



**Lindsay Agricultural Society**  
 354 Angeline Street South  
 P.O. Box 752  
 Lindsay, Ontario  
 K9V 4W9  
 Phone: (705) 324-5551  
 Fax: (705) 324-8111

Office Use Only
Paid
Date

**LAS Annual Craft Marketplace and Gift Show**  
**Wednesday, August 9, 2023**

10:00am - 7:00pm

If paid by May 31, 2023 - eligible to win a free booth space for 2024

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Description of Products: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

**Booth Application**

Corner Booth - 10x10 Booth	\$125.00	x _____	= _____
Regular Booth - 10x10 Booth	\$100.00	x _____	= _____
Camping w/out Hydro	\$35.00	x _____	= _____
Camping w/Hydro	\$50.00	x _____	= _____
Chair	\$5.00	x _____	= _____
Table (8')	\$10.00	x _____	= _____
Booth Hydro	\$15.00	x _____	= _____
		<b>Total \$</b>	<u>_____</u>

**SUBMIT APPLICATION TO [vendors@lindsayex.com](mailto:vendors@lindsayex.com)**

**PLEASE REVIEW ALL RULES & REGULATIONS**

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**RULES & REGULATIONS**

**PAYMENT**

- Payment options for the 2023 LAS Craft Marketplace and Gift Show: Visa, Mastercard, Cash, cheque (payable to Lindsay Agricultural Society) or E Transfer. For E transfers, payment must be made to [finance@lindsayex.com](mailto:finance@lindsayex.com).

**E-TRANSFER MEMO MUST INCLUDE VENDOR/COMPANY NAME AND "CRAFT SHOW"**

- If notification of cancellation is received before June 14, 2023, your payment will be refunded, less a \$25.00 cancellation fee. If notification of cancellation is received after June 14, 2023, your payment will be refunded, less a \$50.00 cancellation fee. If notification of cancellation is received after July 12, 2023 no fees shall be refunded.

- **There is a \$40.00 fee for NSF cheques.**

**REGISTRATION**

- Applications close June 13, 2023.

- Tables and chairs, if needed, are available on a first come, first serve basis and must be requested and paid for with your application form. If you are bringing your own tables, make sure they are marked.

**INSURANCE**

Vendors must insure their goods and/or equipment against any loss. **All vendors must provide a Certificate of Insurance for minimum \$5,000,000.00 naming the Lindsay Agricultural Society, its members and staff, as additional insured for the dates of this contract.**

If your current policy does not meet this requirement, we have partnered with Duuo Insurance to provide affordable single event vendor insurance options. Get a quote here: <https://duuo.ca/vendor-insurance/>. Please contact the LAS office for more information.

**SUBLETS**

**The reselling of a booth is strictly prohibited.** If a cancellation is necessary please notify the Lindsay Exhibition office immediately.

**SETUP**

- Booth assignment(s) will be provided to you. Committee members will be on hand to assist you in finding your space on the day of the show. Name badges will be given to you. Official receipt, AS STATED, must be presented upon request.

- Your space will be identified by a number. Spaces must be accepted as assigned and all displays must stay within the confines of the booth space.

- Each vendor is responsible for setting up and cleaning up their allotted area.

- All doors in the building may be used for unloading. Vehicles must be parked where directed.

- The Exhibition Building will be open from **9:00am to 6:00pm Tuesday August 8th** for set up. On August 9th the **gates will be open AFTER 7:00am** Vendors are required to be **IN THE BUILDING with all vehicles moved to the designated parking areas NO LATER THAN 9:30am All doors will be closed from 9:30am to 10:00am**

- Painting or fastening to any part of the building or drapes is NOT permitted without direct permission of the Show Manager. Any damage to the building or show drapes will be the responsibility of the vendor. **Nothing is to be attached to any part of the sprinkler system. Nothing is to be attached to the gas lines. Nothing can be placed such that it would obstruct the proper pattern of water emitted from a sprinkler.**

- The vendor agrees to observe all local Fire Regulations and maintain acceptable Fire Prevention practices. **No canopies or booths with any form of roof may be erected inside the building. For clarity, a canopy framework may be erected but the material comprising the roof may not be installed.**

# RULES & REGULATIONS

## SHOW DATE

- The doors will be **open to the public at 10:00am** Please be ready.
- Each vendor is responsible for his or her area at all times.
- All vendors must **remain until 7:00pm** when they may start to clean up. Any vendor starting to pack up or leave before 7:00pm **WILL NOT** be offered space in the future. **NOTE: The LAS reserves the right to alter this at any time.**
- All vendors are responsible for handling their own HST and any other taxes or permits as required by law.
- Complimentary coffee for vendors will be available **between 8:30am and 10:00am** at the LAS Kitchen. Donuts and muffins will also be for sale.
- Lunch will be available for sale after 10:30am. The LAS Kitchen booth will have a trolley circulating for vendors to purchase lunch from.
- If any questions or problems arise, please contact the office or the information booth.
- If you are alone in your booth or need assistance, do not hesitate to ask at the information booth. Our staff will circulate at regular intervals.
- **SMOKING, VAPING AND CANNABIS IS NOT ALLOWED IN THE EXHIBITION BUILDING.**
- Please bring your own extension cords and power bars for electrical hook up. No extension cords will cross the pedestrian walkways on the floors. All vendors must comply with the Ontario Electrical Safety Code requirements.
- Displays, demonstrations, or sale of items is not permitted outside the confines of the vendors space. In cases where sound and/or video equipment is used, vendors are required to ensure that there is no disturbance to neighbouring vendors. The Show Manager reserves the right to locate, relocate or alter the space assigned.

## REGULATIONS

1. Any vendors who provides food for sale in any manner must complete and submit the Notification of Food Premises Opening form from the Haliburton, Kawartha, Pine Ridge District Health Unit. The form must be submitted to the Haliburton, Kawartha, Pine Ridge District Health Unit at least 12 days prior to the event. The Vendor shall be solely responsible for any fines or fees levied by the Haliburton, Kawartha, Pine Ridge District Health Unit.
2. The Lindsay Agricultural Society reserves the right to interpret these rules and regulations.
3. Each vendor / applicant agrees to hold the Lindsay Agricultural Society harmless and free from liability or responsibility for losses, accident, or any other cause. The vendor / applicant shall provide their own insurance against any such loss, damage or accident.

**Please note: Unsigned application forms, will not be processed. Proof of insurance must accompany application form. Application forms which do not include proof of insurance will be held as incomplete until received. All applications will not necessarily be accepted.**

I, the undersigned, do hereby submit my application form to be an exhibitor in the LAS Annual Craft Marketplace and Gift Show. I have read the Application form and Rules and Regulations form and accept the requirements outlined in both documents. I authorize the payment amount and method outlined on the application form.

Please submit applications (including insurance information) to [vendors@lindsayex.com](mailto:vendors@lindsayex.com)

## Payment

E-Transfer  send to [finance@lindsayex.com](mailto:finance@lindsayex.com) (MUST INCLUDE VENDOR/COMPANY NAME AND "CRAFT SHOW")  
Cheque   
Debit/Credit

Signature \_\_\_\_\_

Date \_\_\_\_\_