extension cords will be required and must be provided by the Concessionaire.
5. The Concessionaire shall bear full responsibility for its vehicles, trucks and trailers on the Fairgrounds. In the event that a Concessionaire brings additional vehicles and/or storage facilities over and above those used in the rented space, MAS reserves the right to designate a parking area for such additional vehicles and/or storage facilities, which may or may not be in close proximity to the Concessionaire's rented space.
6. Receipt and gate passes will be given to the Concessionaire at Fair time. Passes included with contract: EITHER 2 weekend passes OR 2 day passes for each of Friday, Saturday & Sunday. Additional passes (reduced cost for concessionaires) \$15 each for weekend passes (maximum 5); \$5 each for day passes (maximum 5/day).
7. No booths are to be dismantled before closing time (5:00 P.M.) Sunday, October 3, 2021 without permission of concession chair.
8. Each Concessionaire is responsible for obtaining his/her permit according to Ontario Sales Tax

Regulations.

9. It is the responsibility of the Concessionaire to collect from patrons and remit to the government the Harmonized Sales Tax when and where applicable.
10. NO LASER PINS, LASER LIGHTS, DRUG PARAPHERNALIA, OR KNIVES ALLOWED on the grounds. These products are banned and their sale will not be permitted on the grounds. Note: Disregard of this ruling will result in forfeit of payment, termination of contract, and immediate removal from grounds.
11. Minimum 10 foot rental.
12. No holes allowed to be put into pavement surface.
13. No pets of any kind are allowed on the fair grounds or in the buildings. This policy does not apply to service dogs, or animals brought in as part of an exhibit or special event.
14. Set-Up Day will be held **Wednesday, September 29 at 9:00 a.m (arrival time 8:00 a.m.)**. The Concessionaire or his/her agent must be on hand for allocation of space at that time. Anyone not present at that time may forfeit their space from previous years.
15. No business will be conducted prior to September 30, 2021 without the written authorization of concession chair.
16. The Ontario Ministry of Labour advises that workers installing temporary structures on the Metcalfe Fair site fall under the scope of the Occupational Health and Safety Act, Ontario Regulation 213/91. Concessionaires must ensure that all individuals work in compliance with health and safety procedures as legislated by this act.
17. It is required that each Concessionaire carry a minimum of \$2,000,000.00 comprehensive liability insurance. It is mandatory to provide a copy of such liability insurance to the Metcalfe Agricultural Society office with signed application form and payment.
18. Each Concessionaire must follow all Provincial, City of Ottawa, and Ottawa Public Health Safety Precautions, Guidelines and Rules relating to Covid-19.
19. Security will be on duty during closed hours, and every precaution will be taken to protect your property, however, the Metcalfe Agricultural Society cannot be held responsible for any damage or loss of goods brought onto the Fairground. Lessee of the booth space will be responsible for his/her goods at all times.