



Retail Vendor Application

Coombs Christmas Market on the Fairgrounds | December 7 & 8, 2024 | 11am-5pm

Please complete this application and email to fair@coombsfair.org, drop off to our office at 1014 Ford Road, Coombs (drop box outside the Activity Hall) or mail to PO Box 195, Coombs, BC V0R 1M0

Section 1: Vendor Information

Business Name (write above this line)		
Contact Person	Phone	Email
Address	City	Postal Code
Contact person and phone number during event (write above this line)		
Detailed description of product offerings (write above this line)		

Section 2: Booth and Equipment Requirements

Please note: Space requests will be accommodated on a first come, first served basis. Electrical access is subject to availability and vendor must provide their own power cord. Priority will be given to 2 day vendors. Wi-fi is available on the fairgrounds.

Booth and Equipment		Cost	Total
Indoor along wall with power access 8' space	Saturday	\$85	
	Sunday		
Indoor space no power 8' space	Both Days	\$140	
Outdoor with power 10'x10' space	Saturday	\$75	
	Sunday		
(\$15.00 per item, please indicate quantity requested)	Both Days	\$120	
_____ x 6' table _____ x 8' table		X \$15	
Total Vendor Fees Due:			

Section 3: Rules and Regulations

1. We reserve the right to select vendors based on the product quality and /or to ensure that we have a suitable variety of products. Preference will be given to local artisans or crafters who personally make their own products and/or produce the raw materials that go into them. Product prices should be a retail for-profit price (no dumping).
2. Registration form, payment and proof of insurance must be received for space to be considered reserved. 30 day notice of any cancellations are required. The Arrowsmith Agricultural Association (AAA) reserves the right to cancel this event at any time. If this event is cancelled, refunds will be issued, and the AAA will not be responsible for any claims arising from such cancellations.
3. Hall access for Vendor set up: Friday, December 6, from 6:00pm-8:00pm and Sat/Sun at 9:00am. Vendors must unload their vehicle and then immediately remove it from the prime parking/unloading areas to allow other vendors access. **All vendor vehicles must be moved by 10:30am to designated vendor parking area.**
4. **All vendors must remain in place until 5:00pm on each day booked, and agree to not pack up or removed goods prior to that time.** Vendors must not leave their booth unattended. The vendor should ensure that they have attendants to provide adequate protection of goods on display.
5. The Arrowsmith Agricultural Association will not be responsible for loss, damage, or injury, but will take care to protect the property of the participants. The grounds are fenced and gated and secure.
6. Outdoor booth space is either 10ft x 10ft or 10ft x 20ft depending on selection. "Booth" is used to describe floor space only. Vendors wishing to use tents must provide their own tent, no larger than the selected booth size and adequately anchored.
7. Drugs, alcohol, and smoking are not permitted on the fairgrounds.
8. Retail Vendor must provide at minimum \$2,000,000 of general liability insurance. A copy of insurance naming **Arrowsmith Agricultural Association** as additional insured must be attached to the signed contract. On site insurance can be purchased through duuo.ca.
9. Every Retail Vendor shall indemnify the Arrowsmith Agricultural Association harmless of all costs, claims, demands, charges, and expenses whatsoever it incurs, suffer or to be put to reason of accidental death or any personal injury or damage to personal property suffered by reason of machinery or other product or exhibit used by a Retail Vendor. The vendor shall defend any and all actions and pay all legal charges or expenses arising.
10. Vendors of food must follow the "Guideline for the Sale of Foods at Temporary Food Markets," including documentation from Island Health for any high-risk food products (preserves, dairy, eggs, meat). All food must be properly packaged for sale and not for immediate consumption.
11. The Arrowsmith Agricultural Association, its staff, directors, and volunteers will NOT be responsible for injury to vendors, or damage/theft of vendors' property during any part of the event.

Please note: Payment and proof of insurance is required on acceptance to secure booth space.

The undersigned agrees to abide by Section 3: Rules and Regulations outlined in this document, as well as all rules and regulations as set by any regulatory agency or governing body.

Signature of Applicant	Date
OFFICE USE ONLY	
Payment Received	<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Date</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Receipt Number</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Amount</div> </div>
<input type="checkbox"/> Proof of Insurance Received	