



Dear Vendor,

Thank you for your interest in the Barrie Fair. This year, our event will run from August 26 – 28, 2011.

As we continue to work through the planning process for our proposed new location of the fairgrounds in Essa Township, this year the fair will return back to the Georgian Bay Steam Show grounds in Cookstown, Ontario.

We will present agriculture in an entertaining and educational fashion with farm animals, horse shows, arts & crafts, flowers, fruits & vegetables, a spectacular midway with rides and games, children's entertainment, ATV Obstacle, Truck and Tractor Pull and more.

We have always been recognized as one of the premier agricultural summer fairs in Central Ontario, attracting visitors and competitors from across our province.

The Barrie Fair is organized by volunteers from the rural and urban communities and is a non-profit, charitable organization known as The Barrie Agricultural Society. Our fair is a well recognized event which attracts families with pre-teen age children, teenagers, youth and the 50+ generation.

As per your request, enclosed, please find Vendors "Request for Space" Information & Application Package.

As vendor space is limited this year, all applications received will be reviewed and decided upon at the discretion of the Barrie Agricultural Society. Please ensure that you read the attached package in full following the application process as outlined.

We look forward to having you at the Fair and should you require any further information or assistance please feel free to contact us directly.

Sincerely,

Cindy Vecchiarelli
Barrie Fair Co-ordinator



2011 BARRIE FAIR
August 26–27–28

VENDORS “Request for Space”
Information & Application Package

TEMPORARY LOCATION

This year’s fair will once again take place at the Georgian Bay Steam Show Grounds in Cookstown, Ontario. This will be a temporary site for us as we continue to prepare our new facilities in Essa Township.

FACTS

- Largest Summer Fair in Central Ontario with an attendance of 10,000
- Advertising budget includes local TV/Radio/Newspaper and Internet
- Some of our attractions include ATV Obstacle Racing, Truck & Tractor Pull, Little Ray’s Living Dragons-Giant Lizards, Children’s Entertainment, Strolling Entertainers, Live Local Band Entertainment, Farm Animals, Arts and Crafts, Food, Baking, and Outdoor Vendors
- Campbell Amusements Spectacular Midway

FAIR HOURS OF OPERATION

Friday August 26, 2011	10:00am-9:00pm
Saturday August 27, 2011	10:00am-9:00pm
Sunday August 28, 2011	10:00am-5:00pm

APPLICATION PROCESS

- The 2011 Barrie Agricultural Society “Request for Space” application at the Barrie Fair is neither an offer nor a guarantee.
- Deposit of 50% of the total cost is required together with your application. Post-dated cheques will not be accepted. The balance must be paid in full by August 1, 2011. Should we not receive your balance by this date, your deposit will be forfeited and your space will be re-sold. There will be a \$25.00 charge for all NSF Cheques. Deposits are non-refundable unless your application is not accepted.
- Applications will be considered based on the following criteria: quality, diversity, demand, previous experience and current standing with the Barrie Fair. Applications that meet our criteria will be considered for available space on a first-come, first serve basis and will be at the discretion of the General Manager, Barrie Agricultural Society.
- You must include, together with your application a clear photograph of your concession or exhibit. Photos will not be returned. Copies of any brochures, handouts, catalogs, etc., that best describe your product/service must also be included with your application.
- A detailed list of the products you are requesting to sell/display must be specific. If your application is selected it will be on the basis of the original list provided in your application only. Any changes must be made in writing to the Barrie Agricultural Society. No changes can be made on contracts after August 12, 2011.
- Sale of Cotton Candy or Candy Apples will not be permitted.
- Subletting is NOT permitted.
- A confirmation letter will be mailed to you confirming your application with us.

CERTIFICATE OF INSURANCE - REQUIRED

- All applicants must provide a Certificate of Insurance in the amount of \$2,000,000 and list the Barrie Agricultural Society as the additional insurer on the certificate. The date of coverage must include move-in and move-out dates extending beyond the opening/closing dates of the Fair. Any other insurance you wish to carry is your own responsibility.
- No application will be approved until proof of insurance is received by the Barrie Agricultural Society; the deadline for all submittals is August 1, 2011.

HYDRO/ELECTRICAL REQUIREMENTS

- All electrical requirements must be specified on your application form.
- As of January 2006, Hydro Inspection is mandatory of all hydro connections and supply cords and must meet code. Inspections will take place on Thursday August 25, 2011 at approximately 6:00pm. Any vendors requiring hydro after the initial inspection will be responsible for the inspection fees.
- Hydro Costs are as follows:
Outdoor Hydro (non Food) 110V-15amp, One per space \$25.00 + \$3.25 hst = \$28.25
Outdoor Hydro (Food Vendors) \$150 per hook up + \$19.50 hst = \$169.50

Vendors/Exhibitors/Concessionaires are responsible for providing their own extension cords. Any large draw electrical items must be pre-arranged. Hook ups are carried out by the Fair Electrician.

Please note: Electrical requirements for this year's fair is very limited. We may not be able to guarantee your electrical needs. If you have your own generators, or access to one, we encourage you to bring them. Please indicate on the Vendor's Space Application Form if you will be supplying your own generator.

MOVE-IN/MOVE-OUT DATES

- NO exhibits/concession stands, nor any part of an exhibit/concession stand, will be permitted to be removed before the close of the Fair.
- To ensure your success and ours, all concession stands and exhibits/vendors must open on time and remain open until the scheduled closing time.
- The Barrie Agricultural Society does not rent forklifts or staff to assist you in moving into your space.
- No trailers, campers, motor homes, vans, vehicles etc., will be permitted to be parked in/on or near your exhibit space. The grounds do offer a separate parking area for all campers/motorhomes/trailers, etc. All vehicles must park in the main parking lot. Parking is free of charge.
- NO motorized vehicles will be allowed to/from your vendors spot or anywhere on the fairgrounds once the fair opens to the public.

All Vendors/Exhibitors:	Move-In	Thursday August 25/11	9am-8pm
	Move-Out	Sunday August 28/11	5pm-7pm

If you fail to show up for set up on the above noted days/times your booth/space will be resold with NO REFUNDS

GARBAGE REMOVAL

- We take the appearance of our grounds seriously. In order to keep our facility in top shape, we must have your co-operation. Please keep your area clean from garbage. Empty boxes must be collapsed.

CERTIFICATE OF PROPANE INSPECTION

- If you haven't already done so, you must supply the Barrie Agricultural Society with a current certificate of propane inspection and comply with Provincial & County Health Unit regulations prior to set up.

APPLICATION FOR SPECIAL EVENT PERMIT – ALL FOOD & BEVERAGE VENDORS

- Enclosed, please find an application for your Special Event Permit from the **Simcoe Muskoka District Health Unit**. As you are aware, this application form must be completed in full and submitted by you directly to any SMDHU office 10 days prior to our event. Further details can be found by going on to Simcoe Muskoka District Health Unit's website at: www.simcoemuskokahealth.org

CONDUCT OF EXHIBITORS

- Your booth must be manned at all times during the fair.
- Sales people and demonstrators are prohibited from operating in the aisles and from extending their activities into the aisles.
- No roving vendors or roving solicitors shall be permitted to operate inside the fairgrounds.
- Surveys may only be conducted within the space contracted.
- Smoking is not permitted in any of our buildings, tents, barns, public bathrooms.
- No balloons of any type are allowed to be distributed during the Fair.
- Drinking alcoholic beverages in booths or anywhere on the grounds is not permitted.
- Amplified sound is not permitted from a booth or exhibit area unless written permission is granted by the Barrie Agricultural Society.
- Vendors/Exhibitors/Concessionaires will not be allowed to hand out handbills or other forms of advertisements around the fairgrounds, buildings or parking lot.

BOOTH STANDARDS

- We prefer your booth not to exceed the maximum height of 8'. Nothing in the front portion of your booth (or within 5' of the front) may exceed 4'. It must not block your neighbour's exhibit. With permission from the Fair Office, some booths may need more height and will be allowed.
- No hand written signs will be allowed. All signage must be professionally done.
- No trailers, campers, motor homes, vans, vehicles etc., will be permitted to be parked in/on or near your exhibit space. The grounds do offer a separate parking area for all campers/motorhomes/trailers, etc. All vehicles must park in the main parking lot. Parking is free of charge.
- Setting up outside means that you have to take several factors into consideration such as, weather (rains, high winds), security plus other things that may affect your operation. When you begin planning your booth outside, please bear in mind that all's we are providing you with is the grounds space. Everything else that you require to operate is your responsibility.
- Your booth must comply with the municipal by-laws and codes as set by the Township of Innisfil.

COSTS

Non Food & Beverage Vendors Minimum space sold is 10 feet

10 feet wide x 10 feet deep.....	\$200.00 + \$26.00 hst = \$226.00
20 feet wide x 10 feet deep.....	\$270.00 + \$35.10 hst = \$305.10
30 feet wide x 10 feet deep.....	\$390.00 + \$50.70 hst = \$440.70
40 feet wide x 10 feet deep.....	\$500.00 + \$65.00 hst = \$565.00

Food & Beverage Vendors Minimum frontage sold is 15 feet

15 feet wide \$750.00 + \$97.50 hst = \$847.50
Additional frontage is available at \$50.00 per foot plus hst

ADMISSION POLICY

Vendors/Exhibitors (non Food/Beverage

Two-3 day passes for every 10 feet of space purchased

Food & Beverage Concessionaires

Four-3 day passes

Extra "3 Day Pass" (Good on Fri/Sat and Sun) may be purchased at the Fair Office for \$12.00 each
"Single Day Passes" are also available for sale through the Fair Office for \$5.00 each

We are not accepting any deliveries on behalf of any of the vendors/exhibitors
We do not have a reserved parking area for exhibitors/vendors however, Parking is FREE

VENDOR SPACE APPLICATION – BARRIE FAIR August 26-28/11

PLEASE PRINT CLEARLY

Company Name: _____

Contact Person: _____

Address: _____ City: _____ Postal Code: _____

Phone #: _____ Cell #: _____ Fax: _____

E-mail Address: _____ Website: _____

Product Description: _____

Absolutely NO Candy Apples or Cotton Candy will be permitted for sale at any food/exhibitor/vendors booths.

Please Indicate Type of Vendor: Food & Beverage Vendor Vendor/Exhibitor

Size of space/booth (in feet) Required: Width _____ x Depth _____

Do you require hydro: (please circle) **Yes** **No** Will bring own generator: (please circle) **Yes** **No**

Hydro Requirements _____ All Electrical Hook Ups will be carried out by the Fair Electrician

If you are a food vendor, please complete the following:

Type of Concession, i.e.: trailer, roll off, truck, tent, etc: _____
Length & Depth of trailer, truck, tent, etc: _____
Length & Depth of trailer, including tongue and opened awnings: _____

Cost of Space	\$ _____
Hydro Cost	\$ _____
_____ 3 Day Pass @ \$12.00 each (Fri/Sat/Sun)	\$ _____
_____ Single Day Pass @ \$5.00 each	\$ _____
Total Cost:	\$ _____
Amount Enclosed (50% Deposit)	\$ _____
Balance Due Aug 01/11	\$ _____

<u>For Office Use Only</u>
Deposit Received _____
Method of Payment _____
Photo Received _____
Insurance Received _____
Special Event Permit (F&B) _____
Payment in full received on _____

Applicant Signature _____ **Date** _____

I have read and understood the Information & Application Package for Vendors/Exhibitors.

NO REFUNDS once your application has been accepted.

H.S.T. # R118799444

Please sign and return this application completed in full with your 50% deposit, Proof of Public Liability Insurance and a current photo of your booth/stand. Applications will not be considered without these items.

BARRIE AGRICULTURAL SOCIETY

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Website: www.barriefair.ca E-mail: cindy@eventcentre.ca