

2018

HANDMADE BOOTH PACKAGE

Tent Vendor Supervisor

Heather Duhn – stuckinit@live.com

Policies and Procedures 2018

Fall Fair educates the public on agriculture and gives an opportunity for families to spend a fun weekend together participating in all kinds of activities. The **handmade vendor** portion of the Fair was included in order to present to area residents handmade products and related demonstrations in their area. The booth rental committee reserves the right to decide what products or displays will be permitted at the Fair. Education on and demonstrations of handmade items will be given first consideration. All decisions made regarding the acceptance or refusal of an application is final.

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**Porcupine District
Agricultural Society
website
fallfair.info**

**DEADLINE
TO
REGISTER**
July 31st, 2018

BOOTH HOURS

**Saturday Sept 8th
9am to 5pm
Sunday Sept 9th
9am to 4pm**

****No vehicular traffic will be permitted on fair grounds during hours of operation.**

****Vendors are required to be present at their booth 30 minutes before the opening and till closing time of the Fair.**

FREE
for a 8' by 8'
space in the
tent
*handmade
items only

Please send full
**description and
photos of products**
and description of
demonstrations.

Space is limited. Please
specify on your
application if you are
available Saturday,
Sunday or both.

Rules & Regulations

- The set-up time is Friday Sept 7th 2018 from 2 pm to 8 pm. All items must be removed from the tent at the end of day both Saturday and Sunday.
- Displays must be professional in appearance and meet fire & health safety regulations.
- The staff/representative must be present for the duration of the event.
- One table and two chairs are provided with booth space.
- Indicate, on application, if you need hydro. You must supply your own (approved) extension cord.
- No subletting allowed.
- Cash sales are permitted on the floor. No ****reduced sale tickets**** are allowed on items.
- Products will be new, not used, and must be handmade.
- The director reserves the right to inform a vendor to remove any product or material deemed to be offensive or unsafe.
- Your displays of products, stands and any other materials used at your booth shall not interfere with the displays of other vendors.
- Under NO circumstances will any vendor nail, paint or by any other means secure objects to the walls of tent, or to the table. ALL displays will be self-contained and supported.
- The committee will decide on the location for each booth.
- All draws must be done before closing on Sunday. The names of all winners must be given to the director (Heather Duhn) for publication.
- ****ALL FOOD HANDLERS WILL BE REQUIRED TO WEAR LATEX GLOVES**** Handling of payments require removal of gloves. A bottle of hand sanitizer is needed at your table. Your booth will be checked periodically.

Staffing identification

- You will be provided with two name tags.
- Only registered staff members are allowed behind the booth. Additional helpers will have to purchase day or weekend passes.
- Please do not forget to **sign your waiver of liability** along with a **waiver of privacy** upon your application being accepted.
- All concerns / questions can be addressed to the booth director.

Responsibility

- Under **NO** circumstances will any vendor permit staff or employees to be in a state of **intoxication** while on the premises. Anyone failing to comply with this policy will be asked to leave the premises immediately.
- All vendors must carry a minimum of One Million Dollars **Insurance** liability coverage for all rented space and displays.
- Any **damages or theft** occurring to the vendor's property during transportation, set up, take down, exhibit hours, after hours and in any other matter will be the sole responsibility of the vendor.
- The Porcupine District Agricultural Society will not take any responsibility or liability.

CODE OF CONDUCT

The Porcupine District Agricultural Society is a non-profit organization. The Fall Fair Committee consists of many volunteers who dedicate their time and effort in order to present a safe, educational and fun weekend for families in our community. As a participant in our Fall Fair, we, the committee, expect you and your staff to support the efforts put out by our members by displaying respectful conduct towards members of the society, exhibitors, other vendors and the public visiting our fair. Any behaviours deemed inappropriate, offensive, confrontational and or physical in any manner will be dealt with immediately. Consequences will vary depending on the offence and can go anywhere from being asked to leave the fair grounds to refusal of booth rental for the following year. All incidents during the fair hours would be reported immediately to the booth directors. It is our sincere hope that everyone participating at our fair will have a pleasant experience and all involved will ensure our Fair to be a successful one.

**PORCUPINE DISTRICT AGRICULTURAL SOCIETY
FALL FAIR 2018**

HANDMADE TENT VENDORS APPLICATION FORM

Vendors are invited to participate at the Fair held at the Mountjoy Arena, 814 Park Avenue, Timmins, Ontario on September 8th & 9th 2018.

More info, contact Heather Duhn – 705-221-3435

Name of Organization/Company: _____

Address: _____

City: _____

Postal Code: _____

Contact Person: _____

Telephone: _____

Fax: _____

Email: _____

Type of Handmade Items: _____

Hydro required: Yes No (circle your choice)

Demonstration provided: Yes No (circle your choice)

If yes, please provide details on the nature of the demonstration and any additional requirements: _____

Availability: Saturday Sunday Both (circle your choice)

Booth size: 8' X 8' with one table and two chairs.

Cost: FREE – in outside tent to vendors of handmade goods only.

**** I, (*please print your name*)** _____

has read and understand all policies and I agree to abide by the Policies and Procedures of the PORCUPINE DISTRICT AGRICULTURAL SOCIETY. I also agree to sign a waiver of responsibility and privacy upon my application being accepted.

Signature: _____

Date: _____

**Please email this registration form
along with description and photos of
your handmade items to:**

Heather Duhn
stuckinit@live.com

**Description and photos required to process
application**