

NAVAN FAIR August 11th, 12th, 13th, & 14th, 2011

Dear New and Previous Concessionaires,

The Navan Fair is fast approaching, and I am getting geared up for this year's fair. Also we will continue to add some picnic areas near the food vendors along the Arena roadway and the Curling Club roadway. We are still looking at ideas to bring more movement into this area such as exhibitor/crafter demonstrations at specific times during the fair. Also we have invited the local Crafters Guide members to join us again this year. If you have any ideas for the Curling Rink area please let the office know. We will have the Kids Corner in the curling club sponsored by Place D'Orleans.

Please read through all the rules and regulations and sign all areas that apply, in order for us to process your application and reserve a spot for you and your organization. We will NOT reserve your spot unless we are paid by the due date. Our committee has many requests for space and saving spots is NOT how we do business. We stick with the motto, "**FIRST COME...FIRST SERVE!**"

Should you need to contact us, please call the Navan Fair office at 613-835-2766 or fax at 613-835-4008 and by email me at navanfair@bellnet.ca.

Dates to remember

May 2nd Please advise if you will be joining us by calling 613-835-2766 or email navanfair@bellnet.ca

June 30th please send your application, signed agreement, copy of insurance, payment, and desired location to 1279 Colonial Rd. Navan, Ontario K4B 1N1.

July 15th please have your payment in before 5pm. **Only cash or certified cheque will be accepted after July 15st, 2011.**

We will send out your passes to you, once payment is received.

Sincerely,
Shawn Robinson
Concession Director

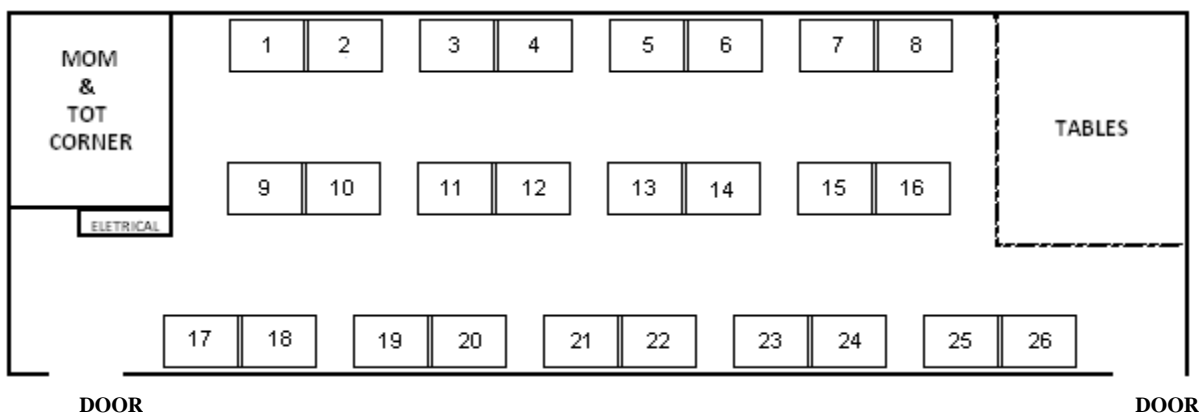


Rules for Outside and Inside Concessions

<u>Passes:</u>	Each concession is given two-four day passes. You are given the opportunity to purchase additional passes if required. The pricing is included on the application form. The office is located within the fair grounds and come fair time, if a concession person does not have a pass...THEY WILL PAY! There is no way to leave passes at the office and due to staff changes at the gate, leaving passes is not a guaranteed way to pass the passes along to the next employee. No refunds will be made, so please make this <i>clear</i> to ALL employees /volunteers that are working at your booth.								
<u>Parking:</u>	Each concession is given two free parking passes. Our parking is located at the east end of the grounds by entering the Delson Street entrance. However, sometimes it is closer for inside concessionaires to park on the streets of Navan. Due to your early arrival, there are ample spaces to park in Navan. In case of bad weather, please note that our parking area is grassy and will end up being muddy. We suggest that if the weather is poor, that you find parking on the streets, you will thank us if the weather takes a turn for the worse.								
<u>Ground access:</u>	The gates officially open at 8 am therefore concessionaires must access the grounds via the Delson gate – all the other gates are for walking pedestrians.								
<u>Electrical Hook-ups</u>	<ol style="list-style-type: none"> 1. An outlet for one extension cord is provided to you at no charge. 2. However if you need to be wired in to a power panel or need more than what is provided, you can contact the electrician once you get here and he will set-up your power needs. Due to the large demand on his time, it is not possible to have him at your stand the moment you are ready to be hooked up. Please be patient and he will arrive when he gets the chance. He will bill you directly for the hook-up. 3. Electricians will be on site from 7:30am till 4:30pm starting Monday August 8th, if you need power hook up before Monday morning or after hours arrangement have to be made before hand so we can have an electrician on site, an extra fee may be charged. If you need this service please contact the office 613-835-2766 or email navanfair@bellnet.ca 								
<u>Drinks:</u>	<ol style="list-style-type: none"> 1. All Food concessions are required to purchase drinks from the PEPSI. 2. A Pepsi representative will contact you directly to get your PST number, the number of fridges if required and also to set-up an account with you. Cooler rentals will be \$200 each- 2-door or single door. 3. THERE ARE NO EXEPTIONS! 								
<u>Health Inspections:</u>	FOOD VENDORS – MUST COMPLETE HEALTH DEPT. FORMS AND FAX TO 6130835-4008 <ol style="list-style-type: none"> 1. All food vendors must have potable water and will be tested by the Health inspector. 2. Certain businesses that surround the fairgrounds are already functioning with potable water and we are planning on tapping into these systems. 3. The City of Ottawa Health Department will circulate and test your water and inspect your booth. You must pass this inspection before you are allowed to serve customers. 4. Concessionaires that usually tap into the wash rack or from neighbouring houses will NOT be permitted to do so. This water is not potable and any hoses used for camping will be removed. Health Dept. forms included 								
<u>Food- waste water:</u>	The CTAS does provide dumping containers for your food booth grey water. Contact the Concession Director or the Grounds staff for their locations. Any concessions found dumping waste water in areas not designated for waste water disposal will be removed from the grounds immediately with no refund. The water will be turned on August 11 th during the day.								
<u>Camping:</u>	Camping area for Concession and Exhibitors will be in the area off the Delson entrance any deviations from this must receive permission of the Concession Director first. Due to water regulations within the province of Ontario and the City of Ottawa; hooking up to any water source is STRICKLY PROHIBITED. ABSOLUTELY no water hook-ups can be made to the wash rack. This will be strictly enforced and connections will be severed immediately.								
<u>Additional Rules for Outside Concessions:</u>									
<u>Outside Set-up times:</u>	<ol style="list-style-type: none"> 1. Outside Concession must be set-up and inspected by the City of Ottawa Health Department before operation begins. 2. Outside Concessions must be in operation by 4:00pm on Thursday, August 11th 3. Set-up times may vary, depending on the order of concessions arriving. 4. Set-up can be done on Wednesday or during the day on Thursday. 5. If you drop off your concession early in the week, please park in the designated parking area, on the east side of the arena. 6. Any concessions parked before confirmation of their location will be towed at owner's expense. 								
<u>Hours of Operation:</u>	<table> <tr> <td>Thursday</td> <td>4:00 pm to 10 pm (All must close by 12:45 am)</td> </tr> <tr> <td>Friday,</td> <td>9:00 am to 10 pm (All must close by 12:45 am)</td> </tr> <tr> <td>Saturday</td> <td>9:00 am to 10 pm (All must close by 12:45 am)</td> </tr> <tr> <td>Sunday</td> <td>10 am to 8:00 pm (NO closing before 8 pm)</td> </tr> </table>	Thursday	4:00 pm to 10 pm (All must close by 12:45 am)	Friday,	9:00 am to 10 pm (All must close by 12:45 am)	Saturday	9:00 am to 10 pm (All must close by 12:45 am)	Sunday	10 am to 8:00 pm (NO closing before 8 pm)
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<u>Locations</u>	Outside Concessions are located along roadways, and will be placed around Midway etc.												
<u>Additional Rules for Inside Concessions:</u>													
<u>Inside Set-up times:</u>	<ol style="list-style-type: none"> 1. Inside Concessions must be set-up by 4:00 pm on Thursday, August 12th 2. You can set-up Wednesday or during the day on Thursday 3. Vehicle access to the area will be cut-off at 3 pm on Thursday, August 12th 4. New concessions within the exhibit building may not be able to set-up before 4:00 pm on Thursday, so it is preferred that set-up is on Wednesday evening. We will have to play this by ear as we are not sure how long judging will take. Arrangements can be made with me on a case by case basis. 												
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<u>Locations</u>	Inside Concessions are located in Area 19 (Navan Curling Club) and Area 16 (CTAS Exhibit Building)												
<u>Mother & Baby Area</u>	Returning this year – change and quiet area for nursing mothers will be a designated area in the Curling Rink – Sponsored by Place D’Orleans												

Inside Concession Map for BUILDING #19



**This is a tentative plan – will contact you once finalized – use these numbers for now.
#17-26 are reserved for last years vendors who return yearly**

OUTDOOR**NAVAN FAIR CONCESSION APPLICATION****August 11th, 12TH, 13TH & 14TH 2011**

Company Name: _____

Contact Name: _____

Address: _____

City: _____ Prov. : _____ Postal Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Type of Concession (*I.e. Crafts, Food, Informational*): _____

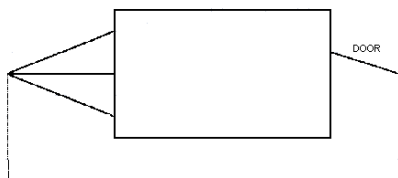
Greywater removal required YES _____ NO _____

Electrical Hook-Up Required? _____ volts _____ amps _____
(*Billed separately by electrical company*)Extension cord required? _____
(*No electrical cost- supplied by concessionaire- only one cord per booth*)

Lottery/Draws: Will you be selling tickets or holding any draws at your booth?

YES _____ NO _____ *If yes, Lottery license #* _____**SPACE DESIRED:**Outside Space (linear feet) \$21.00 x _____ ft = \$ _____
(Including bumper and hitch)

TOP VIEW OF TRAILER



OVER ALL LENGTH OF TRAILER

Extra Trailer or Truck on-site (for weekend) \$50.00 = \$ _____

Desired Location # (*See attached guide*): _____**(Each concession will receive 2 free parking passes and 2 free four-day Fair passes.)****EXTRA FAIR PASSES:**Four-Day passes (*Available until July 31st*) \$25.00 x _____ = \$ _____

One-Day pass \$10.00 x _____ = \$ _____

PST# _____

Total Enclosed: \$

CONDITIONS OF AGREEMENT

- The decision of the Concessions Director is final.
- There are no refunds after **August 1st**
- We do not supply tables, chairs, extension cords, hoses, or tents.
- All motorized vehicles must be parked in the designated parking area (east of the arena) before 9:00 am each morning. No motorized vehicles are permitted within the midway after 9 am daily.
- Set up can be any time after 1:00 pm Wednesday before the Fair and set-up must be complete by 4:00 pm on Thursday of the Fair. Removal must be before 5:00 pm Monday following the Fair.
- All concessions must conform to the City of Ottawa Health and Fire Safety regulations prior to opening. It is mandatory for food concessionaires to have inspection certificates that comply with City of Ottawa by-laws.
- **Proof of a minimum of \$1,000,000.00 (1 Million) Liability Insurance must accompany each application. (Food, Animal and Vehicle exhibits only)**
- All employees of the concession must be clean, and neatly clad, orderly and polite in conduct and speech at all times.
- Amplifiers shall be kept at a reasonable level as not to disturb neighbouring concessions. All concession space allotted shall be kept free of debris, waste material, and refuse for the duration of the Fair. All exhibits are subject to ongoing Health and Fire Safety inspections.
- The Cumberland Township Agricultural Society reserves the right to refuse contracts from any vendor.
- The Navan Fair will have on the grounds a supply of soft drinks, juices, and water. All of these products to be re-sold must be purchased from Pepsi.

NOTE: The sale of pre-packaged ice cream treats, and frozen ice treats is exclusive to existing contracts and therefore not permitted on the Navan Fair grounds. The Friday of the Fair is "Pay One Price, Ride All Day Picnic Day" and Sunday from Noon to 5 pm. Parents may bring lunches on the grounds.

I agree that in the event that I violate any of the above conditions or attempt to extend my license to include matters not referred to in the concession, the Society shall have the right to terminate my permit at any time before or during the Fair, and I shall thereupon close my concession, and remove it from the Fair grounds immediately.

The undersigned exhibitor hereby releases the Cumberland Township Agricultural Society, it's Directors, members, agents, and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by the exhibitor, his/her agents and employees that may arise out of, or may attribute to, all operations performed by the exhibitor with respect to his/her exhibit at the Navan Fair.

Signature: _____ **Date:** _____

Print Name: _____



CUMBERLAND TOWNSHIP AGRICULTURAL SOCIETY
ORGANIZATIONAL HOLD HARMLESS
AND IDEMNITY AGREEMENT

_____, hereinafter referred to as the "Organization", shall indemnify, hold free and harmless, assume liability for, and defend the Cumberland Township Agricultural Society, it's chartered councils, groups, agents, servants, employees, officers, and directors from any and all costs and expenses including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which the Cumberland Township Agricultural Society, its chartered councils, groups, agents, servants, employees, officers and directors may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the Organization's use of real or personal property belonging to the Cumberland Township Agricultural Society, its chartered councils, groups, agents, servants, employees, officers, and directors, from **August 11th , 12th , 13th and 14th , 2011** or by any action or omission by the Organization, it's members, agents, servants, employees, officers, or directors.

Further, the Organization agrees to provide, for **any food, animal, or vehicle exhibits**, a **Certificate of Insurance (attached)** naming the Cumberland Township Agricultural Society and Navan Fair as additional insured on a comprehensive general liability insurance policy in force during the period of use in an amount of not less than \$1,000,000, such Certificate to specifically show any exclusions contained in the policy.

Signature: _____

Witness: _____

Print Name: _____

Print Name: _____

Address: _____

Address: _____

City/Town: _____

City/Town: _____

Postal Code _____

Postal Code _____