

FOOD VENDOR PACKAGE

Food Vendor Contact

fallfaireveryone@hotmail.com

Policies and Procedures

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 **food vendor** portion of the Fair was included in order to present to participant residents different opportunities to buy food from local businesses. The food vendor booth rental committee reserves the right to decide what products will be permitted at the Fair. All decisions made regarding the acceptance or refusal of an application is final.



**Porcupine
District
Agricultural
Society**

**Website
timminsfallfair.ca**

**DEADLINE
TO
REGISTER**
June 30th

BOOTH HOURS

**Saturday 9am - 6pm
Sunday 9am - 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.**

\$400
for a 12' by
20' space

Please send full
**description of
products
provided.**

Payments made
to Porcupine
District
Agricultural
Society

Rules & Regulations

- The set-up time is Friday from 2pm to 8pm. Dismantling will be on Sunday at 4pm.
- Displays must be professional in appearance and meet fire & health safety regulations.
- The staff/representative must be present for the duration of the event.
- Indicate on application, if you need hydro, along with specifications of power required. 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.
- 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.
- ALL displays will be self-contained and supported.
- The committee will decide on the location for each booth.
- ****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

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.
- ☐ **Food Vendor MUST FULFILL ALL REQUIREMENTS OF THE PORCUPINE HEALTH UNIT.**

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 occurring during the fair hours would be reported immediately to the booth director. 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**

***FOOD VENDORS
APPLICATION FORM***

Name of Organization/Company: _____
Address: _____
City: _____
Postal Code: _____
Contact Person: _____
Telephone: _____
Fax: _____
Email: _____
Type of Food Vendor: _____
Porcupine Health Unit Special Events Permit submitted: _____

Hydro required: Yes No (circle your choice)

Booth size:
12' x 20'
Cost: \$400/booth

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

Make cheque payable to:

*Porcupine District Agricultural Society
P.O. Box 263, Timmins, ON P4N7E2*

E-transfer: pdasfallfair@outlook.com

****Indicate 'Food Vendor' in transaction.**

**Please email this registration
form to:**

fallfaireveryone@hotmail.com