



**RUSSELL AGRICULTURAL SOCIETY**  
**Non-Food Concession Application and Contract**  
**August 15-18, 2024**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_

Types of articles to be sold \_\_\_\_\_

Requesting 2 chairs \_\_\_\_\_ 1 table \_\_\_\_\_

Curling Club 10' frontage - \$100 \_\_\_\_\_

Hydro (120 volt) - \$20/plug \_\_\_\_\_

Total \_\_\_\_\_

Outdoor Non-Food 10' frontage - \$100 \_\_\_\_\_

Hydro (120 volt) - \$20/plug \_\_\_\_\_

Total \_\_\_\_\_

ENCLOSED \_\_\_\_\_ Payment payable to Russell Agricultural Society by e-transfer (treasurer@russellagriculturalsociety.com) in the memo please indicate "Fair" and name of vendor  
\_\_\_\_\_ **\$2,000,000 Certificate of Insurance naming the Russell Agricultural Society as an additional insured (mandatory)**

I, \_\_\_\_\_, agree to the Russell Agricultural Society's terms and conditions as outlined hereafter, to accept the space I am allotted, and that I will not hold the Russell Agricultural Society responsible for loss of or damage to goods brought onto the grounds or buildings by myself or my representatives.

Payment must accompany this signed contract or the contract will not be accepted.

Applicant Signature \_\_\_\_\_

Questions regarding this application should be directed to Kara Roosen at 613-774-4112 or via email at [russellfairconcessions@gmail.com](mailto:russellfairconcessions@gmail.com).

N.B. Post-dated cheques will not be accepted.  
There is an additional charge of \$50 on NSF cheques.

## Terms and Conditions

1. The Russell Agricultural Society reserves the right to accept or reject any exhibit. Spaces will be confirmed upon **receipt of payment accompanied by a \$2,000,000 Certificate of Liability Insurance (see options attached) naming the Russell Agricultural Society as an additional insured.**
2. All booths must be in place by 9:30 a.m. for opening to the public. No exhibits may be dismantled before our closing time (to be determined) without prior consent from the concessions committee.
3. Each exhibitor is responsible for obtaining his/her necessary vendor permits.
4. Upon request, 2 chairs and 1 table will be provided to each booth. All tables are to be covered to the floor and made as attractive as possible.
5. Electrical outlets are limited; please indicate on your application if you require electricity and, although power cannot be guaranteed, the committee will do it best to provide the service. Exhibitors are responsible for providing their own extension cords.
6. All articles for sale must be clearly marked.
7. Based on the information provided in the application, the Russell Agricultural Society will make every effort to ensure that no two vendors of the same nature are located beside each other.
8. NO LASER PINS, LASER LIGHTS OR KNIVES allowed on the fairgrounds. These products are banned and their sale will not be permitted.
9. Vendors must not damage or deface any part of the fairgrounds or its buildings. The use of nails or paints on pavement are prohibited
10. All concessions must be manned at all times by their vendors or other qualified representatives. Vacant booths may be closed by committee members.
11. No pets of any kind are allowed on the fairgrounds or in the buildings. This policy does not apply to seeing eye dogs or animals brought in as part of an exhibit with the permission of the Russell Agricultural Society.
12. Every precaution will be taken to protect your property; however, the Russell Agricultural Society cannot be held responsible for any damage or loss of goods brought on the fairgrounds.
13. All vendors must adhere to public health and safety guidelines, including any COVID-19 requirements.
14. Upon acceptance of your application, the terms and conditions noted herein become part of the agreement between you, the exhibitor, and the Russell Agricultural Society.

Hours of Public Admission \*\* subject to change based on event schedules through the weekend

Inside Curling Club - FRIDAY, August 16 – 9:30 a.m. to 6:00 p.m.  
- SATURDAY, August 17 – 9:30 a.m. to 7:00 p.m.  
- SUNDAY, August 18 – 9:30 a.m. to 4:00 p.m.

Outside Curling Club - Open minimum the same hours as inside the Curling Club. Due to Thursday evening events on the fairgrounds, outdoor concessions may wish to extend their hours.

# CERTIFICATE OF LIABILITY INSURANCE

The Russell Agricultural Society insurance policy does not extend coverage to any exhibits and requires all vendors to submit a Certificate of Insurance.

You must have adequate liability insurance with a **minimum \$2,000,000** coverage to protect the exhibitors, the attendees, the show organizers and yourself.

There are three (3) ways to arrange the required insurance.

**OPTION A: SINGLE EVENT INSURANCE:** We recommend using Duuo Insurance <https://duuo.ca/vendor-insurance/> . Vendors should select “Other Event”, and use the information below:

- Event Name: The Russell Fair - Russell Agricultural Society
- Venue: Russell Fairgrounds (address will auto-populate)

Please contact Duuo to ensure The Russell Agricultural Society is listed as an additional insured. Address: 1079 Concession St. P.O Box 730 Russell, ON K4R 1E8

**OPTION B: SINGLE EVENT INSURANCE:** **The Russell Agricultural Society has appointed The Co-operators** as the recommended insurance contractor for exhibitors. Please call Shawn at 1-888-712-2667 for more details.

## **OPTION C: YOUR OWN INSURANCE COMPANY**

You can have your insurance company prepare a Certification of Insurance which must have the following:

- The Russell Agricultural Society** listed as an additional insured.
- Dates of the show: **August 15-18, 2024**
- Event name: **The Russell Fair- Russell Agricultural Society**

## MINIMUM LIABILITY REQUIREMENTS

- Comprehensive General Liability of \$2,000,000
- Products and Completed Operations Liability
- Cross Liability Clause

## RECOMMENDED LIABILITY REQUIREMENTS

- Bodily Injury and Property Damage Liability
- Blanket Contractual Liability
- Contingent Employers Liability
- Broad form Property Damage
- Severability of Interest Clause

Please email your certificates to [russellfairconcessions@gmail.com](mailto:russellfairconcessions@gmail.com)