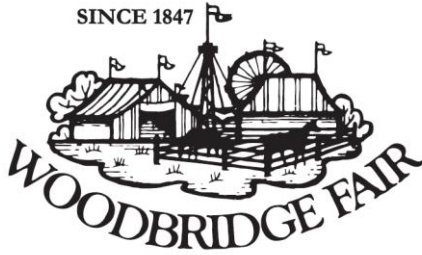


## Vendor Information 2018



**Location:** The Woodbridge Fairgrounds are located at 100 Porter Avenue, which is the small road on the right side of Kipling Avenue, about 1 Km north of Hwy 7. As you come north on Kipling, you will cross the railway tracks. Porter road is immediately on the right.

**Parking:** **You will not be able to park at your location. You will be able to unload at your site but the vehicle must be moved to the parking area before the fair opens and cannot return until the fair is closed for the evening. There is no parking this year on the west side of the tent at all.**

**NO Dogs on site:** We do not allow dogs on site during the fair. Please leave your dog at home.

**R.V Campers:** We have a limited number of RV spots for vendors. **There is an additional fee for electrical hook up if needed. There is no water hook up available.** The RV parking is along the edge of the fairgrounds and is not near the vendor area. It will be allocated on a first come first reserved basis. RV's may only be on the grounds if a spot is reserved in advance.

**Horse Track:** Please note that there is a horse track on the grounds. Please follow the roadways and do NOT drive on the race track. Thank you!

**Vendor Locations:** There are a variety of vendor locations, inside the main entrance tent, along the buildings and near the midway. If there are two vendors with the same product, we attempt to put distance between them but electrical needs may dictate where the booths can be located. The main menu food vendors will be placed close to the electrical needed for each vendor.

**Event Times:** The actual event hours are as follows:

Saturday, Oct 6<sup>th</sup> – 10 a.m. – 6 p.m.

Sunday, Oct 7<sup>th</sup> – 10 a.m. – 6 p.m.

Monday, Oct 8<sup>th</sup> – 10 a.m. – 5 p.m.

**Set up Times:** We are asking that vendors set up on Friday between 2:00 p.m. and 7 p.m. If this is an issue for you, please let us know. If you plan to be arriving earlier than this on Friday or on Thursday, you **must** let us know. **You may not park your equipment on site earlier than Friday without informing the fair board.**

**Security:** We have overnight security Friday, Saturday and Sunday nights. This does not make the fair responsible for your items. We do our best to ensure your booth is safe but please, you are ultimately responsible for your items. If any vendors want to **set up early or leave items after** the posted event/set up times, you are leaving your items at your own risk.

**Power:** There is a charge for electricity. You must be plug and play. If you require power, please bring extension cords. We will make every attempt to connect you to the power within 75 feet. Please provide full details of your electrical requirements (how many plugs/ amps required) on page 2 of the application.

**Set up: You must bring your own tent or awning, tables and chairs. Also please bring items to secure your tent in case of wind. We provide a large tent for indoor vendors.**

Contact address before the event: If you want to bring the payment before the event – please bring it to Maynard Insurance at 268 Woodbridge Avenue, just south of the grounds and just east of Kipling Avenue. Please ask for Jamie.

**Payment Arrangements:** Payments are to be made to the Woodbridge Agricultural Society. Payment is to be by cheque, e-transfer, money order or cash. Payment in advance of the event is required. See Vendor form for details. E-transfer to [Jamiemaynard@belnet.ca](mailto:Jamiemaynard@belnet.ca) (send password email to same)

**Vendor Identification:** We will provide identification for you, to enable you to park in the designated areas. Vendors are allowed two passes per day. Volunteers for your booth will need to have the passes to enter. Please arrange this with your volunteers ahead of time. No admittance will be allowed without passes or payment.

**Vendor Forms:** If you are participating please be sure to send in your signed forms in advance. They can be faxed to 905-851-0704 or emailed to Nancy at [nrpayne@live.com](mailto:nrpayne@live.com). Please provide a certificate of insurance

**Food vendors are responsible for completing and sending a York Region Public Health Form.**

Please contact me if you have any questions or concerns.

In advance of the event, please contact Nancy at 9416 697 8246. Nancy will do her best to get back to you in a reasonable time.

Thank you for being a part of this community event.

### **Woodbridge Agricultural Society**

The Woodbridge Fall Fair is operated by the Woodbridge Agricultural Society. The Society is over 160 years old, and is in fact older than the City of Vaughan itself. The Society is dedicated to community, conservation and promoting agriculture. This year,

the Society has gone green, with a focus on local food, energy saving and the environment. [www.woodbridgefair.ca](http://www.woodbridgefair.ca)