



“Cultivating the Next Generation”

July 25th – 29th, 2017

2017 Non-Food Exhibitor Contract		
Business/Organization Name:		
Mailing Address:		
City:	State:	Zip Code:
Contact Name:		
Phone Number:	Email Address:	
Tax ID Number: (Please include Certificate of Authority)		
Please include a brief description of your business or organization:		
List all items to be sold or advertised:		
Camping and Exhibitor Space Requirements		
Camping Area Required: Yes <input type="checkbox"/> No <input type="checkbox"/> Type: Motorhome <input type="checkbox"/> Tent <input type="checkbox"/> Trailer <input type="checkbox"/> Size:		
Camping Fee	\$75/week	___ x \$75 = \$
Space Required (10 feet minimum)	Inside (\$10/foot) Outside (\$15/foot)	___ x \$10 = \$ ___ x \$15 = \$
Additional Electric Required	\$1/amp over 15amps	___ x \$1 = \$
Fair Passes (One pass included with every 10 feet of space rented)	\$20/each additional pass	___ x \$20 = \$
Total Amount Due:		\$
Less Deposit Enclosed:		\$
Balance Due:		\$
Minimum deposit of 50% due upon signing of contract which is refundable up to 30 days prior to start of Fair. Balance due prior to set-up. Additional charges for outside space containing living quarters; electrical service for inside vendors who require more than a wall outlet. Please notify us of any water, electrical or other services you may need. Appropriate fee will be agreed upon and payment made prior to the providing of such service. There will be a \$40 charge for each returned check.		
Please make all checks payable to: Ontario County Fair Society	Mail all checks and correspondence to: PO Box 324 Canandaigua, NY 14424	
Certificate of General Liability Insurance, NYS Certificate of Authority, and deposit are required when submitting this contract. Deadline for submittal is 7/14/2017.		
Exhibitor Signature and Date:	Ontario County Fair Representative Signature and Date:	

Note: This contract will serve as your license upon acceptance. This is not transferable. Keep one copy of this contract for your records.



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RULES AND REGULATIONS

All exhibitors are required to confine their activities within the space provided.

All exhibits should be set up and operational by no later than 4:00pm opening day.

Please respect other exhibitors and keep all exhibit material within assigned area so as not to impede traffic.

All trash must be removed from the exhibit to outside containers provided nightly. Ontario County has strict recycling laws. Please use proper trash cans.

All exhibitors are required to adequately secure/anchor all CO2 or other compressed gas cylinders per OSHA regulations. Due to fire codes, the use of all cylinders must be brought to the attention of the Ontario County Fair.

All exhibitors will be allowed to enter the Fair Grounds with motorized vehicles in the morning prior to the day's activities. All vehicles will be removed to designated parking areas by 10:00am. NO EXCEPTIONS.

All exhibitors must provide required insurance certificate four (4) weeks prior to opening day of the Ontario County Fair.

Each exhibitor will supply their own tables and chairs.

Exhibitors selling food items (other than pre-packaged such as gum and candy bars) are not allowed in Mercantile Buildings.

If you travel with a pet, you must have a valid rabies certificate and license for each animal. All animals must be confined to your camping area and must be leashed when outdoors.

PER NEW YORK STATE LAW: You are required to display a valid New York State Sales Tax Certificate of Authority (Form ST-105) within your display booth at all times. We are required by NYS Law to prohibit admittance to the Ontario County Fair if you do not obtain and display a valid certificate. Exhibitors will not be entitled to a refund of deposit. We recommend that a minimum of 30 days be allowed for processing of your application for the sales tax certificate.

EACH EXHIBITOR MUST COMPLY WITH ALL FEDERAL, STATE, LOCAL, NYS AGRICULTURAL & MARKET LAWS, AND THE RULES AND REGULATIONS OF THE ONTARIO COUNTY FAIR. ONTARIO COUNTY FAIR NOR ITS OFFICERS OR DIRECTORS ACCEPT ANY RESPONSIBILITY FOR YOUR EXHIBITS. WE WILL NOT BE RESPONSIBLE FOR FIRE, THEFT, VANDALISM OR ANY DAMAGE TO EXHIBITS.

EXHIBITORS & SPONSORS INSURANCE REQUIREMENTS

As an authorized exhibitor or sponsor of the Ontario County Fair you are required to have a current General Liability insurance certificate on file at Ontario County Fair verifying your insurance coverage.

Ontario County Fair shall be listed as the certificate holder on the policy. Ontario County Fair's name and address shall appear in the lower left hand corner of the Acord certificate as follows:

**Ontario County Fair
PO Box 324
Canandaigua, NY 14424**

Please work with your insurance carrier immediately to supply us with this most important document. Insurance certificates may be mailed to the address above or emailed to ontariocountyfair@gmail.com.

If you have any questions pertaining to our insurance requirements, please contact Pete Spoor at (585) 474-4423. Certificates of Insurance must provide evidence of the following coverage. Limits indicated below are the minimum acceptable.

<u>General Liability Coverage</u>	<u>Limit Required</u>
Coverage to include	\$1,000,000 per occurrence
Products Liability	\$1,000,000 general aggregate

Worker's Compensation and New York State Disability Insurance

Statutory New York coverage must be certified if any of the following conditions exist:

1. If you are a Corporation.
2. If you are an Individual or Partnership and you employ one (1) or more employees.

NOTE: Only (Form #25 or 25s) ACORD Certificate of Insurance will be accepted.

In completing the ACORD Certificate of Insurance the name of the insured must be identical to the name that is shown on the Exhibitor Contract.

The Ontario County Fair will be charged for every exhibitor who does not submit an acceptable general liability insurance certificate; this charge will be passed on to the exhibitor or sponsor. The Ontario County Fair accepts no responsibility or liability for any exhibitor or sponsor arising out of any loss for improper or inadequate insurance coverage.

If you are required to carry Worker's Compensation Insurance and fail to supply evidence of coverage, admittance to the Ontario County Fair will be denied.