



**KINGSTON & DISTRICT AGRICULTURAL SOCIETY**  
**KINGSTON MEMORIAL CENTRE, 303 YORK STREET**  
**P.O. BOX 824 KINGSTON, ON K7L 4X6**

April 2011

Dear Vendor/Exhibitor:

The Kingston & District Agricultural Society's board of directors has approved the following package for our 181<sup>st</sup> Kingston Fall Fair - September 15<sup>th</sup> to 18<sup>th</sup>. Due to the reasonable rate offered full payment is required to reserve your space and is non-refundable. Spaces are allotted on a first come first serve basis with full payment.

Please read the following carefully:

**Vendors/Exhibitors** - Intending vendors/exhibitors are requested to apply for the space they require as early as possible. The Board of Directors reserves the right to declare a space forfeited should a vendor/exhibitor fail to neatly arrange, decorate and/or maintain a creditable display; such exhibits will be removed from the building and/or grounds.

**All Exhibits must be in their places no later than 12:00pm Thursday, September 15, 2011;** otherwise such exhibitors will forfeit the right to the reserved space. Any signs which obstruct the light or view will not be permitted. Vendors/Exhibitors are welcome to use banners which are attractive and business like. All signage must represent the vendor/exhibitor's displays.

**Vendor/Exhibitor Passes** - Two passes, good for one week admission each, are given per rental space. **Additional day and/or week admission passes may be purchased by contacting the Fair Office.** Additional passes will be forwarded when payment has been made, and mailed to you prior to the fair when time permits. Automobiles or vehicles are not allowed to drive around the grounds but must go where directed.

**Commercial Liability Insurance**

**Vendors/Exhibitors must have a minimum of \$1,000,000 commercial liability insurance. A copy of your current liability insurance coverage with Kingston & District Agricultural Society as an additional insurer must be received with payment in order to reserve space.**

**Accommodations** - The Ambassador has given us a discounted rate for our vendors and their families. If you require lodging please call them @613-548-3605 and say you are with the Kingston Fall Fair for the special rate.

The Agricultural Society is not responsible for accidents to stock or loss of articles, when on fairgrounds, but will use every reasonable precaution to prevent the same. It shall be a condition of entry that the Agricultural Society will not be liable for any loss to a vendor/exhibitor occasioned by fire, accident, condition of structure, or the negligence of other vendors/exhibitors or officials.

If you have any questions please do not hesitate to contact me through the Agricultural Society office.

Janine Handforth, Dr.  
President  
Encl.



**VENDOR/EXHIBITOR RENTAL SPACE AT THE KINGSTON FALL FAIR**

The Kingston Fall Fair and vendor/exhibitor agree to the following terms:

1. **The vendor/exhibitor is entitled to two (2) admission passes per booth space; all others must be purchased.**
2. **Tables, chairs and extension cords are not provided.**
3. The vendor/exhibitor will occupy and use the space for no other purpose than indicated above and all displays MUST be kept within the confines of the exhibitor's space.
4. The space must be kept clean and garbage must be disposed of in appropriate containers by 6 p.m. each evening.
5. The Fair will assign the space in accordance with availability. The Fair's assignment of a space will be final and not subject to review.
6. If the vendor/exhibitor fails to use the space granted for the purpose set out above, the vendor/exhibitor will forfeit the contract price to the Fair. The Board of Directors also reserves the right to have an exhibit removed from the grounds.
7. The Fair will not be liable for any loss or damage to the vendor/exhibitor's property. While all precautions will be taken to guard against loss of equipment or display material, the Fair will NOT assume any responsibility for losses which might be incurred from pilfering, water damage, fire, accident or any other cause. Exhibitors are advised to insure their own goods against any such loss and send proof of commercial liability coverage with signed contract.
8. The vendor/exhibitor will compensate for and save the Fair harmless for all claims and expenses arising out of the acts or omissions of the vendor/exhibitor or any person acting under him.
9. The vendor/exhibitor acknowledges that this agreement is for the use and occupation of space only, and that there are no representations, warranties, collateral agreements or conditions affecting this agreement.
10. **The vendor/exhibitor must complete the agreement, return signed, with deposit cheque, and proof of commercial liability insurance to reserve a space.**  
**For food vendors only - Pages 15 & 16 (Application Form) of Public Health Environmental Health Department Guidelines must be completed, attached to the Application for Vendor/Exhibitor, and returned to the Kingston & District Agricultural Society for pickup at our office by Public Health.**
11. NEW HEALTH REGULATIONS require that all Food Vendors are responsible for the removal and disposal of all used cooking oils and /or fryer grease from the fairgrounds by the conclusion of the Fair. These substances may not be dumped in any containers belonging to the Fair or in the sewage system.
12. There are no cars or sleeping accommodations allowed in the rental area due to safety and sanitary reasons. No overnight sleeping accommodations are allowed by the City of Kingston. A list of local hotels, motels, bed & breakfasts, inns, campgrounds may be obtained from the Fair Board Office.
13. Supplies required to operate your business may be brought in prior to the opening of the Fair.
14. **Solicitation of personal information is not permitted.**
15. **Selling of drug paraphernalia, weapons or adult material is prohibited. The Board of Directors reserves the right to remove inappropriate material.**

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I understand the above terms & conditions:

Vendor/Exhibitor's Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTICE: The Kingston & District Agricultural Society will not be responsible for any accident or injury to persons, animals and/or personal property that may occur while attending and/or participating in the Kingston Fall Fair. And notice is hereby given that any individual(s) not wishing to be included in photograph(s) taken by the Kingston & District Agricultural Society's designate during the Kingston Fall Fair must report to the Office to opt out.

# **KINGSTON & DISTRICT AGRICULTURAL SOCIETY ELECTRICAL HOOK-UP REQUIREMENTS**

## **VOLTAGE REQUIRED: (CIRCLE ONE)**

1. NO ELECTRICAL REQUIRED
2. 120 VOLTS
3. 240 VOLTS – 3 WIRE (NO NEUTRAL)
4. 120/240 VOLTS – 4 WIRE (WITH NEUTRAL)
5. 208 VOLTS, 3PHASE

## **AMPS REQUIRED: (CIRCLE ONE)**

1. 15 AMPS
2. 20 AMPS
3. 30 AMPS
4. 40 AMPS
5. 60 AMPS
6. OVER 60 AMPS

## **CONNECTION REQUIRED: (CIRCLE ONE)**

1. I HAVE A STRIAGHT BLADE TYPE CORD END
2. I HAVE A TWIST-LOCK TYPE CORD END
3. I HAVE NO CORD END AND NEED TO WIRED DIRECT

EXTENSION CORDS WILL NOT BE SUPPLIED, MOST POWER IS WITHIN 100 FEET.