



# Campbellford-Seymour Agricultural Society

315 County Rd. 38, P.O. Box 728, Campbellford, ON K0L 1L0  
Email: [campbellfordfair@outlook.com](mailto:campbellfordfair@outlook.com) Web: [www.campbellfordfair.ca](http://www.campbellfordfair.ca)  
Phone: 705-653-7085

## TO: VENDORS INTERESTED IN FOOD VENDOR SPACE AT CAMPBELLFORD FAIR

- DATE:** August 9<sup>th</sup> to 11<sup>th</sup>, 2024
- VENDOR HOURS:** Friday August 9<sup>th</sup>- 5 pm-11 pm  
Saturday August 10<sup>th</sup>- 10 am-11 pm  
Sunday August 11<sup>th</sup>- 10 am- 4 pm
- PASSES:** Vendor space includes **FOUR** weekend admission passes to the grounds. You may purchase additional weekend passes for \$15 each. Passes will be mailed out once Full Payment is received.
- INSURANCE:** We require each Food Vendor carry Public Liability Insurance. Proof of Insurance must be attached to contract.
- HEALTH UNIT SPECIAL EVENT PERMIT** Each Food Vendor is required to complete a Special Event Form for the Health Unit (attached). Please complete and return with contract.
- MUNICIPALITY OF TRENT HILLS** The Municipality of Trent Hills require food vendors to complete and submit food vendor application forms (attached). To operate a mobile food truck in Trent Hills the mobile refreshment vehicle checklist must be met. Please complete and return the forms with the contract and the CSAS will submit to the municipality prior to the fair.
- SET UP/ TEAR DOWN:** All booth space shall be setup prior to 4:00 PM on Friday of the Campbellford Fair. NO BOOTH SHALL BE REMOVED FROM THE GROUNDS PRIOR TO THE CLOSING OF THE CAMPBELLFORD FAIR AS OUTLINED ON VENDOR CONTRACT.
- APPLICATION:** Enclosed is a contract for your consideration. Please email your application to [campbellfordfair@outlook.com](mailto:campbellfordfair@outlook.com)
- PAYMENT:** We require FULL PAYMENT upon **acceptance of your application** to reserve your space.  
Payment can be made to the Campbellford-Seymour Agricultural Society via:
- E-transfer to [treasurer.campbellfordfair@gmail.com](mailto:treasurer.campbellfordfair@gmail.com)  
*password: campbellford*
  - Cheque Payable to Campbellford-Seymour Agricultural Society

**2024 CAMPBELLFORD FAIR**  
**FOOD VENDOR CONTRACT**

**BUSINESS:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/ POSTAL CODE:** \_\_\_\_\_

**PLEASE PROVIDE MENU or LINK TO SOCIAL MEDIA ACCOUNT:**

\_\_\_\_\_

ITEM	TOTAL
<b>FOOD VENDOR SPACE</b> \$500 for weekend	\$
Extra Weekend Passes _____ x \$15 per pass	\$
<b>Hydro Hookup Required-</b> \$150 for weekend	\$
<b>YES                      NO</b>	
<b>Amp Required:</b> _____	
13% HST	\$
<b>TOTAL</b>	\$

**DECLARATION:** I hereby agree to comply with all the terms & conditions set out on this application.

Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return completed form to:**

Campbellford-Seymour Agricultural Society, P.O. Box 728, Campbellford ON K0L 1L0 [campbellfordfair@outlook.com](mailto:campbellfordfair@outlook.com)

**CONFIRMATION OF SPACE:** Signed for Campbellford Fair: \_\_\_\_\_ Date: \_\_\_\_\_

**Included with completed form:**

- Copy of Liability Insurance Certification
- Notification of Food Premises Opening Form (Health Unit)
- Mobile Refreshment Vehicle Checklist
- Trent Hills Fire Department Mobile Food Truck Information Form

# 2024 CAMPBELLFORD FAIR VENDOR SPACE

## Terms and Conditions

1. All concessions must be open to the public for the days and hours stated on the application. Under no circumstances may booths be closed during the fair.
2. The vendor agrees to sell only those products or services declared on this approved application. Any changes or additions must be approved by Campbellford-Seymour Agricultural Society prior to implementation.
3. All food vendors attending the Campbellford Fair agree to maintain a clean premise and observe sanitary food handling practices. **All food vendors are required to complete a Special Event for the Health Unit and provide a copy to the Campbellford Fair at least two weeks prior to the opening of the Fair. All food concessions are subject to inspection by the Health department. This form is to be completed by the vendor and submitted to the health unit. Failure to do so will result in inability to setup/operate at the fair.**
4. The following criteria must be met by all food vendors:
  - a. Beverages must be sold in plastic or paper cups or cans. No glass bottles allowed.
  - b. Fire Extinguisher must always be supplied and present in food booths.
  - c. Vendors are not permitted to sell Candy Apples or Candy Floss during the fair weekend.
5. Campbellford-Seymour Agricultural Society reserves the right to reject, prohibit or remove exhibits, or any part thereof, and/or to expel exhibitors or their personnel.
6. All electrical work, extension cords, equipment, devices, and appliances must be accordance with the electrical safety standards.
7. The safety committee of the fair board may inspect the site at any time and make recommendations if needed.
8. Vehicles, whether car or truck, must be parked in an orderly fashion to minimize traffic congestion and possible personal injury to all persons on the grounds.
9. Any concession and displays involving moving parts should not provide access to those, especially to children.
10. Machinery or vehicle displays must provide the level of safety as desired by the Agricultural Society.
11. No knives, laser pointers, fake cigarettes, lighters/or smoking devices, stink bombs, cap guns, firecrackers, or any other explosive devices to be sold.
12. Campbellford Fair is a rain or shine event. Please plan accordingly. Refunds will not be issued for inclement weather.
13. Dog/pet policy: Pets are NOT allowed entry to the Campbellford Fairgrounds except show competitors. Licensed dog guides and service animals are welcomed.
14. No vendor space will be closed, vacated, or removed until Sunday at 4 pm.
15. Campbellford Fair has the right to remove any concession from the premises at any time.
16. FULL payment is required by July 1<sup>st</sup> via e-transfer or cheque. Payments are non-refundable.
17. Please visit the fair office in the curling club upon arrival, to receive your site.
18. Passes will be mailed out 2 weeks prior to the fair.
19. **CSAS required proof of Liability Insurance Coverage for vendors. Please attach copy to signed contract. CSAS has the right to deny vendor exhibit space if certificate of insurance is not received.**
20. **Exhibitors agree to hold the CSAS harmless from any and all liability arising of the exhibitor's occupancy of the fairgrounds. While all precautions will be taken to guard against loss of equipment or display material, the CSAS will NOT assume any responsibility of losses that may be incurred from pilfering, water damage, fire, accident, or any other cause. Exhibitors are advised to insure their own good against any such loss.**
21. The Agricultural Society wishes to work and co-operate with all exhibitors and visitors in order to provide an accident and injury free Agricultural Exhibition. **Campbellford-Seymour Agricultural Society has the right to close any concessionaire for not obeying this contract and their money will not be refunded.**