



Commercial Vendor Application Form

Vendor Information, Rules, and Regulations

1. The New Hamburg Fall Fair is located at 251 Jacob Street in New Hamburg.
2. The fair runs from September 12-15, 2019. The fairgrounds are open on Thursday from 6pm-11pm, Friday from 5pm-11pm, Saturday from 8am-11pm, and Sunday from 12pm-5pm.
3. Outdoor spaces are available for either sales or information booths. Indoor spaces are for information only. No sales allowed.
4. Vendors are required to be set up and ready for business by Friday at 5pm. Mandatory vendor hours are as follows: Friday 5pm-8pm, Saturday 10am-8pm, Sunday 12pm-4pm. Vendors may stay open longer if they wish, but are only required to be open and staffed during the above noted hours. (Indoor displays and information booths do not have to be staffed.)
5. Each vendor will be given a designated space. We will provide a map of the area indicating your space as well as information about times that someone will be on site to help guide set-up closer to the fair weekend. Please include details in your application if you have specific requirements for your set-up and we will attempt to accommodate you if we are able.
6. We do not provide electricity for outdoor vendors. Indoor exhibitors need to provide their own extension cords to reach the nearest outlet if needed.
7. Vendors must provide their own shelter, tables, lighting, weights, and chairs, etc. We REQUIRE that all temporary shelters be weighted or pegged for safety reasons. Some picnic tables are available for outdoor vendor use, but you will need to move them yourself and return them to the storage area on Sunday (help may be available from volunteers and Township staff if needed). Indoor vendors are provided with tables as per their reservations. Vehicles are not permitted to be on site during open fairgrounds hours (hours are noted in paragraph 2).
8. There is no security on site during off hours. Please make sure that you have taken precautions to secure your space when you are not there.
9. Food vendors are responsible for ensuring that their products meet local public health and safety standards. Public health may inspect our vendors and premises from time to time at their own discretion. Food vendors will need to complete additional information forms in advance, these will be provided to you if/when your application is approved.
10. Each vendor will receive two transferrable vendor badges for their personal use, and for use by other staff members. Daily passes are available to vendors at a discounted rate of \$5/day. Passes must be ordered ahead of time.
11. Each vendor is responsible for the set-up and clean-up in their own area. Failure to maintain your own space in a cleanly manner or failure to respect other vendors' space will result in your being asked to leave the fair.
12. The Wilmot Agricultural Society reserves the right to decline applications from potential vendors for any reason. Direct Sales Vendors will be limited to one vendor per company (for example Scentsy, Sweet Legs, etc.).



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Vendor Release of Liability

- a. I UNDERSTAND that the Wilmot Agricultural Society and their respective employees, volunteers or agents shall not be liable for any injury to my person or for loss of or damage to my personal property arising from, or in any way resulting from, my participation in the fair.
- b. I HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE the Wilmot Agricultural Society and their employees, volunteers and agents of and from all claims, demands, damages, costs, expenses, actions and causes of action, whether in law or equity, in respect of death and/or injury to my person, and in respect of loss and/or damage to my property, howsoever caused, arising from, or in any way resulting from, my participation in the fair.
- c. I ACKNOWLEDGE that I have read, understood, and agree with the rules and regulations and that I have executed same freely and voluntarily without compulsion on any part and that this Agreement is binding upon myself, my heirs, executors, personal representatives, administrators, and assigns.
- d. MEDIA RELEASE: The staff and volunteers of the Wilmot Agricultural Society may periodically take photographs or video of participants during the fair for promotional purposes. By executing this release, I hereby agree that photographs or videos of myself and my products may be used for public relations and promotions, internally or externally (on a website or in newspapers), at any time in the future at the sole discretion of the Wilmot Agricultural Society.
- e. PRIVACY: I understand that the information collected during vendor registration is used for administrative purposes and will only be shared with staff and volunteers of the Wilmot Agricultural Society.
- f. INSURANCE: I understand that as a vendor I am responsible to have my own liability insurance policy. Although it is not a requirement of the Wilmot Agricultural Society that I carry my own insurance it is very strongly recommended that I do so. The Wilmot Agricultural Society's insurance coverage will in no way cover any claims related to the products that I am selling.

I, _____, certify that I have read the above statements (1-12 and a-f) and that I agree to abide by these rules and conditions and the release of liability requirements as a vendor at the New Hamburg Fall Fair.

Sign: _____ Date: _____

Registration remains open until all spaces have been filled. Please contact the Commercial Director, Tara Simms, by emailing commercialnhff@gmail.com or calling 519-497-0819 if you have any questions.

Payment is due with the submission of this form. Your application will only be considered once payment has been made in full. Payment can be made by etransfer to "info@newhamburgfallfair.ca" or by cheque to the "Wilmot Agricultural Society" and mailed to:

Wilmot Agricultural Society
Attn: Commercial Director
P.O. Box 6008
New Hamburg Ontario
N3A 2K6



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Vendor Application

Name of Business: _____

Name of Applicant (if different): _____

Address: _____

Phone: _____ Email: _____

Website: _____ Facebook: _____ Other: _____

Please indicate the size/type of space that you are applying for:

2019 Fee Schedule

Outdoor Exhibitor 10x10 space	\$60.00	
Outdoor Exhibitor 10x20 space	\$100.00	
Outdoor Food Vendor	\$100.00	
Indoor Static Display* (one 8' table)	\$30.00	
Indoor Static Display* (two 8' tables)	\$50.00	
Indoor Static Display* (not for profit org.)	\$0.00	

*option does not allow any sales, these displays are for informational purposes only

Describe items being sold or displayed: _____

Is there any other information that we should know about your business or organization: _____

With each exhibitor space you will be given 2 passes that allow entry and re-entry for the duration of the 2019 fair. If you need additional passes the cost is \$5.00 each, per day. They can be ordered now, or up to 7 days before the start of the fair.

Please indicate how many single day passes (if any) you would like to purchase: _____ at \$5.00 each. TOTAL: \$_____