

ROXBOROUGH AGRICULTURAL SOCIETY
Food Concession Application and Contract
JULY 14-16, 2023



Name _____

Address _____

Postal Code _____ Telephone _____ Cell _____

Email address _____

Types of foods to be sold _____

FOOT FRONTAGE REQUIRED (must include trailer hitch; minimum 10' frontage charge)

Includes two gate passes, additional passes must be purchase at the gate at going rate.

_____ # of linear feet x \$25.00= _____

Additional trailers (must be listed) _____

HYDRO REQUIRED

_____ 20 AMP 220 VOLT \$30.00 = _____

_____ 20 AMP 120 VOLT \$30.00 = _____

_____ 20 AMP 220 VOLT \$30.00 = _____

TOTAL (footage & hydro) = _____

Have you submitted your paperwork to the EOHU (please circle): YES or NO

ENCLOSED _____ Payment payable to Roxborough Agricultural Society, 16301 Fairview Dr.
P.O. Box 199, Avonmore, Ont. K0C 1C0 or electronically to Roxborough Agricultural
Society by e-transfer (treasurer@avonmorefair.a) in the memo please indicate
"Fair" and name of vendor, Question: where is the fair? Answer: Avonmore

_____ **\$2,000,000 Certificate of Insurance naming the Roxborough Agricultural Society
as an additional insured (mandatory)**

_____ Vendor TSSA Certificate (please provide photocopy)

_____ Photograph of concession (for first time applicants)

I, _____, agree to the Roxborough Agricultural Society's terms
and conditions as outlined hereafter, to accept the space I am allotted, and that I will not hold the
Roxborough Agricultural Society responsible for loss of or damage to goods brought onto the grounds or
buildings by myself or my representatives.

Payment must accompany this signed contract or the contract will not be accepted.

Applicant Signature _____

Questions regarding this application should be directed to Wendy Trenholm at 613-643-5988 or via
email at wendy.trenholm@sympatico.ca

N.B. Post-dated cheques will not be accepted. Please pay by June 30, 2023.
There is an additional charge of \$50 on NSF cheques.

Terms and Conditions

- 1) The Roxborough Agricultural Society reserves the right to accept or reject any exhibit. Spaces will be confirmed upon **receipt of payment accompanied by a \$2,000,000 Certificate of Liability Insurance naming the Roxborough Agricultural Society as an additional insured.**
- 2) Based on the information provided in the application, the Roxborough Agricultural Society will make every effort to ensure that no two vendors selling the same food product are located directly beside each other.
- 3) Electrical Requirements:
 - a) All hydro equipment and connections must conform to the Electrical Safety Code and CSA Approved Standards.
 - b) All cord sets and ends must meet hydro inspection specification or power will be discontinued until repaired.
 - c) All cords must be sized as per requirements of load to meet hydro code.
 - d) Cord length to be predetermined and supplied by vendor, may be up to 80 feet from your location.
 - e) Cords can be connected to panel **ONLY** by a qualified electrician appointed by the Roxborough Agricultural Society. The charge for this service will be a minimum one-hour charge of \$100/hour.
- 4) Each vendor is responsible for obtaining and paying for any necessary permits, licences and inspections that may be required.
- 5) **All food vendors must be on site by Friday, July 14, 2023 at 12:00 p.m.**
- 6) Menu prices must be clearly displayed.
- 7) Vendors must not damage or deface any part of the fairgrounds. The use of nails or paints on pavement are prohibited.
- 8) All food concessions must be manned at all times by the vendors or other qualified representatives.
- 9) Upon acceptance of food vendor applications, **health forms will be forwarded to each vendor for mandatory completion and return to Eastern Ontario Health Unit. These forms must be completed and submitted to**
 - a) **Eastern Ontario Health Unit by June 1, 2023 to be approved by them for participation in the fair.** All Board of Health standards and regulations must be rigorously maintained by the vendor. Breaches of any health regulation shall result in the immediate expulsion from the Fair without refund.
- 10) New food vendors or by previous vendors with a different food trailer are required to include a photograph of the concession with their application.
- 11) All additional trailers and requirements for power **MUST** be listed on the application or power/space may not be available. Please note that you have to pay for the additional power requirements. Additional stock trailers and vehicles must be parked as designated by RoxboroughAgricultural Society.
- 12) There will be no traffic movement during fair hours all re-stocking of concessions must be done before 8:00am.
- 13) No pets of any kind are allowed on the fairgrounds. This policy does not apply to seeing eye dogs or animals brought in as part of an exhibit with the permission of the Roxborough Agricultural Society.
- 14) Every precaution will be taken to protect your property; however, the Roxborough Agricultural Society cannot be held responsible for any damage or loss of goods brought on the fairgrounds.
- 15) WATER
 - a) Food concessions are responsible for their own grey water holding tank. The costs of this are the responsibility of the vendor. Vendors who have their own holding tanks will be responsible for the cost of and arrangements for having their tanks pumped.
 - b) Water available if required. Please supply your own hose.
- 16) All vendors must adhere to public health and safety guidelines, including any COVID-19 requirements.
- 17) Upon acceptance of your application, the terms and conditions noted herein become part of the agreement between you, the exhibitor, and the Roxborough Agricultural Society.

CERTIFICATE OF LIABILITY INSURANCE

The Roxborough Agricultural Society insurance policy does not extend coverage to any exhibits and requires all vendors to submit a Certificate of Insurance.

You must have adequate liability insurance with a **minimum \$2,000,000** coverage to protect the exhibitors, the attendees, the show organizers and yourself.

There are three (3) ways to arrange the required insurance.

OPTION A: SINGLE EVENT INSURANCE: We recommend using Duuo Insurance <https://duuo.ca/vendor-insurance/> . Vendors should select "Other Event", and use the information below:

- Event Name: The Avonmore Fair - Roxborough Agricultural Society
- Venue: AvonmoreFairgrounds (address will auto-populate)

Please contact Duuo to ensure The Roxborough Agricultural Society is listed as an additional insured. Address: 16301 Fairview Dr. P.O Box 199 Avonmore, ON K0C 1C0

OPTION B: SINGLE EVENT INSURANCE: The Roxborough Agricultural Society has appointed The Co-operators as the recommended insurance contractor for exhibitors. Please call Shawn at 1-888-712-2667 for more details.

OPTION C: YOUR OWN INSURANCE COMPANY

You can have your insurance company prepare a Certification of Insurance which must have the following:

- **The Roxborough Agricultural Society** listed as an additional insured.
- Dates of the show: **July 14-16, 2023**
- Event name: **The Avonmore Fair-Roxborough Agricultural Society**

MINIMUM LIABILITY REQUIREMENTS

- Comprehensive General Liability of \$2,000,000
- Products and Completed Operations Liability
- Cross Liability Clause

RECOMMENDED LIABILITY REQUIREMENTS

- Bodily Injury and Property Damage Liability
- Blanket Contractual Liability
- Contingent Employers Liability
- Broad form Property Damage
- Severability of Interest Clause

Please email your certificates to wendy.trenholm@sympatico.ca