



*September 30, & October 1, 2, 3, 2021*

## **Concessionaire Checklist**

*Please read entire the entire contract carefully and use this checklist to ensure you don't miss anything*

- ☐ Complete name, address, postal code, phone and e-mail
- ☐ List complete product line (add additional sheet if necessary)
- ☐ Choose space size
- ☐ Calculate cost - **make sure you have added 13% HST**
- ☐ Submit payment – cheque, bank draft, or money order payable to 'Caledonia Agricultural Society'  
DO NOT MAIL CASH
- ☐ Please note set-up and tear-down times
- ☐ Please note show times
- ☐ **Sign contract (as lessee). The contract is not valid without a signature**
- ☐ Attach copy of insurance certificate with application (\$2 million minimum)
- ☐ **The Caledonia Agricultural Society must be named as additional insured**

### **FOOD VENDORS:**

- ☐ Please ensure you have also filled out the *Haldimand Norfolk Health Unit Food Provider Application* for approval.

**IMPORTANT:** *The Health Unit has stated that they will be strict on the enforcement of the 30-day rule. If you do not submit in time, you may not get approval. There will be no refunds to concessionaires who are not approved by the health unit.*

*If you have any questions, please contact Ian D Thompson at the Fair Office at 905-765-6861  
or e-mail: [manager@caledoniafair.ca](mailto:manager@caledoniafair.ca)*