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KENT COUNTY AGRICULTURAL FAIR EXPOSITION AGRICOLE DE KENT

**MARKET VENDOR
APPLICATION FORM
2024**

“EXPO KENT” AUGUST 22,23,24,25, AOÛT

Business Name/ Contact Person			
Complete Mailing Address	St./Route:		
	City/Town:	Province:	Postal Code:
	Home/Business Tel:	Cell:	
Contact Email:	@		
Vendor Insurance:	Name of Insurance Company :		

Vendor Fee	\$50 per booth (10'x10") x ____ day(s) = Total \$ ____ Cheque payable to: Kent County Agricultural Fair Association E-transfer = kentcountyfair@gmail.com Password = market *Full payment is required at time of application	Un-serviced Camping Space required (v) + \$40.00 ____	
Attending (v)	Wednesday () Setup 1:00 pm – 9:00 pm	Thursday () 1 pm - 11 pm	Friday () 1 pm - 11 pm
		Saturday () 1 pm - 11 pm	Sunday () 1 pm - 6 pm

IMPORTANT - Description of products or services **MUST** include type of items sold. * *Products List or catalogues can be attached to this document.* ***No Canteen/Fast Food Vendors or On-site food preparation**

HOURS OF OPERATION

Aug 21	Exhibit Setup *Full week attendance	Wednesday	1:00 pm - 8:00 p.m.
Daily	Exhibit Setup	Thursday - Sunday	8:30 am – 11:00 am
Aug 22	Hours of Operation	Thursday	1:00 pm- 11:00 pm
Aug 23,24	Hours of Operation	Friday - Saturday	1:00 pm - 11:00 pm
Aug 25	Hours of Operation	Sunday	1:00 pm - 6:00 pm
Aug 25	Exhibit Dismantle	Sunday	6:00 p.m. - 9:00 p.m.

*Vendors may adjust operation hours if they wish, however **Agrena Regional Expo Kent** opens Thurs 1-11pm, Fri-Sat-Sun 0830 until Fair Closing time at 11pm and 6pm on Sunday. Items on table can be covered up with blankets or semi-packed up. Market is closed when not within operation hours however note Market is only closed off with gates/tables placed in hallway therefore security is limited. Vehicles are not permitted on grounds until after 11:00 pm (closing).

Location: KENT COUNTY AGRICULTURAL FAIR GROUNDS - 2341 Route 515 Sainte-Marie de Kent. NB

Representative Name (Please Print)		
Representative Signature	X	Date:

LIABILITY: Vendors must provide a **certificate of Insurance** for “special events liability insurance coverage”. This insurance is available through most brokers at a minimum fee. Vendors exhibit at their own risk, their employees, and/or its agents, either jointly or individually is responsible for any damages, theft or injury. Neither Kent County Agricultural Fair Association nor its employees, and/or its agents, either jointly or individually, is responsible for any injury to exhibitors, their employees, guests or visitors within the confines of the space(s) contracted by the Vendor while on site of the Expo Market.

UNCONTROLLED CIRCUMSTANCES: Kent County Agricultural Fair Association shall not have any liability whatsoever for any damage to any person, matter or thing resulting from storm, wind, water, fire or other acts of God nor from strikes, lockouts or poor public attendance of event. Not responsible for any lost or stolen items within expo market exhibit.

CHARACTER OF EXHIBITS: Kent County Agricultural Fair Association reserves the right to request the removal of any items that, in its sole judgement, do not conform to Fair guidelines. Failure to comply is just cause for removal of an exhibitor/vendor from the Fair. Please bring a table cloth or other material as all tables must be covered. You may use the floor space under and surrounding your table for display but for safety reasons aisles and exits of vendor area must be kept completely clear of merchandise throughout the day/week. ***Pre-approval of any food product must be obtained prior to day of sale, no on-site food preparation will be permitted.**

PAYMENT POLICY: Registration fees must be sent with completed registration form and received no later than **August 12th, 2024**

Enclosed please find my check for \$ _____ or;

E-transfer of \$ _____ forwarded to kentcountyfair@gmail.com required password = “market”

I have read and understood the terms of this entry form and agree to abide by them as a condition of participation.

Vendor Name: (Please Print)
Vendor Signature: X _____

Submit completed application form + payment to:

Expo Market Coordinator 2341 Route 515 Sainte-Marie-de-Kent, NB E4S 2B7 OR scan application form and send to: kentcountyfair@gmail.com	Attention: Alice Allain, Market Coordinator 506-743-5160
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1.0 VENDOR: Any company or individual offering products or services.

(Artists, Bakers, Crafters, Farmers, Fashion & Accessories, Health & Wellness, Jewelry, children items, Non-profit Organizations, Nurseries, Pet Supplies, Snacks and Treats) *Flee Market (used items) type vendors are not eligible.

1.1 Insurance: All vendors must have a vendor’s insurance certificate in order to participate and will be asked to show proof of insurance prior to setting up at Expo Market.

2.0 INTERIOR MARKET VENDOR FEES:

2.1 All vendor floor space is 100 sq/ft (10’ x 10’) and divided by curtains.

2.2 Kiosk/Canopy Type Shelters are permitted so long as Kiosk fits within the 10’ x 10’ space and does not interfere with neighbouring vendors display of goods or services.

2.3 Exterior Vendor Space: Vendors interested in setting up outdoors, please contact Market Coordinator for more information and fee structure. All Exterior Vendors must have an overhead shelter/enclosure to protect from weather conditions.

2.4 Booth/Vendor Assignments: Although every effort will be made to accommodate special requests. We are unable to guarantee specific vendor spots within the market area. Our goal is to have a full market for the entire week and therefore, vendors exhibiting 1-2 days will not have priority space over vendors who are renting for the week. Spaces will be managed and assigned by our coordinator based on the above information.

3.0 EQUIPMENT: Overhead shared electrical outlets are provided. All other equipment required for setup is at the responsibility of the Vendor including: *tables, chairs, extension cords, additional lighting, signage, kiosk etc.*

4.0 VENDOR SETUP: (Report to Admissions Office, main entrance upon arrival for further instructions)

4.1 Entrance to the Fair Grounds with vehicles (Centre Expo Kent Center) @ North Gate (across from Church) between **08:30 am - 11:00 am ONLY.**

4.2 Items can be unloaded until 10:45 am. NO vehicles are permitted on fair grounds between 11:00 am & 11:30 pm.

4.3 Reserved Vendor space not claimed by 11:00 am on day of market may be forfeited.

4.4 All outstanding registration fees shall be paid upon arrival.

4.5 Booth spaces are assigned according to vendor requirements and are subject to change at the discretion of the Manager.

4.6 No Vendor shall setup exhibit that would impose safety concerns or block vendors for access to the general public.

4.7 The Kent County Agricultural Fair Association reserves the right to reassign or refuse space for any Vendor or displays should a conflict arise with other Vendors or amusements.

4.8 The Market is located on the inside of the Centre Expo Kent Center that will at times have live Music/Entertainment throughout the day and therefore inside noise could increase.

4.9 Internet/wireless WIFI for on-site Debit/Credit Card purchases may be available. However, as a backup vendors should have a cash float on hand.

5.0 VENDOR ACCESS/Parking: Vendors will receive **2 admission bracelets per booth** to access Fair Grounds. Parking is not permitted within Fair Grounds and therefore Vendors must ensure all equipment, supplies can be quickly and easily unloaded from vehicles. Public parking is available surrounding the South/East sides of the Fair Grounds. We recommend that you park close to School and use Gate # 2 or # 3 for access to Grounds. Un-serviced camping is available for vendors. Please indicate on your application if required.

6.0 RESTRICTIONS: The selling of lottery or raffle tickets, on-site food preparation, beverages or services not previously identified and approved by the Kent County Agricultural Fair Association. Vendors' wares are subject to the Kent County Agricultural Fair Associations approval. Absolutely ***NO PETS*** allowed on the Fair Grounds or within Vendors Kiosk!