

10801 McCowan Road  
 Markham, Ontario L3P 3J3  
 Telephone: (905) 642-FAIR  
 Fax: (905) 640-8458  
 Email: [office@markhamfair.ca](mailto:office@markhamfair.ca)  
 Website: [www.markhamfair.ca](http://www.markhamfair.ca)



Oct 1st 9:00 am - 10:00 pm  
 Oct 2nd 9:00 am - 10:00 pm  
 Oct 3rd 9:00 am - 10:00 pm  
 Oct 4th 9:00 am - 6:00 pm

## 2009 CRAFT VENDOR SPACE APPLICATION/LICENSE OCTOBER 3 & 4, 2009

“Just Crafts” is a venue to sell **your** handmade goods to the many Fairgoers, who are eager to purchase unique creations. This affordable opportunity is a two day event held in the existing Picnic Shelter, located in the outdoor concession area. It is open from **9:00 am to 10:00 pm on Saturday, October 3rd** and **9:00 am to 6:00 pm on Sunday, October 4th**

To apply for space, please complete this Craft Vendor Space Application and forward it along with payment to Markham Fair (address above). No application will be considered and no space will be held without a signed application and payment. Upon approval of your application, Markham Fair will send a letter or email confirming your space. If Markham Fair does not accept your application, payment will be returned in full. If you have further questions, please contact Markham Fair at 905-642-3247 or Kelly Winnitoy at 905-642-9309.

### CONTACT INFORMATION

Name: _____		Booth Name: _____	
Mailing Address: _____			
Town/City: _____	Province: _____	Postal Code: _____	
Phone: _____	Cell: _____	Email: _____	

### BOOTH REQUIREMENTS AND ADDITIONAL COSTS GST#123607012

<b>SPACE REQUIREMENTS:</b>	
Number of Booths @ 150.00 each _____	\$ _____
<b>ADDITIONAL CHARGES IF APPLICABLE:</b>	
HOUSE TRAILERS - \$10.00 per day _____	\$ _____
<i>The cost for two days, October 3 and 4, 2009, is \$150.00 plus GST per booth. Each booth will accommodate an 8' table with depth varying between 5' and 6'. One 8' table and two chairs are included. Participants must be setup by 8:45 am on both Saturday and Sunday and have adequate staff to cover all the hours noted above.</i>	<b>Sub Total</b> \$ _____
	<b>GST 5%</b> \$ _____
	<b>Total</b> \$ _____

### PRODUCT LISTING

Please state all articles/products to be displayed.

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### PAYMENT OPTIONS

Full payment must accompany this application. It is understood that your cheque will be returned if this application is not accepted by Markham Fair. The following methods of payment are accepted:

Cheque payable to MARKHAM FAIR in the amount of \$ \_\_\_\_\_

Credit Card charged to  Visa or  Master Card in the amount of \$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

\_\_\_\_\_ Cardholder Name \_\_\_\_\_ Authorized Signature

*A \$50.00 charge will apply to NSF cheques. Cheques will not be accepted after September 23, 2009.*

**CRAFT VENDOR GUIDELINES (Please Read Carefully)**

1. The Craft Vendor Rules and Regulations shall take precedence over the Craft Vendor Guidelines and form part of the license agreement.
2. **CRAFT VENUE HOURS OF OPERATION:**  
Saturday October 3/09 9:00 am to 10:00 pm *and* Sunday October 4/09 9:00 am to 6:00 pm. Your booth must be open and staffed by competent personnel during all of the above Craft Venue hours of operation.
3. Exhibitors will be allowed access to Markham Fairgrounds between 7:00 am and 8:30 am on Saturday October 3/09 to unload their crafts and set up. Exhibitors must be in place and fully operational no later than 8:45 am each day or the exhibitor may result in forfeit of license and rental fee.
4. There will be no vehicular traffic within Markham Fairgrounds once the Fair has started. Deliveries must be dropped off at the Livestock Entrance. A complimentary delivery service for transporting supplies/merchandise will be available, but may be suspended at any time, without notice, at the discretion of Markham Fair.
5. Craft booths should be secured at night. All vendors should take precautions to protect their own property including the purchase of insurance if necessary.
6. Each craft vendor will be allotted 4 drop passes and must be picked up from the Concessions Office at Markham Fairgrounds between September 28/09 and September 30/09 inclusive. Extra passes may be purchased for **\$6.00 each**. Markham Fair reserves the right to limit the number of purchased passes available to any exhibitor. Admission to Markham Fair by an exhibitor or their staff shall require a Concessions Pass. A Concessions Pass admits one person to Markham Fair for one day; however, should that person leave the Fairgrounds they may have their hand stamped for readmission on the same day. Exhibitors or their staff who are not in possession of a Concessions Pass are required to purchase a general admission ticket to enter the Fairgrounds. Markham Fair will not reimburse the cost of this ticket.
7. While every precaution will be taken to guard against loss of equipment or display material, the Markham Fair will not assume responsibility for losses which might be incurred from pilfering, water damage, fire, accident or any other cause.
8. Exhibitors agree to not dismantle or remove their booth before 6:00 pm Sunday October 4/09. No vehicles may enter the Fairgrounds to pickup both materials until authorized. All exhibit material must be removed no later than 6:00 pm Monday October 5/09.
9. Exhibitors Vendors are responsible for supplying their own fire retardant table covering. The covering must be long enough to conceal the front of the table.
10. Hydro hookups are available but could be up to 50 feet from the space and it is the responsibility of the exhibitor to bring an extension cord. Exhibitors are prohibited the use of flammable materials.
11. Every effort will be made to accommodate requests for specific booth spaces; however, Markham Fair will make final allocations. In addition, should adjustments to the floor plan be deemed necessary Markham Fair reserves the right to relocate booths as required.
12. Exhibitors must confine their crafts and all other exhibit activities within the limits of their allotted space. Exhibitors are prohibited from operating in the aisle or in any other location not assigned to the Vendor. No merchandise or décor is to be displayed beyond the front edge of the booth. All storage material is to be incorporated into the sales area. It must not be visible to the public.
13. Exhibitors may not operate any other business or sale of goods other than the handmade crafts that are listed on the Craft Vendor Space Application/License.
14. Limited space is available for parking house trailers at a rate of \$10.00 per day and must be included in the Craft Vendor Space Application/License. Location to be at the discretion of Markham Fair.
15. Details of free draws must be provided in writing to Markham Fair prior to the first day of operation. The draw must be made by 5:00 p.m. on October 4/09 and a list of the winners' names and phone numbers along with the prizes awarded must be submitted to the Fair Office prior to leaving the Fairgrounds on October 4/09. Proposals for selling draw tickets must be provided to Markham Fair in writing and approved by the Board of Directors prior to the Fair.
16. Markham Fair reserves the right to limit the number of booths for any particular craft or display.
17. All exhibits must comply with all regulations established by the Electrical Safety Authority, Buildings, Fire and Health Departments of York Region and Markham Fair.
18. No pets are allowed on the Fair grounds except leashed pets taking part in a Fair event and leashed working animals required to assist disabled people.
19. All exhibitors are required to park personal vehicles in the designated Concession parking area.
20. Markham Fair reserves the right to reject or accept any application for rental space or a license at any time for any reason.
21. Markham Fair is not liable to any exhibitor/licensee for any damages it may suffer as a result of its participation at Markham Fair.

Note: This application becomes a license once it's confirmed by Markham Fair and the exhibitor is notified.

I have read the Craft Vendor Guidelines and agree to abide by them in their entirety. Recognizing that failure to abide by the Craft Vendor Guidelines and the Craft Vendor Rules and Regulations could result in the termination of my license.

I am aware that exhibiting at Markham Fair involves inherent risks which are above and beyond the control of Markham Fair and I voluntarily and knowingly acknowledge, accept, and assume these risks.

I therefore hereby release the Markham and East York Agricultural Society and its agents, officials, employees, volunteers and contractors from any and all liability, actions or lawsuits arising from any activity relating to the event, howsoever caused.

Name (please print): \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		<b>C</b>	<b>CQ</b>	<b>D</b>	<b>V</b>	<b>MC</b>	
Amt Rec'd: \$ _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirmation Letter: _____
Amt Rec'd: \$ _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes: _____							

## CRAFT VENDOR RULES AND REGULATIONS

In consideration of being granted a license to use the specified facilities or space of the Markham and East York Agricultural Society (hereinafter called Markham Fair) the undersigned (hereinafter called the Licensee) agrees to all the terms, conditions and covenants herein contained.

1. All Licensees, their agents, employees, affiliates, invitees, contractors, subcontractors or workpeople are subject to the General Rules and Regulations of the Markham Fair.
2. The Markham Fair, its Directors, Committee Members or Employees shall not be responsible in any way for any injury to any person, or for any loss of or damage to any property belonging to the Licensee or Renter or such other person or persons contracting herein, for the use of property or premises of Markham Fair, their invitees, licensees, agents, contractors, subcontractors, affiliates, employees or workers, while such person or property is in or about the premises, or any walkways, truckways, platforms or corridors in connection therewith, including (without limiting the foregoing) any loss or damage to any property caused by theft or breakage, or by steam, water, rain or snow which may leak into, issue or flow from any part of the premises, or any adjacent or neighbouring land or from water, steam or drainage pipes or plumbing works thereof or from any other place or corridor for any loss or damage caused by or attributable to the conditions or arrangement of any electric or other wiring or for any other loss whatsoever arising out of the occupancy of the premises or any operations or activities conducted therein by such persons as aforesaid and the renter or Licensee and such other person or persons contracting herein for the use of property or premises of the Markham Fair covenants to indemnify the Markham Fair, its Directors, Committee Members or Employees against all loss, cost claims or demands in respect of any injuries, loss or damage referred to in this paragraph.
3. The Licensee expressly covenants and agrees to obey all Municipal, Provincial and Federal Statutes, Bylaws and Regulations and to obtain and pay for such necessary permits, licenses, or other authorization as may be required by Federal, Provincial and Municipal regulations.
4. No portion of the property or premises covered by this agreement may be sublicensed or assigned by the Licensee unless specifically agreed to, in writing by the Markham Fair.
5. The Licensee agrees to observe speed limits on the Markham Fair grounds, parking regulations, admission fees or pass policies which may be in effect, the direction of parking attendants and security personnel and such other regulations as are established by Markham Fair.
6. The Licensee shall be responsible for all damages to or loss of Markham Fair property (normal wear and tear excepted) that result from the granting of this license.
7. Markham Fair reserves the right to inspect the licensed premises at any time.
8. Markham Fair reserves the right to cancel this agreement at any time if, in its opinion, the terms and conditions of this license are not being observed.
9. Markham Fair reserves the right to limit the number of booths for any particular display, product, service or craft.
10. The Licensee covenants and agrees to pay such fees and charges as are contained in this license.
11. Markham Fair shall not be liable for any damages resulting from Markham Fairgrounds being unexpectedly closed.
12. Markham Fair reserves the right to relocate or alter the space assigned to the Licensee.
13. The Licensee shall not employ anyone under the age of 14 years.
14. The Licensee is responsible for the placement and cost of all insurance related to participation in the event.
15. The Licensee is permitted to exhibit or sell only those products and services as listed on the license agreement.
16. The Licensee agrees to staff the licensed booth and/or property at all times during the Fair hours of operation as stated on the Commercial Exhibits Space Application Form.
17. The Licensee is prohibited from conducting a lottery or selling lottery and/or break open tickets.
18. No soliciting or other activity for any purpose will be permitted except from within the booth or space licensed for that purpose.
19. No Licensee is to mark or in any way deface the premises. In particular, no nails, hooks, tacks, screws, gummed or adhesive stickers are to be utilized on/in any part of the premises. Use of said materials will be subject to reasonable removal/repair charges by Markham Fair.
20. The Licensee agrees to observe all fire regulations and maintain acceptable fire prevention practices as required by the provincial and civic authority having jurisdiction over these matters. Food concession licensees are required to provide and place appropriate fire extinguishers. **Indoor Licensees are required to complete a Certificate of Flameproofing that must be made available upon request.** For inquiries contact Markham Fire and Emergency Services.
21. Licensees planning to operate free draws or distribute any advertising material, must provide complete details to Markham Fair, in writing, prior to the first day of operation. All awards must be drawn prior to the closing of the Fair and the names of winners, along with their address and telephone number must be submitted to Markham Fair on the final day of the license agreement.
22. Indoor exhibits located in center locations must not exceed eight feet in height (including signs). Exhibits located along perimeter walls may be built higher, if approved by Markham Fair.
23. Exhibit walls and dividers may not be higher than four feet from the floor at any point beyond five feet from the back of the exhibit.
24. The Licensee agrees to maintain clean premises and observe sanitary food handling practices. **All food Licensees are required to complete a York Region Health Department Vendor Application form and provide it to Markham Fair at least two weeks prior to the opening of the Fair.** All food concessions are subject to inspection by the York Region Health Department.
25. Refuse/waste containers for use inside the concession are the responsibility of the Licensee. All refuse must be placed in the designated refuse bins in that area. All cardboard must be flattened and tied for recycling.
26. Gray water must be held in reservoirs until disposed of by Markham Fair Staff.
27. Late arrivals may find their space occupied by a "stand by" licensee. No refunds will be paid in this instance.
28. Cancellation of agreement by Licensee up to 60 days before the Fair shall result in the forfeiture of 50 percent of the total amount of this license. Cancellation of agreement by Licensee within 60 days of the Fair shall result in the Licensee being liable for the total amount of this license.
29. The Licensee shall be charged for electrical services to connect to power sources and electrical inspection fees as per license.
30. Hydro hookups are available but could be up to 50 feet from the space. It is the responsibility of each Licensee to provide his/her own extension cord. All hydro equipment and connections must conform to the Electrical Safety Code in Ontario and CSA Approved Standards. Available hydro hookups are as follows: 110 volt is one triplex 15 amp circuit, 220 volt is one 30 amp circuit or two 15 amp circuits.
31. No pegs may be driven into any paved area without permission of Markham Fair.
32. The Licensee agrees that no display material may be dismantled or removed during the entire term of the license agreement.
33. The Licensee agrees to remove all materials, supplies and equipment within 24 hours of the final day of the license agreement or at the discretion of Markham Fair. Failure to comply will result in Markham Fair removing and disposing of any items at the expense of the Licensee.
34. The Licensee is subject to an additional charge equivalent to 25 percent of the total of this license for each day the Licensee exceeds the dates stated in the licensed agreement.
35. Undue noise or unseemly methods of demonstration employed while operating concessions or exhibits will not be tolerated. Sound levels of radios, P.A. systems and all other sound amplification equipment must not interfere with other licensees or event patrons. The decision of what constitutes undue noise or unseemly methods shall rest with Markham Fair whose decision shall be final.
36. Licensees vending food and/or refreshments are not permitted to use sound amplification systems.
37. Approval of a Craft Vendor Space Application is indicated by one of the following: a) receipt of a confirmation letter/email by the Licensee from Markham Fair or b) signature on the License by Markham Fair. Acceptance of cash, cheque, credit card or other means of payment does not constitute approval by Markham Fair.
38. The Licensee agrees to abide by all regulations and rules adopted by Markham Fair in the best interest of the Fair and agrees that Markham Fair shall have the final decision in adopting any reasonable rule or regulation deemed necessary prior to, during and after the Fair.