



Arrowsmith Agricultural Association

1014 Ford Road, PO Box 195 Coombs, BC V0R 1M0
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Non Profit Trade Show Booth Application (No Sales)

Coombs Fair | Saturday, August 13 and Sunday, August 14, 2022

It's that time of year again! The Coombs Fair invites all interested booth operators to submit a **Non Profit Trade Show Booth Application** for the fair. Since 1913, the Coombs Fair has been celebrating local agriculture and fostering community spirit. As the first fair of the season, and one of the largest 4-H shows on Vancouver Island, this is a well attended event.

Section 1: 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 trade show display (write above this line)		

Section 2: Booth and Equipment Requirements

Please note: The Coombs fairgrounds has **limited electrical power available**. (15amp service only) There is a **\$20.00 charge** for use of power. Wi-fi is available on the fairgrounds. Fees cover both days.

Booth and Equipment	Location Preference	Cost	Total
10ft x 10ft booth (1 table and 1 chair included)	<input type="checkbox"/> Inside <input type="checkbox"/> Outside	\$FREE	
Do you need power?	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$20.00	
Included Equipment (please select included table size and chair needs)	<input type="checkbox"/> 6' table <input type="checkbox"/> 8' table <input type="checkbox"/> chair		
Additional Equipment (\$5.00 per item, please indicate quantity requested)	_____ x 6' table _____ x 8' table _____ x chair	_____ X \$5.00	
Total Fees Due:			

Section 3: Rules and Regulations

1. Booth operators must remain open and on site for the entire duration of the fair on both days.
2. Each booth will receive two two-day wrist bands; additional wrist bands can be purchased at the office. Any person entering the fairgrounds **MUST** have a wristband or they will not be admitted.
3. 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. Security will be on-site over the weekend and patrolling the fairgrounds throughout the night on Friday and Saturday.
4. Booth is 10ft x 10ft and "booth" is used to describe floor space only. Operators wishing to use tents must provide their own tent no larger than the selected booth size and adequately anchored.
5. Drugs, alcohol, and smoking are not permitted on the fairgrounds.
6. Booth operators 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 our insurance provider for cost plus an administration fee, this can be facilitated through our office.
7. Every booth operator 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 booth operator. The operator shall defend any and all actions and pay all legal charges or expenses arising.
8. Operators must not leave their booth unattended.
9. Set-up is from 12:00pm to 9:00pm on Friday, or prior to 9:00am on Saturday. All vehicles must be removed from the grounds prior to 9:00am on Saturday and Sunday morning.
10. The Arrowsmith Agricultural Association, its staff, directors, and volunteers will NOT be responsible for injury to operators, or damage/theft of operators' property during any part of the Coombs Fair.
11. Booth spaces are not confirmed until the application and payment have been received by our office and operators have been contacted with a confirmation of acceptance of the application.

Please note: Payment is required with application.

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

_____ Date

_____ Receipt Number

_____ Amount

Proof of Insurance Received