



Retail Vendor Application

Pet Expo | Saturday, June 1, 2024 | 10am - 4pm

We are proud to present the second annual Coombs Pet Expo now included under the Coombs Fair umbrella of events. Same event quality you have come to expect from our volunteer team with a new audience, our 4 legged friends. This just for fun Dog Show invites families and their dogs to participate in a variety of fun competitions. There will be games and activities as well as a silent auction. All proceeds are in support of the annual Coombs Fair and the Arrowsmith Agricultural Association. We will also be working with the PQB District 4-H dog project.

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	Cost	Total
10ft x 10ft booth	Outdoor only	\$30.00	
8ft x 6ft booth	Indoor only	\$30.00	
10ft x 20ft booth	Outdoor only	\$50.00	
Do you need power? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$20.00	
Equipment (\$10.00 per table, please indicate quantity requested)		__ X \$10.00	
____ x 6' table ____ x 8' table ____ x chair			
Total Vendor Fees Due:			

Section 3: Rules and Regulations

1. Retail Vendors must remain open for business for the entire duration of the event.
2. 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.
3. Outdoor 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. Indoor booth space is 6ft x 8ft
4. Drugs, alcohol, and smoking are not permitted on the fairgrounds.
5. 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.
6. 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.
7. Vendors must not leave their booth unattended. The vendor should ensure that they have attendants to provide adequate protection of goods on display.
8. Set-up is can begin as early as 8:30am until 10am Saturday morning. All vehicles must be removed from the grounds prior to 10:00am on Saturday morning.
9. 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.
10. 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 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 cancellation.

Please note: Payment and proof of insurance is required once application is approved 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

Date

Receipt Number

Payment Type

Amount

Proof of Insurance Received