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KENT COUNTY AGRICULTURAL FAIR / EXPOSITION AGRICOLE DE KENT

**MARKET VENDOR
APPLICATION FORM**

2019

"EXPO KENT"

AUGUST 22, 23, 24, 25 AOÛT

Business Name/ Contact Person			
Complete Mailing Address	St./Route:		
	City/Town:	Province:	Postal Code:
	Home/Business Tel:	Cell:	
Contact Email:	@		
Vendor Insurance:	Name of Insurance Company :		

Vendor Fee	Option A,B or C ____ x day(s) ____ or week ____ = Total \$ ____ Cheque payable to: Kent County Agricultural Fair Association				Un-serviced Camping Space required (v) + \$40.00 ____
Attending (v)	Wednesday () Setup 1:00 pm – 9:00 pm	Thursday () 1 pm - 11 pm	Friday () 10 am - 11 pm	Saturday () 10 am - 11 pm	Sunday () 11 am - 6 pm

IMPORTANT - Description of products or services **MUST** include all items sold. * *Products List or catalogues can be attached to this document.* ***No Canteen/Fast Food Vendors or On-site food preparation**

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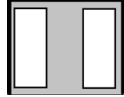
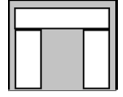
HOURS OF OPERATION

Aug 21	Exhibit Setup *Full week attendance	Wednesday	1:00 pm - 9:00 p.m.
Daily	Exhibit Setup	Thursday - Sunday	9:00am – 11:00am
Aug 22	Hours of Operation	Thursday	1:00pm- 11:00pm
Aug 23, 24,	Hours of Operation	Friday - Saturday	10:00am - 11:00pm
Aug 25	Hours of Operation	Sunday	11:00am - 6:00pm
Aug 25	Exhibit Dismantle	Sunday	6:00 p.m. - 9:00 p.m.

*Vendors may adjust operation hours if they wish, however **Centre Expo Kent Center** is not closed or secured until 11:00 pm daily and vehicles are not permitted on grounds until after 11:00 pm (closing).

Location: KENT COUNTY AGRICULTURAL FAIR GROUNDS - 2341 Route 515 Sainte-Marie de Kent. NB

Vendor Fee Options.

A		Booth 10'x10' 1 Table \$25 per day OR \$ 75 for week	B		Booth 10' x 10' 2 Tables \$50 per day OR \$175 for week	C		Booth 10' x 10' 3 Tables \$75 per day OR \$275 for week.
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Representative Name (Please Print)		
Representative Signature	X	Date:

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LIABILITY: Vendors must provide a **certificate of Insurance** for “special events liability insurance coverage”. This insurance is available through most brokers at a minimum fee. Vendors exhibit at his/her own risk, their employees, and/or its agents, either jointly or individually is responsible for any damages, theft or injury. Neither Kent County Agricultural Fair Association nor its employees, and/or its agents, either jointly or individually, is responsible for any injury to exhibitors, their employees, guests or visitors within the confines of the space(s) contracted by the Vendor while on site of the Expo Market.

UNCONTROLLED CIRCUMSTANCES: Kent County Agricultural Fair Association shall not have any liability whatsoever for any damage to any person, matter or thing resulting from storm, wind, water, fire or other acts of God nor from strikes, lockouts or poor public attendance of event.

CHARACTER OF EXHIBITS: Kent County Agricultural Fair Association reserves the right to request the removal of any items that, in its sole judgement, do not conform to Fair guidelines. Failure to comply is just cause for removal of an exhibitor/vendor from the Fair. Please bring a table cloth or other material as all tables must be covered. You may use the floor space under and surrounding your table for display but for safety reasons aisles and exits of vendor area must be kept completely clear of merchandise throughout the day/week. ***Pre-approval of any food product must be obtained prior to day of sale, no on-site food preparation will be permitted.**

PAYMENT POLICY: Registration fees must be sent with completed registration form and received no later than **August 15th, 2019**. Cheques payable: **Kent County Agricultural Fair Association**. No exhibitor shall setup booth unless all fees are paid. Enclosed please find my check for \$ _____. I have read and understood the terms of this entry form and agree to abide by them as a condition of participation. **Submit completed application form + payment to:**

Expo Market Coordinator 2341 Route 515 Sainte-Marie-de-Kent, NB E4S 2B7	Attention: Alice Allain, Market Coordinator 506-743-5160
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1.0 VENDOR: Any company or individual offering products or services.

(Artists, Bakers, Crafters, Farmers, Fashion & Accessories, Health & Wellness, Jewelry, Kids Zone, Non-profit Organizations, Nurseries, Pet Supplies, Snacks and Treats)

1.1 Insurance: All vendors must have a vendor's insurance certificate in order to participate any will be asked to show proof of insurance prior to setting up at Expo Market.

2.0 INTERIOR MARKET VENDOR FEES:

2.1 All vendor floor space is 100 sq/ft (10' x 10') and divided by curtains.

2.2 Max table lengths are considered 8 ft to a maximum of 3 tables per vending area (100 sq/ft) placed in a “U” shape.

2.3 Kiosk/Canopy Type Shelters are permitted so long as Kiosk fits within the 10' x 10' space and does not interfere with neighbouring vendors display of goods or services.

2.4 Exterior Vendor Space: Vendors interested in setting up outdoors, please contact Market Coordinator for more information and fee structure. All Exterior Vendors must have an overhead shelter/enclosure to protect from weather conditions.

2.5 Booth/Vendor Assignments: Although every effort will be made to accommodate special requests. We are unable to guarantee requests for specific vendor spots within the market area. Our goal is to have a full market for the entire week and therefore, vendors exhibiting 1-2 days will not have priority space over vendors who are renting for the week. Spaces will be managed and assigned by our coordinator based on the above information.

3.0 EQUIPMENT: Overhead/Outdoor shared electrical outlets are provided. All other equipment required for setup is at the responsibility of the Vendor including: **tables, chairs, extension cords, additional lighting, signage, kiosk etc.**

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4.0 VENDOR SETUP: (Report to Admissions Office, main entrance upon arrival for further instructions)

4.1 Entrance to the Fair Grounds (Centre Expo Kent Center) @ North Gate (across from Church) between **08:30 am- 11:00 am ONLY**.

4.2 Items can be unloaded until 11:00 am. NO vehicles are permitted on fair grounds between 11:00 am & 11:00 pm.

4.3 Reserved Vendor space not claimed by 11:00 am on day of market may be forfeited.

4.4 All outstanding registration fees shall be paid upon arrival.

4.5 Spaces are assigned according to vendor requirements and are subject to change at the discretion of the coordinator.

4.6 No Vendor shall setup exhibit that would impose safety concerns or block vendors for access to the general public.

4.7 The Kent County Agricultural Fair Association reserves the right to reassign or refuse space for any Vendor or displays should a conflict arise with other Vendors or amusements.

4.8 The Market is located on the inside of the Centre Expo Kent Center that will at times have live Music/Entertainment throughout the day and therefore inside noise could increase.

4.9 Internet/wireless WIFI for on-site Debit/Credit Card purchases may be available. However, as a backup vendors should have a cash float on hand.

5.0 VENDOR ACCESS/Parking: Vendors will receive 2 free admission bracelets per table for access to grounds. Parking is not permitted within Fair Grounds and therefore Vendors must ensure all equipment, supplies can be quickly and easily unloaded from vehicles. Public parking is available surrounding the South/East sides of the Fair Grounds. We recommend that you park close to School and use Gate # 3 for access to Grounds. Un-serviced camping sites are available on the lower soccer field (South side) for an additional \$40 camping fee for the week. Please indicate if required.

6.0 RESTRICTIONS: The selling of lottery or raffle tickets, on-site food preparation, beverages or services not previously identified and approved by the Kent County Agricultural Fair Association. Vendors' wares are subject to the Kent County Agricultural Fair Associations approval. Absolutely **NO PETS** allowed on the Fair Grounds or within Vendors Kiosk!