



**The Russell Community Market 2024  
Application and Contract  
Presented by the Russell Agricultural Society**



Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Description of goods sold \_\_\_\_\_

- Non Food
- Food

I have my own tent: \_\_\_\_\_ (If you do not have your own tent, please talk to us first)

Facebook Handle: \_\_\_\_\_ Instagram Handle: \_\_\_\_\_

Please include the following in your application:

Payment payable to Russell Agricultural Society by e-transfer  
([treasurer@russellagriculturalsociety.com](mailto:treasurer@russellagriculturalsociety.com)) in the memo please indicate "Market" and name of vendor

- Proof of insurance (please review page 2 for details) \$2,000,000 Certificate of Insurance naming the Russell Agricultural Society as an additional insured (mandatory)
- Signed and completed contract (Please review the terms and conditions carefully)
- Food Vendors - Please send us a copy of your [Temporary Food Vendor Notification form](#) for the EOHU, please remember it must be submitted to EOHU at least 30 days before the event.

Vendor Fee (6' frontage) - \$30 (per date)

Please indicate date(s) of attendance:

June 9       July 14       August 11       September 8       October 13

If you would like to attend 5 dates we offer a seasonal rate \$130

Total amount owing: \$ \_\_\_\_\_

Questions regarding this application should be sent to [therussellcommunitymarket@gmail.com](mailto:therussellcommunitymarket@gmail.com).

## 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 two (2) 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 Community Market - 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: 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. Address:  
1079 Concession St. P.O Box 730 Russell, ON K4R 1E8
- Dates of the market: **June 9, July 14, August 11, September 8, October 13.**
- Event name: **The Russell Community Market - 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 insurance certificates to [therussellcommunitymarket@gmail.com](mailto:therussellcommunitymarket@gmail.com)

## TERMS AND CONDITIONS

1. The Russell Agricultural Society reserves the right to accept or reject any exhibit. Spaces will be confirmed upon **receipt of a completed application package, including the signed contract, proof of insurance and vendor fees.**
2. The grounds will be open at 8:30 a.m. for booth set up. All booths must be in place by 10 a.m. for opening to the public. No exhibits may be dismantled before 2:00 p.m.
3. Each vendor is responsible for obtaining and paying for any necessary permits, licenses and inspections that may be required.
4. Vendors are responsible for bringing their own tables, chairs and tents. Vendors requiring a covered space must communicate with the market team prior to submitting their contract.
5. All articles for sale must be clearly marked.
6. Based on the information provided in the application, the Russell Community Market and the Russell Agricultural Society will make every effort to ensure that no two vendors of the same nature are located beside each other.
7. NO LASER PINS, LASER LIGHTS OR KNIVES allowed on the fairgrounds. These products are banned and their sale will not be permitted.
8. Vendors must not damage or deface any part of the fairgrounds or its buildings. The use of nails or paints on pavement are prohibited
9. No smoking or vaping is allowed on the fairgrounds during the market, set-up and takedown.
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. Pets are allowed on the fairgrounds but must be kept on a leash at all times.
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. Hours of Public Admission 10am till 2 pm on market dates.
14. Upon acceptance of food vendor applications, **health forms will be forwarded to each vendor for mandatory completion and return to Eastern Ontario Health Unit. These forms must be completed and submitted to Eastern Ontario Health Unit (30 days prior to attendance) to be approved by them for participation in the market.**
15. There will be no traffic movement during market hours; all re-stocking of vendors must be done before 10:00am.

16. All vendors must adhere to public health and safety guidelines, including any COVID-19 requirements.

17. 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.

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: \_\_\_\_\_

Date: \_\_\_\_\_