

Lakefield Agricultural Society  
25 William Street, Lakefield, Ontario  
PO Box 1444, Lakefield Ontario, K0L 2H0  
Email:cookefamily@nexicom.net

To: Interested Vendors for Lakefield Fair

Date/Hours: Saturday July 27<sup>th</sup> 2024 11am-11pm  
Sunday July 28<sup>th</sup> 2024 11am-6pm

Passes: Food Vendor space includes 4 weekend passes; Non-Food vendors space includes 2 weekend passes. You may purchase additional weekend passes at \$15.00 each. Passes will be available in the office once FULL payment is received.

Insurance: We require each FOOD VENDOR to carry current 2024 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. Please complete and return to health unit 2 weeks prior to event.

Set Up/Tear Down: All booth space shall be setup prior to 9:00 am Saturday July 27<sup>th</sup>.  
NO BOOTH SHALL BE REMOVED FROM THE GROUNDS PRIOR TO THE  
CLOSING OF THE LAKEFIELD FAIR AS OUTLINE ON THE VENDOR  
CONTRACT.

Application: Enclosed is a contract for your consideration. Please email or mail application to [cookefamily@nexicom.net](mailto:cookefamily@nexicom.net), Lakefield Fair, PO Box 1444, Lakefield, Ontario, K0L2H0

Payment: We require FULL PAYMENT upon acceptance of your application to reserve your spot. Payment can be made to the Lakefield Agricultural Society via  
Cheque payable to the Lakefield Agricultural Society

Weather: Lakefield Fair is a rain or shine event, no refunds will be given with the exception of ½ Refund will be issued if the Lakefield Ag. Society cancels the event due to extreme weather conditions.

## Lakefield 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 unless closed by Health Unit/other licensed inspectors.
2. The vendor agrees to sell only those products or services declared on this approved application. The Lakefield Agricultural Society must approve any changes or additions prior to the fair.
3. All food vendors agree to maintain a clean premise and observe sanitary food handling practices. **All food vendors are REQUIRED to complete a Special Event form for the Health Unit 2 weeks prior to the event. 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.
  - b. Fire Extinguishers must always be supplied and accessible in all food booths.
  - c. Lakefield Ag. Society will provide clear garbage bags in all garbage bins, if your booth has excess garbage you must provide clear bags.
5. The Lakefield Agricultural Society reserves the right to reject, prohibit or remove exhibits or any part thereof, and /or expel exhibitors or their personnel.
6. All electrical, extension cords, equipment, devices, and appliances must be in accordance with the Electrical Safety Standards.
7. The vendor committee of the Lakefield Agricultural Society may inspect the site at any time and make recommendations if needed. Any inspections from Health Board, ESA, TSSA (if applicable) and their recommendations must also be adhered to. If any one of these inspectors has shut down your site, no refund will be provided and you will not be able to operate until the site has passed inspection.
8. Vehicles, whether car or truck, must be parked in designated spots.
9. Any concession and displays involving moving parts should not provide access to those, especially children.
10. No Knives, laser pointers, fake cigarettes, lighter/or smoking devices, stink bombs, cap guns, firecrackers or any other explosive devices to be sold.
11. Lakefield Fair is a rain or shine event. Refunds will be issued at 50% if the LAS cancels the event due to extreme weather.

12. Dog/Pet Policy- Pets are NOT allowed entry to the fairgrounds. Licensed dog guides and service animals are welcomed.

13. No vendor space will be closed, vacated or removed until Sunday at 6 pm.

**14. Vendors agree to hold the LAS harmless from all liability arising of the vendor's occupancy of the fairgrounds. While all precautions will be taken to guard against loss of equipment or display material, the LAS will NOT assume any responsibility of losses that may be incurred from pilfering, water damage, fire, accidents, electrical or any other cause. Exhibitors are advised to insure their own goods against any such loss.**

15. The LAS wishes to work and co-operate with all vendors and visitors in order to provide an accident and injury free Fair. Lakefield Agricultural Society has the right to close any concessionaire for not obeying this contract and their fees will not be refunded.

16. Any tents over 160 square feet will require building permits from the township.

17. All vendors handling food are required to have their Food Handlers Certificate and they must be posted.

Lakefield Fair  
Vendor Contract

Business: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Description of Goods:

Item	Total
Vendor Space \$6.00/ linear foot	
Extra Weekend Passes #     X \$15 per pass	
Hydro Hook Up \$25 per 115volt plug \$50/ 40 amp plug	
Prepared Food/Beverage Application Fee Credit (returned at the end of the fair if area is left free of garbage/debris )	<b>\$25.00</b>
Prepared Food/Beverage Garbage Disposal Fee	<b>\$20.00</b>
HST (13%)	
Total	

Declaration: I herby agree to comply with all the terms & conditions set out in this application.

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

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

