



Non-Food Exhibitor Application Checklist

- Application has to be complete. No blank fields.
- Certificate of Insurance shall read as follows:

ONTARIO COUNTY AGRICULTURAL SOCIETY INC.
2820 COUNTY ROAD 10
P.O. BOX 324
CANANDAIGUA, NY 14424


The above shall be listed as certificate holder AND additional insured.

- Check or Money Order made payable to Ontario County Agricultural Society Inc. MUST be enclosed with your application.
- If the application is submitted minus any of the above items, it will be returned.
- Mail application and fee to the following address:

PETER SPOOR
3256 DEPEW ROAD
CANANDAIGUA, NY 14424



Non-Food Exhibitor Contract

| | | | |
|--|----------------------------------|---|-----------|
| Business/Organization Name: | | Contract Dates: 7/23 - 7/27, 2019 | |
| 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 (<u>10 feet minimum</u>) Standard size 10X10 | Inside (\$10/foot) \$100 minimum | ___ x \$10 = \$ | |
| | Outside(\$15/foot)\$150 minimum | ___ 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: | | | \$ |
| <small>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. Contract question contact Pete & Ellen Spoor 585-526-5212 or ellenheath2@aol.com</small> | | | |
| Please make all checks payable to: Ontario County Agricultural Society Inc. | | Mail all checks and correspondence to: Peter Spoor - 3256 Depew Rd Canandaigua, NY 14424 | |
|  | | | |
| Certificate of General Liability Insurance, NYS Certificate of Authority, and deposit are required when submitting this contract. Deadline for submittal is 10 days prior to Fair's opening | | | |
| Signature and Date: | | Ontario County Agricultural Society 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.



Rules and Regulations

All exhibitors, vendors, or sponsors 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, vendors, and sponsors 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 Agricultural Society.

All exhibitors, vendors, or sponsors 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 11:00am. **NO EXCEPTIONS.**

All exhibitors, vendors, or sponsors must provide required insurance certificate four (4) weeks prior to opening day of the Ontario County Fair. Each exhibitor, vendor, or sponsor will supply their own tables and chairs.

Exhibitors, vendors, or sponsors 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.

The Ontario County Fair requests that vendors refrain from selling or displaying products that may offend and those that could pose a public health or safety concern. Failure to comply will result in immediate dismissal of the vendor.

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.

Insurance Requirements

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

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

**Ontario County Agricultural Society Inc.
2820 County Road 10
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 Frank Stowell at (585) 394- 6500.

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> |
|--|-----------------------|
| <u>General Aggregate</u> | \$ 2,000,000 |
| <u>Products & Completed Operations</u> | \$ 2,000,000 |
| <u>Personal & Advertising Injury</u> | \$ 1,000,000 |
| <u>Each Occurrence</u> | \$ 1,000,000 |
| <u>Damage to Rented Premise</u> | \$ 50,000 |
| <u>Medical Payment</u> | \$ 5,000 |

Worker's Compensation and New York State Disability Insurance

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

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

NOTE: Only ACORD Forms #25 or 25s Certificate of Insurance will be accepted. Additional Insured Forms CG 2010 or similar forms will be accepted. C 105.2 Workers Compensation Certificates and DB 120.1 NYS Disability are acceptable forms as proof of Workers Compensation and NYS Disability. Acceptance, Consent and Approval of Certificates of Insurance and Additional Insured forms are at the discretion of the Board of Directors.

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 Agricultural Society 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 Agricultural Society 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.