



# Arrowsmith Agricultural Association

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## Retail Vendor Application

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

It's that time of year again! The Coombs Fair invites all interested retail vendors to submit a **Retail Vendor 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: 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:** 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	\$100.00	
10ft x 20ft booth (1 table and 1 chair included)	<input type="checkbox"/> Inside <input type="checkbox"/> Outside	\$200.00	
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 \$5.00	
_____ x 6' table   _____ x 8' table   _____ x chair			
<b>Total Vendor Fees Due:</b>			

### Section 3: Rules and Regulations

1. Retail Vendors must remain open for business for the entire duration of the fair on both days.
2. Each vendor 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 are 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.
5. Drugs, alcohol, and smoking are not permitted on the fairgrounds.
6. 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 our insurance provider for cost plus an administration fee, this can be facilitated through our office.
7. 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.
8. Vendors must not leave their booth unattended. The vendor should ensure that they have attendants to provide adequate protection of goods on display.
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 vendors, or damage/theft of vendors' 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 vendors 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
<b>OFFICE USE ONLY</b>	
Payment Received	<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <div style="width: 30%; text-align: center;">Date</div> <div style="width: 30%; text-align: center;">Receipt Number</div> <div style="width: 30%; text-align: center;">Amount</div> </div>
<input type="checkbox"/> Proof of Insurance Received	