



**October 3-9, 2023**

**Rules, Regulations and  
General Information  
Governing All Commercial Exhibits  
And Concessions**

PLEASE REVIEW THIS INFORMATION CAREFULLY  
PRIOR TO SUBMITTING THE  
COMPLETED APPLICATION  
- OR -  
IF THE APPLICATION WAS APPROVED AND YOU RECEIVED AN  
EXHIBITOR CONTRACT,  
THESE RULES AND REGULATIONS  
FORM PART OF THE CONTRACT.

**Table of Contents**

<b>GENERAL PROVISIONS</b>	<b>3</b>
<b>EXHIBITOR &amp; CONCESSION RATES</b>	<b>3/4</b>
Including: INDOOR EXHIBITOR RATES, OUTDOOR COMMERCIAL EXHIBITOR RATES, OUTDOOR FOOD CONCESSION RATES, ADMISSION & PARKING RATES	
<b>DELIVERY VEHICLE PASSES &amp; SCHEDULE</b>	<b>4</b>
<b>REQUEST FOR SKID STEER SERVICE</b>	<b>4</b>
<b>ALLOTMENT OF SPACE, PAYMENT TERMS &amp; CANCELLATION POLICY</b>	<b>4/5</b>
<b>LIABILITY INSURANCE</b>	<b>5</b>
<b>SET UP TIMES, BUILDING HOURS AND MOVE-OUT SCHEDULE</b>	<b>5/6</b>
Including: SET UP SCHEDULE, EXHIBITOR BUILDING HOURS, ADMISSION GATE OPERATING HOURS, REMOVAL OF EXHIBITS	
<b>ELECTRICAL SAFETY REQUIREMENTS &amp; WORKING AT HEIGHTS</b>	<b>6</b>
Including: ELECTRICAL, DISTRIBUTION POWER BOXES, WORKING AT HEIGHTS, FUELS: PROPANE & GAS	
<b>FIRE &amp; BUILDING SAFETY REQUIREMENTS</b>	<b>7</b>
Including: FIRE EXTINGUISHERS, TENTS, MOBILE FOOD SERVICE EQUIPMENT (MFSE), BUILDING PERMIT REQUIREMENTS	
<b>BOOTH ACCESSORIES, CONDUCT OF EXHIBITS &amp; GUIDELINES</b>	<b>7/8</b>
Including: INSIDE BOOTHS - DISPLAY GUIDELINES, DRAPERY, BOOTH ACCESSORIES, LOTTERY & RAFFLE TICKETS, FREE DRAWS, GIVEAWAYS, RENTAL SPACE CODE OF CONDUCT, PROHIBITED PRODUCTS, WASTE REMOVAL SERVICES	
<b>FOOD VOUCHER PROGRAM</b>	<b>9</b>
<b>FOOD SAFETY &amp; SAMPLING</b>	<b>9</b>
<b>ACCOMMODATIONS/RV &amp; TRAILER PARKING</b>	<b>9</b>
<b>STOCK VEHICLES/TRAILERS</b>	<b>9</b>
<b>PROTECTION OF EXHIBITS</b>	<b>9</b>
<b>MOTORIZED CART OPERATION POLICY</b>	<b>10</b>
<b>ADDITIONAL GENERAL PROVISIONS</b>	<b>10</b>
<b>COMMERCIAL EXHIBIT BUILDING LAYOUT</b>	<b>11</b>
<b>GROUNDS LAYOUT MAP</b>	<b>12</b>

## **GENERAL PROVISIONS**

1. **Your acknowledgment of the Exhibitor Contract and Invoice will be considered as proof that you have read these rules & regulations governing exhibits and contracts and you have agreed to the following:**

The Exhibitor agrees to abide by and conform to all rules and regulations adopted by the Norfolk County Agricultural Society for the government and management of the Norfolk County Fair & Horse Show. The Norfolk County Agricultural Society shall also have the absolute right and discretionary power to alter, amend, add to or cancel any of these rules and regulations in individual cases and without prior notice.

The following will be used as references to terms throughout this document

- a) The term "Society" as used hereinafter shall mean the Norfolk County Agricultural Society.
- b) The "Norfolk County Fair and Horse Show" is a signature event of The Society. It shall be referred to as the Fair.
- b) The term "management" as used herein shall mean the General Manager of the Norfolk County Agricultural Society and/or such other person, for the time being, in charge of the business of the Norfolk County Fair and Horse Show or the conduct of The Society.
- d) The term "Board" used hereinafter shall mean the Board of Directors of the Norfolk County Agricultural Society.
- e) The term "Exhibitor" as used hereinafter shall include all exhibitors, educational or promotional, commercial vendors and food concessionaires.
- f) The term "Licensee" as used hereinafter shall refer to the name used on the Exhibitor Contract.
- g) **Harmonized Sales Tax (HST):** The Norfolk County Agricultural Society is a Registered Charity and special provisions apply. Where no HST is specified on the contract - HST is exempt.

## **EXHIBITOR & CONCESSION RATES**

2. **All rental space is for the full duration of the fair from October 3-9, 2023. Rental space will only be contracted to Sponsors of the Fair for short-term durations. Rental space will be in buildings 4 and 6. All rental space is rented in minimum 10ft x 10ft increments with the exception of corners in the buildings and section V in building 6.**

### **INDOOR EXHIBITOR RATES (HST Exempt)**

Indoor rental space shall be priced as the following:

#### Registered Non-For Profit

Promoting awareness of community services in Haldimand - Norfolk. Retail sales are permitted with approval.

\$64.00 per linear ft. (eg. Min. 10ft x 10ft = \$640.00)

#### Direct Sales:

Selling of products or services on site. This includes taking orders or intakes on-site for products or services offered following the Fair.

\$79.50 per linear ft. (eg. Min. 10ft x 10ft = \$795.00)

Other indoor rental space fees and information:

- Additional space sold in 10ft x 10ft increments
- Electrical Fee - \$65.00 This fee will be included in the price of the space and everyone must purchase it
- Inside Corner - Price based on wall length less 10 ft.
- Outside Corner - Additional \$60.00
- Waste Removal Service Fee - \$65.00 (Waste Removal Service Fee applies to all food vendors, and non-food vendors who promote food sampling through free package giveaways )
- Cold Water Hook Up Fee (where available) \$60.00

### **OUTDOOR COMMERCIAL EXHIBITOR RATES (HST Exempt)**

Outdoor rental Space shall be priced as the following:

#### Direct Sales:

Selling of products or services on site. This includes taking orders or intakes on-site for products or services offered following the Fair.

\$62.50 per linear ft. (eg. Min. 10ft x 10ft = \$625.00)

- Charges are based on linear foot – depth varies, depending on outdoor location
- Minimum booth size – varies, depending on the outdoor location
- Cold Water Hook Up Fee (where available) - \$75.00
- Electrical Fee - \$65.00
- Corner Space - Additional \$50.00

**OUTDOOR FOOD CONCESSION AND FOOD SAMPLING RATES RATES (HST Exempt)**

The fees pertaining to any Exhibitor selling food from an approved tent, trailer and food truck shall be priced as the following:

- \$74.00 to \$79.00 per linear ft. depending on the location of trackline or mainline
- Electrical fee - \$225.00
- Cold Water hook up fee - \$75.00
- Waste Removal Service fee - \$75.00
- Stock Vehicles/Trailers - \$75.00-\$165.00 (fees vary, depending on location, if electrical is required and availability)
- Food Voucher Program - \$200.00 (mandatory for all outdoor food vendors)

**ADMISSION AND PARKING PASSES (HST EXEMPT)**

Each Exhibitor will be given the following admission badges and parking passes:

- Based on a 10ft x 10ft space - 3 badges and 3 parking passes
- Based on a 20ft x 10ft space - 5 badges and 5 parking passes
- All parking passes that are included in the rental space fee will be for parking at the “Queen, John & Evergreen Hill Entrances Only”.
- All additional badges and parking passes required by the Exhibitor will be purchased by the Exhibitor through a link that will be provided to them. The additional badges and passes will be the responsibility of the Exhibitor to purchase in addition to their original contract and invoice
- If any passes are lost or forgotten, The Society will not be responsible or refund any passes that had to be purchased to allow entry onto the fairground. All Exhibitors must have passes to enter the fairgrounds. There are NO EXCEPTIONS.

**DELIVERY VEHICLE PASSES & SCHEDULE**

**3. DELIVERY VEHICLE PASS (HST EXEMPT)**

Supply and service vehicles will require a **PINK VEHICLE DELIVERY PASS** displayed on the windshield, which is available at the Fair office for purchase. **Each Delivery Pass is \$25.00. DELIVERY VEHICLES MUST ENTER AT THE SOUTH DRIVE GATE ONLY.** Vehicles on the grounds without a delivery pass affixed to the windshield will be removed off the property, at the owner’s expense. The supply and delivery requirements for exhibitors must be made according to the schedule below to prevent the possibility of injury to Fair patrons.

Day of the Week	Building Opens to the Public At:	Building Opens to the Exhibitors At:	Vehicles have to be removed from the grounds by:
<b>Tuesday</b>	10AM	8:30AM	9:30AM
<b>Wednesday</b>	11AM	9:30AM	10:30AM
<b>Thursday</b>	11AM	9:30AM	10:30AM
<b>Friday</b>	11AM	9:30AM	10:30AM
<b>Saturday</b>	10AM	8:30AM	9:30AM
<b>Sunday</b>	11AM	9:30AM	10:30AM
<b>Monday</b>	10AM	8:30AM	9:30AM

**REQUESTS FOR SKID STEER SERVICE**

4. Skid Steer service is available when requested and booked in advance of the Fair. The Exhibitor will hold harmless The Society from any damage, expense or liability arising from injury or damage. This service will only be considered if the request has been indicated in the contract. The Exhibitor must be present on-site when this service is being performed.

**ALLOTMENT OF SPACE, PAYMENT TERMS & CANCELLATION POLICY**

5. The Norfolk County Agricultural Society will issue an exhibit space contract on approval only to; previous year exhibitors and/or new applications. The contract will identify and define the following;
- a) booth or exhibit location
  - b) name of the exhibitor
  - c) specific products that may be shown, exhibited, sold or given away
  - d) contract & payment terms
  - e) admission, parking passes and miscellaneous charges such as but not limited to stock trailer purchases.

Space contracts are valid for the current show only and no contract implies that the same space or amount of space will be contracted for another year.

The Exhibitor agrees to abide and conform to all rules regarding payment terms as outlined on the Exhibitor Contract and Invoice. You are requested to acknowledge you have read and understand the contract and invoice provided to you.

If there are any changes or corrections to be made in any portion of the contract, please send a request via email to the Vendor Coordinator [melissa@norfolkcountyfair.com](mailto:melissa@norfolkcountyfair.com) explaining the reason for the changes. If changes are because of new or additional products or changes in location, the vendor coordinator will amend the accepted changes (if approved) to the contract as originally issued.

**NO EXHIBITOR MAY SUBLET THE SPACE OR PORTION THEREOF ALLOTTED TO HIM WITHOUT WRITTEN CONSENT OF THE MANAGEMENT.**

**PAYMENT TERMS**

6. **PAYMENT TERMS**

All Commercial Booths and Food Concessions are due upon receipt of the Exhibitor's contract and invoice; any outstanding balances will result in a cancellation of booth space 14 days after the initial invoice was sent to the Exhibitor. If you require additional time to make your payment, there will be a service charge added to your invoice.

Methods of payment that are acceptable are debit, credit card, etransfers, cash and a certified cheque. No personal cheques will be accepted. If you are using a credit card for payments over the amount of \$1500.00, a 1.5% fee will be added to your invoice. Etransfers can be sent to [finance@norfolkcountyfair.com](mailto:finance@norfolkcountyfair.com).

Exhibitors will not be permitted to set - up under any circumstances if there is an outstanding invoice or payment of any kind.

**CANCELLATION AND REFUND POLICY**

7. The Management reserves the right to cancel at any time any space allotment to any person or organization without refund, as the Management may decide, for the violation of any rule or regulation, verbal or physical abuse of a Society or board member or for any misrepresentation whatsoever either written or verbal in any application for space.

If a contract is canceled by the Exhibitor for any reason after payment of the rental space, there will not be any refund of fees paid.

The Society reserves the right to reallocate any space if a contract or payment(s) have not been received by the due date unless special arrangements have been made.

**LIABILITY INSURANCE**

8. Contracts require all Exhibitors to carry their own comprehensive general liability policy and must provide The Society with a Certificate of Insurance providing proof of coverage with limits of not less than \$2 million. The **Norfolk County Agricultural Society** must be named as "additional insured" for the period of occupancy including the period for additional set up or removal occupancy. The Exhibitor shall save and hold harmless The Norfolk County Agricultural Society and their respective members, agents and employees, from and against all claims and occurrences with respect to the operation of the concession or booth. **THE INSURANCE CERTIFICATE MUST BE RECEIVED AT THE FAIR OFFICE AS INDICATED IN THE CONTRACT. If a complete and correct Certificate of Insurance is not received by the said date, setup will not be allowed until a proper certificate is received. This may also result in the cancellation of the Exhibitor's rental space if a Certificate of Insurance is not produced upon the opening day of the Fair.**

**SET UP TIMES, BUILDING HOURS AND MOVE-OUT SCHEDULE**

9. **SET-UP SCHEDULE**

The following will be the set-up times for the Fair:

- Friday, September 29 - 9:00 A.M. to 6:00 P.M.**
- Saturday, September 30 - 9:00 A.M. to 6:00 P.M.**
- Sunday, October 1 - 10:00 A.M. to 5:00 P.M.**
- Monday, October 2 - 8:00 A.M. to 9:00 P.M.**

**EXHIBITOR BUILDING HOURS**

- **ALL EXHIBIT BOOTHS MUST BE IN PLACE, FULLY STAFFED AND OPERATIONAL NO LATER THAN ½ HOUR PRIOR TO THE OPENING TIME OF THE FAIR.**
- All Commercial Exhibitors and Concessionaires, inside and outside must operate for the entire 7 days of the Fair and provide qualified personnel and adequate stock at all times during the operating hours of the building.
- **ALL OUTDOOR CONCESSIONS AND OUTDOOR EXHIBIT BOOTHS MUST FOLLOW THE BUILDING HOURS AS A MINIMUM GUIDELINE FOR OPENING AND CLOSING TIMES.**
- **The following are the Exhibitor building (buildings 4, 5, and 6) hours. Please note building 5 is subject to change.**

Day	Hours
Tuesday	10:00 am - 9:30 pm
Wednesday	11:00 am - 9:30 pm
Thursday	11:00 am - 9:30 pm
Friday	11:00 am - 10:00 pm
Saturday	10:00 am - 10:00 pm
Sunday	11:00 am - 9:30 pm
Monday	10:00 am - 8:00 pm

- Commercial Exhibit Buildings will open 90 Mins prior to the above opening times to allow exhibitors access to their booth before opening to the public (for set-up, deliveries or clean-up). Exhibitors will not be permitted in early without an Exhibitor I.D. Badge.
- The exhibitor will adhere to the hours of operation set by the Fair (where hours are set) and will not cease operation before the time set by the Fair.
- Exhibitors must vacate the building within 30 mins of closing times with the exception of the final day.

#### **REMOVAL OF EXHIBITS**

The Exhibitor agrees that no booth inside or outside on exhibit shall be dismantled during the entire run of the Fair and that the display will remain intact until the **closing of the Building on Monday at 8:00 p.m.** At this time the Exhibitor will be allowed to remove, under management supervision, small articles from 8:00 p.m. until 11:00 p.m. Vehicles will not be allowed near the buildings during this time. **Buildings will reopen at 8:00 a.m. the day following the Fair for tear-down and close at 6:00 p.m.** Exhibitors must arrange for the removal of their exhibits, under their own supervision at the termination of the Fair.

**Failure to follow the “Removal of Exhibit” rules will jeopardize participation and/or space location in future shows.** Unless prior arrangements have been made with the Norfolk County Agricultural Society, any exhibit or part thereof that has not been removed after the Fair by the date and time specified will be removed by The Society at the expense of the exhibitor. The Society may dispose of said booth and contents as it sees fit.

#### **ELECTRICAL SAFETY REQUIREMENTS, WORKING AT HEIGHTS AND FUELS**

10. **According to the Ontario Electrical Safety Code all equipment and connections must conform to C.S.A., T.S.S.A., E.S.A. Approved Standards and the Fair Electrician. Where applicable and are subject to inspection by the above authorities including all municipal, provincial and federal authorities.**

#### **ELECTRICAL**

The Ontario Electrical Safety Code defines the standards for safe electrical products and installation in Ontario, and when followed protects the public. This Code requires all electrical connections and equipment in booths and concessions to be approved. All electrical equipment, including equipment offered for sale, must bear a Recognized Agency Certification marking specified by E.S.A. A list of recognized Certification Agency markings is available on request or by visiting [www.esasafe.com](http://www.esasafe.com) or by calling 1-877-ESA-SAFE. **ALL BOOTHS AND ELECTRICAL EQUIPMENT WILL BE SUBJECT TO DISCONNECTION IF THEY DO NOT BEAR THE PROPER MARKINGS.**

#### **DISTRIBUTION POWER BOXES**

- Concessionaires allotted space in area “K” is supplied power via distribution power boxes and are responsible for providing approved equipment from their booth or concession to the power box. The Society will not provide equipment for the Exhibitor
- **MUST HAVE A MINIMUM 10 GAUGE CORD TO PLUG INTO A 30 AMP. 120/250-VOLT TWIST LOCK RECEPTACLE or 50 AMP STOVE PLUG RECEPTACLE. It is recommended to have a 100ft long cord**
- Connection to the distribution power box will be provided by the Fair Electrician prior to opening day.
- Vendors are responsible for providing all documentation. They shall be charged all repairs, inspection and alteration fees that may be required by statutory authority or our staff to maintain the electrical supply as ordered
- Hydro hook-ups are as follows: 110 volt is one triplex 15 amp circuit, 220 volt is one 30 amp or two-15 amp circuits. **EXTENSION CORDS, ETC. ARE NOT SUPPLIED BY THE NORFOLK COUNTY AGRICULTURAL SOCIETY.** If you bring your own extension cord, please ensure it is properly identified to prevent discrepancies and/or loss

#### **WORKING AT HEIGHTS**

As of April 1, 2017, employers must ensure that certain workers complete a “Working at the Heights” training program that has been approved by the Chief Prevention Officer (CPO) and delivered by a CPO-approved training provider before they can work at heights. The training requirement is for workers on construction projects who use any of the following methods of fall protection: travel restraint systems, fall restricting systems, fall arrest systems, safety nets and work belts or safety belts. This training requirement is in the Occupational Health and Safety Awareness and Training Regulation and is in addition to training requirements under the Construction Regulation. Please visit <https://www.ontario.ca/laws> for more information.

#### **FUELS PROPANE & GAS**

Where compressed petroleum or natural gas-fuelled appliances are used in the operation of the concession or booth, the Exhibitor must provide certification from a Certified Propane or Natural Gas Fitter, who is or is employed by a contractor registered by the Fuel Safety Branch of the Ministry of Consumer and Commercial Relations, that the appliances have been inspected in the past thirty (30) days and have been installed and are operating in compliance with the Propane Storage Handling and Utilization Code and the Ontario Regulations under the Energy Act, R.S.O. 1990, as amended. Where the Exhibitor is equipped with combustible fuelled appliances or where otherwise required by the Chief Fire Official, the Exhibitor shall submit to a fire safety inspection and comply with any directions issued by the Chief Fire Official or their designate including Officials from the T.S.S.A.’s Fuel Safety Program, or C.S.A. **All equipment must be T.S.S.A. & C.S.A. approved.** For more information please visit [www.tssa.org](http://www.tssa.org)

**At no time shall an Exhibitor use a generator on the Fairground premises to operate their booth space or concession. They are prohibited from the Fairgrounds. If you are caught using one, it will result in the generator being removed from the space.**

## **FIRE & BUILDING SAFETY REQUIREMENTS**

11. It is the Exhibitor's responsibility to undertake all reasonable precautions to ensure that all fire and building safety requirements are maintained. The Ontario Fire Code and Norfolk County require that all vendors ensure that they are in compliance with the following requirements prior to set-up:

### Fire Extinguishers

- All outdoor commercial exhibitors and food concessions must have a 2A fire extinguisher. Exhibitors must be able to present a copy of the technician's maintenance tag or the fire extinguisher receipt of purchase upon inspection.
- All commercial buildings will be provided with a sufficient number of extinguishers. When setting up your indoor booths please ensure that all extinguishers are left easily accessible and visible.
- All cooking vendors must have no less than a 40BC or Type K extinguisher.

### Tents

- Cooking with fuel-fired appliances (open fires), smoking, the use of candles or other open flame is strictly prohibited in any tent, unless the tent conforms to CAN/ULC S109.
- Hay, straw, shavings or similar combustible materials other than that necessary for the daily feeding and care of animals shall not be permitted within a tent or air-supported structure used for assembly occupancy, except that sawdust and shavings are permitted to be used if kept damp.
- Your tent will require a fire safety plan if:
  - a) More than 30 members of the public will be consuming food or drink in the tent
  - b) Your tent will be used for assembly purposes
  - c) The fire safety plan must be posted conspicuously near the entrance.

### Mobile Food Service Equipment (MFSE)

- All MFSEs must provide a copy of their current annual TSSA safety inspection
- MFSEs purchased or built after 2006 must provide a copy of their TSSA field approval form

### Building Permit Requirements

- All tents, canopies and booths that are larger than 60 square meters (645 square feet) in the aggregate area must have a building permit. If larger than 225 square meters (2421 square feet) it must be approved by an Engineer
- A tent or group of tents is exempt from the requirement of a building permit provided that the tent or group of tents are:
  - a) Not more than 60 square meters (645 square feet) in aggregate ground area
  - b) Not attached to a building, and or
  - c) Constructed more than 3 meters (9.8 feet) from other structures

### For more information please contact:

1. Norfolk County Fire & Rescue Services, 95 Culver Street, Simcoe, Ontario N3Y 2V5, 519-426-4115 Fax: 519-426-4140.
2. Norfolk County Building Division, 8 Schellburg Ave., Simcoe, On N3Y 2J4, 519-426-4377, Fax# 519-426-1186

## **BOOTH ACCESSORIES CONDUCT OF EXHIBITS & FOOD CONCESSION GUIDELINES**

### 12. Drapery

All inside booths include draperies, with 8' high backs and 3' high side dividers. Height restriction for the back wall is eight feet, including 3' for sidewalls. To ensure that all exhibitors have a good sightline from the aisle, displays must not exceed the drapery. Minor variations, such as step-down sidewall displays may occur, but must not exceed the maximum dimensions as illustrated in the diagram below. All other variations must be approved by management prior to opening day.

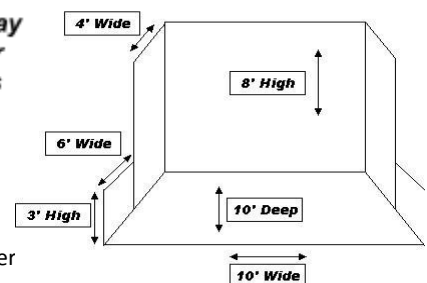
Draperies and skirting are property of the Fairs Drapery Provider. In the event that there are damages (pinholes, rips, cuts etc.) to the drapes and/or skirting in the booth area that was assigned to the exhibitor: the exhibitor will be responsible for all damages which may result in additional charges.

### Booth Accessories

By signing your contract to participate in the Fair, you agree to the following:

1. Tables must be fully and professionally skirted
2. Floor coverings and carpet must be properly secured, clean, in good condition and cover the exact dimensions of booth
3. Handwritten signs will not be accepted
4. Exhibitors must provide all articles required for their booth; including tables, chairs, extension cords, lighting etc.
5. Carpet, Chairs, Tables, Skirting, etc., are available for rent directly from the Fair's drapery provider forms are available on request or can be downloaded on our website

### *Maximum display guidelines for indoor booths*



### Lottery or Raffle Tickets, Free Draws and Giveaways

**The sale of Lottery or Raffle tickets is not permitted** on the premises of the Norfolk County Fair and Horse Show, without prior approval from the Norfolk County Agricultural Society Board of Directors. An application in writing for such consent must be received **by August 31, 2023**, and must contain full disclosure of all terms, conditions, and methods of operation of the lottery or draw.

**Free draws are not permitted** on the premises of the Norfolk County Fair and Horse Show, without prior approval from the Norfolk County Agricultural Society Board of Directors. An application in writing for such consent must be received **by August 31, 2023**, and must contain full disclosure of all terms, conditions, and methods of operation of the lottery or draw.

- The Exhibitor must include the company name and the following disclaimer on the ballot, "The information provided on this ballot is strictly confidential and will not be sold, loaned, rented, or given to any other individual or organization for any purpose, whatsoever."
- The Exhibitor must provide management, a copy of the ballot, prior to any consent being given.
- The Exhibitor must provide a detailed description of the prize to be given.

**Giveaways** Include merchandise samples, advertising novelties, gimmicks or food samples. Must be approved and specified on the contract.

### Rental Space Code of Conduct

- The Exhibitor agrees to use the space(s) provided only for the sale or display of products or services authorized and specified on the Contract/Invoice. **Exhibitors must confine their exhibit and all other exhibit activities within the limits of their allotted space**
- The Exhibitor agrees to maintain qualified personnel in the display booth at all times during the operating hours of the Fair
- The number of qualified staff and the aesthetics of your booth and display will dictate your overall success more than the number of visitors who will walk past your booth
- Salespeople and demonstrators are prohibited from operating in the aisle or in any other location on the Fairgrounds than that specified in the contract
- Advertising matters may be distributed only from within the exhibitor's allotted space. Any exhibitor found distributing advertising matter, either personally or by an agent will be considered a breach of this section and shall entitle the management to cancel the contract
- **The use of any amplification system, musical instrument(s), or any other similar device used in connection with an exhibit for the purpose of attracting attention thereto is prohibited, except where special permission from the Exhibits Coordinator has been obtained after details of the proposed installation have been submitted for approval**
- All booths are subject to utility easement as may be required. Includes hydro cables and panels, water hoses and pipes etc. From time to time The Society's staff and contractors must gain access to the booth space where such utilities are accessible
- **The following products are prohibited from distribution during the Norfolk County Fair & Horse Show;**
  - a) **Electrical products, not C.S.A. approved**
  - b) **Laser guns/pointers, Pointer guns, Potato guns and Marshmallow guns**
  - c) **Products depicting images or statements deemed offensive**
  - d) **Drug paraphernalia**
  - e) **Silly string**
  - f) **Raffles or Lottery Tickets**
  - g) **Knives, Swords, Shields, Toy Knives or Swords**
  - h) **Face Masks (anything that covers the face that is for non-medical purposes)**
  - i) **All other products deemed inappropriate by The Norfolk County Fair and Horse Show that have not been approved by the Vendor Coordinator**
- The Exhibitor acknowledges that they are one of many exhibitors and agrees to reasonably cooperate with the other exhibitors and not to interfere with them or create any nuisance to them, the Norfolk County Fair and Horse Show or the people attending the Fair. Undue noise in the operation of exhibits or unseemly methods employed in sales or demonstration activities is not permitted. Further, offensive language and/or inappropriate mannerisms or behaviour directed towards Fair staff, other Exhibitors or members of the public will not be acceptable. The decision of what constitutes a breach of this section shall rest with the Norfolk County Fair and Horse Show, whose decision shall be final. Any dispute among Exhibitors shall be settled by the Management of the Fair or the person she/he designates, and her/his decision is final
- No intoxicating liquor shall be brought to, or consumed in, or on the said exhibit space; or upon, or in any stand or booth erected thereon. If intoxicating liquor is found within the exhibit space it will result in immediate canceling of exhibit space and the exhibitor will be asked to leave the Norfolk County Fairgrounds.
- No pets are allowed to be in the exhibit space unless the animal is a certified therapeutic animal with papers from a reputable institution. All documents of proof must be submitted to the Vendor Coordinator prior to the exhibit rental being signed.

### Waste Removal Service:

- A waste removal service fee applies to all Food Concession and non-food vendors who promote food sampling through free package giveaways
- All exhibits and concessions shall be kept in a clean and tidy condition, and all sweeping, dusting, removal of refuse, etc. shall be done each day prior to opening or after closing. After the last day of the Fair, all sites must be cleared of all refuse. If the exhibit/concession site is left unsatisfactory additional charges will apply
- Recycling must be removed to the appropriate recycling or disposal bins provided for that purpose
- All cardboard boxes, cartons, products and displays must be broken down, flattened and cut or folded to a size of no greater than 36" W x 48 "L and stacked together for pickup alongside normal garbage



### **Outdoor Food Vendors only:**

- All bagged garbage to be placed in front of your concession for early morning pickup
  - Permanent sewage disposal pits are for “gray water” ONLY. It is forbidden to dump grease, fats, waste matter, food or solids in the permanent sewage disposal pits
  - Grease and oils should be disposed of in the portable drums provided in several locations in the food service areas.
  - All solids must be strained and disposed of in a legal manner.
- Any grease spills that happen on the food concession site (pavement, grass, gravel, etc.) must be cleaned up in a timely manner

### **FOOD VOUCHER PROGRAM**

#### **13. APPLIES TO “OUTDOOR” FOOD, SNACK, CANDY AND BEVERAGE CONCESSIONS AND ALL “INDOOR DINING HALLS”**

The Food Voucher Program is mandatory and any breach of this section shall entitle the management to cancel the contract and close the concession. Food Voucher Redemption Forms will be provided to all “Food” Vendors and must be completed and returned to the fair office no later than November 1<sup>st</sup>. **Food Voucher Redemption Forms will not be accepted after this date.** For additional information on the Food Voucher Program, please review the 2022 Food Voucher Program (a separate document).

### **FOOD SAFETY & SAMPLING**

#### **14. H-N HEALTH UNIT – SPECIAL EVENT FOOD PROVIDER APPLICATION**

Upon the acceptance to sell food at the Fair such food or drink shall be subject to the approval of the Haldimand-Norfolk Health Unit.

Food Vendors are required to ensure that the Special Event Food Provider Application is completed in its entirety for submission to the Haldimand-Norfolk Health Unit by August 31, 2023. All Food Exhibitors must apply directly to the H-N Health Unit [here](#). **It will not be the responsibility of the management of The Society to submit your application. The Society will not advocate or speak to the HNHU on your behalf.**

The Public Health Inspector from the HNHU will contact the Food Exhibitor and conduct a consultation to determine that all Health requirements in terms of food handling are met. Once this is completed, approval is granted by way of an approval letter sent to the Food Exhibitor and Vendor Coordinator via email. The Exhibitor must follow all guidelines set out by the HNHU for food handling during the fair. Failure to do so will result in the closure and removal of your booth space with no refund of booth space fees.

For more information contact H-N Health Unit, 12 Gilbertson Drive, Simcoe, ON N3Y 4L1. 519-426-6170 or 905-318-6623 or visit the website at [www.hnhu.org](http://www.hnhu.org)

### **ACCOMMODATIONS/RV & TRAILER PARKING**

#### **15. Overnight accommodation is available for RV's & Camping Trailers only. Vehicle parking is available on the Fairgrounds in the designated RV & Camping Trailer Parking area only (**Stock Trailers are not permitted in this area**)**

Limited space is available on a first-come basis. Limited hydro & water hook-ups are available on a first-come basis. The following are **RV & Trailer Parking Fee:** \$165.00 for the period Oct. 2-10, 2023 (Includes 1 camper and 1 vehicle only) If additional days are requested prior to Oct 2 or after Oct. 10, a fee of \$40.00/day will apply.

Any RV or Camping Trailer, which cannot be properly identified, or is not registered at the Fair Office will be removed from the property at the owner's expense or will not be permitted entry into the Fairgrounds.

### **STOCK VEHICLES/TRAILERS**

#### **16. Due to limited space on the grounds, all Exhibitors must adhere to the Stock Vehicle/Trailer Policy. Stock vehicles/trailers either, refrigerated or non-refrigerated, are not permitted on the grounds unless registered prior to the event and special permit fees have been paid. Submitting a request does not guarantee a stock vehicle/ trailer on-site. Detailed information regarding this policy and a registration form is available at the Fair office. Any stock vehicle/trailer, which cannot be properly identified, or is not registered at the Fair Office, will be removed from the property at the owners' expense.**

All stock vehicles/trailers that are located on the concession site and are in the public's view must be in good condition (including logos, identifying lettering and decorative decals) and be properly locked & secured at night. The Society is not liable or will be held responsible for any damage to a stock vehicle or trailer.

### **PROTECTION OF EXHIBITS**

#### **17. The Society shall use all reasonable precautions to ensure the safety of materials at the Fair, but the owners themselves must take the risk of exhibiting them. All outside booths must be secured at night. Should any exhibit or portion thereof be injured, lost, stolen or suffer damage from any cause whatsoever, the Norfolk County Agricultural Society will not be liable, or make payment for the value thereof.**

The Society may appoint persons to protect and secure the property of the Society within the Fairgrounds and to eject all persons who may act improperly within the grounds or behave in a disorderly manner or violate any of the rules or regulations of the Society. This includes appointing persons to protect and secure the premises overnight between the hours of 10 pm - 8 am.

**MOTORIZED CART OPERATION POLICY**

- 18. All vehicles, including all motorized fuel or electric vehicles for use or described as maintenance carts, utility vehicles, ATV's, quads, trikes, and bikes for the purposes of transporting people, goods or materials are prohibited on the grounds unless approved by Management prior to operation. Personal battery-operated single-seat mobility scooters are NOT included in this policy. If approval has been given, a permit issued from the office must be obtained. For further information please refer to the "Motorized Cart Operation Policy" available at the Fair Office.

**ADDITIONAL GENERAL PROVISIONS**

- 19. The Exhibitor shall indemnify and hold harmless THE NORFOLK COUNTY AGRICULTURAL SOCIETY, their members, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by any third parties that may arise out of, or may attribute to, all operations performed by or carried out by The Exhibitor, his agents, employees, or servants, or anyone for whose acts he may be held liable, howsoever caused.

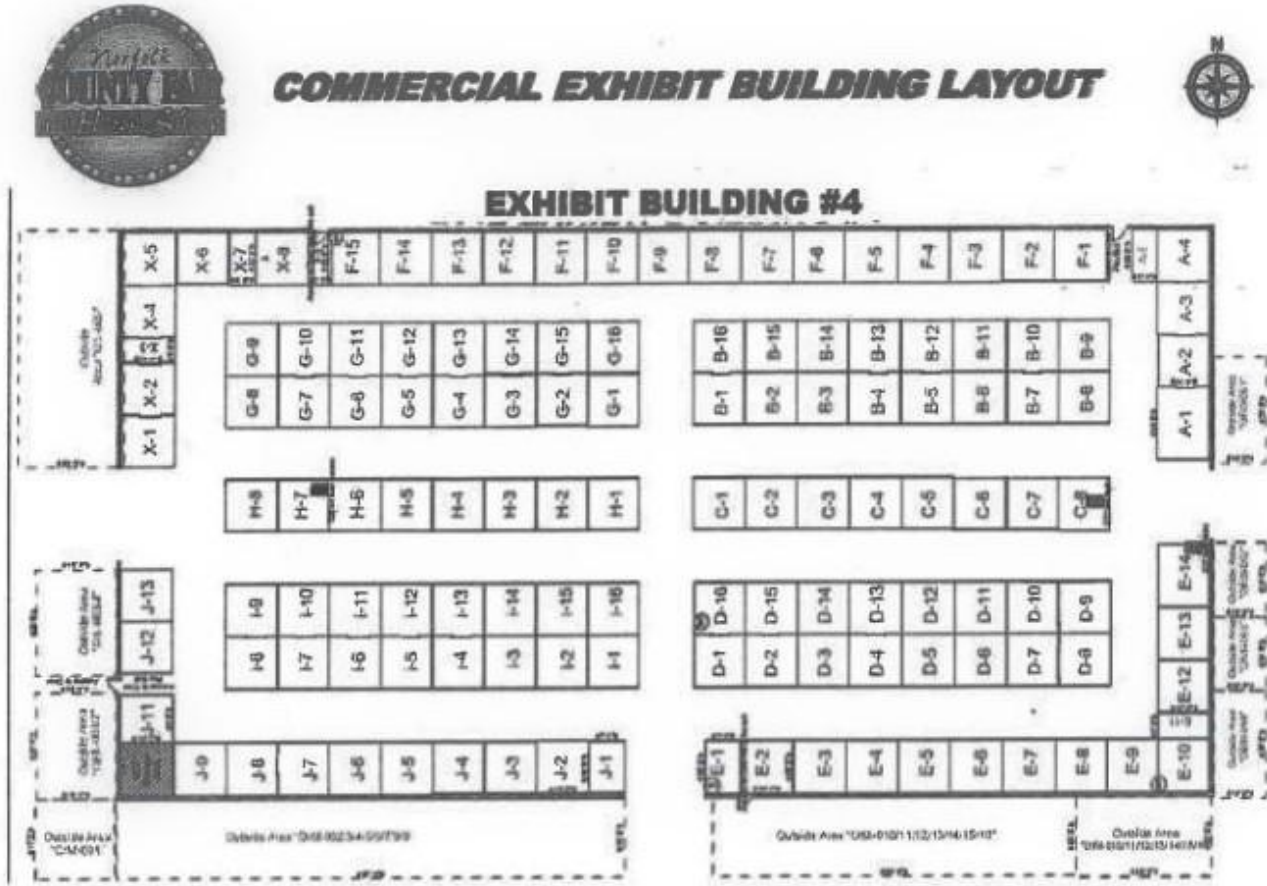
The Corporate name and any logo or device designed to identify the Fair and its activities are the sole property of the Society and may not be reproduced or used in any form without the written permission of the Society.

The Society operates under the Authority of the Agricultural and Horticultural Organizations Act 1987 as amended. Under the authority of this act of legislation, the Society may prohibit and prevent theatrical, circus or acrobatically performances or shows and may also regulate the huckstering or trafficking in fruit, goods, wares or merchandise on the Society's property or within 100 meters thereof on the days of the Fair.

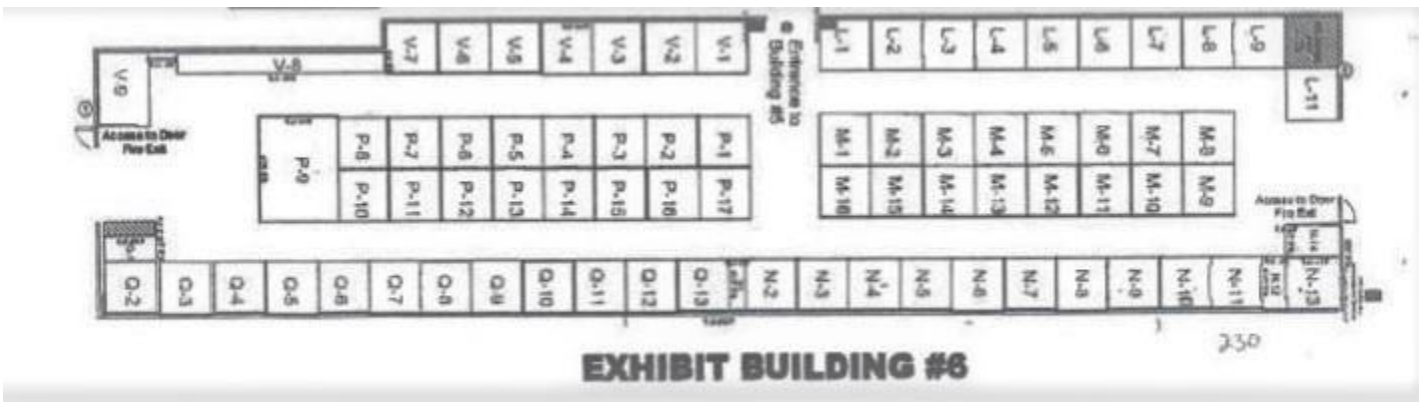
The decision of the Board on any question of interpretation of these rules or on any dispute or difference arising between any exhibitors and the Society shall be final, conclusive and binding for all parties. Any breach of these conditions shall entitle the management to cancel the contract and close the concession or booth forthwith and if deemed necessary to remove the operator and his goods, apparatus and wares from the grounds of the Society at the owner's expense.

**EXHIBITOR BUILDING BOOTH SPACE DIAGRAM**

**Building 4**



**Building 6**





- 1 Dining Hall - Country Kitchen
  - 2 Homecraft Building - Arts & Crafts (Sr-Upper, Jr-Lower)
  - 3 First Aid
  - 4 Exhibit Building
  - 5 Lounge 5
  - 5 Red Ribbon Bistro (West End) hosted by Gator at the Norfolk
  - 6 Exhibit Building
  - 7 Norfolk Fair Market/ Axe Throwing/Games
  - 8 Community Hall/Pool
  - 9 Agriculture Awareness Centre & Water Refill Station
  - 10 Live Stock Ring
  - 11 Grandstand
  - 12 Sheep Barn
  - 13 Poultry Barn
  - 14 Heavy Horse Barn
- Gates

Schedule subject to change.

**NO PETS ALLOWED ON FAIRGROUNDS**

