

Russell Community Christmas Market 2025
Application and Contract
Presented by Russell Agricultural Society (December 6th- 12-4pm)

Name: _____

Business Name: _____

Mailing Address: _____

Telephone: _____ Email address: _____

Description of Items Sold: _____

Non Food

Food

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.

PREFERRED LOCATION: Indoor ____ Outdoor ____

Each vendor is allocated approximately 8 foot frontage for their table (1 folding table).

Payment

\$30 fee payable to the Russell Agricultural Society by e-transfer treasurer@russellagriculturalsociety.com. In the memo please write Christmas and your initials.

PLEASE DO NOT SEND PAYMENT UNTIL CONFIRMATION YOU ARE APPROVED- there is a limited number of indoor spaces and then vendors will have the option of outdoors or a waitlist.

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.

Insurance must accompany this signed contract once accepted payment must be sent immediately or the contract will not be accepted.

Applicant Signature _____

Questions regarding this application should be directed to Kara Roosen via email at therussellcommunitymarket@gmail.com.

N.B. Post-dated cheques will not be accepted. Sorry, no refunds. There is an additional charge of \$25 on NSF cheques.

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: **December 6, 2025**
- 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

TERMS AND CONDITIONS

1. The Russell Agricultural Society reserves the right to accept or reject any vendor. **Your space will be confirmed by email following receipt of the completed contract, proof of insurance, EOHU approval and fee.**

2. Each vendor is responsible for obtaining and paying for any necessary permits, licences and inspections that may be required.

3. The EOHU Temporary Food Vendor form 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.

All Board of Health standards and regulations must be rigorously maintained by the vendor. Breaches of any health regulation shall result in the immediate expulsion from the Market without refund.

4. The site will be open at 10:30am for booth set up. All booths must be in place by 12pm for opening to the public. No exhibits may be dismantled before 4pm.

5. Vendors are responsible for bringing their own set-up equipment including tents, heaters, tables and chairs.

6. All articles for sale must be clearly marked with a price.

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 booths must be manned at all times by their vendors or other qualified representatives. Vacant booths may be closed by committee members.

11. 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.

12. Hours of Public Admission 12pm-4pm.

13. There will be no traffic movement during market hours; all re-stocking of vendors must be done before the market is open to the public.

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.

15. Vendor confirms that the items they are selling at the market have been either made, baked or grown by their company. Market vendors are responsible for indicating all products that they intend to sell at the market on the application form. Direct sales companies must show they are affiliated with the company.

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 be received within 48 hours of confirmed approval of this contract or we have the right to withdrawal approval.

Applicant Signature: _____

Date: _____