



MEMORIES MADE HERE.

# LINDSAY EXHIBITION SEPTEMBER 18<sup>th</sup> ~ 22<sup>nd</sup>, 2019

## RULES, REGULATIONS AND CONDITIONS FOR COMMERCIAL EXHIBITS AND CONCESSIONS

- 1) **LIABILITY:** While all precautions will be taken to guard against loss of equipment or display material, the LEX will not assume any responsibility for losses which might be incurred from pilfering, water damage, fire, accident or any other cause.
- 2) **INSURANCE:** Exhibitors must insure their goods and/or equipment against any loss. **ALL EXHIBITORS / VENDORS MUST FILE PROOF OF PUBLIC LIABILITY INSURANCE TO A MINIMUM OF \$2,000,000.**  
*A copy of insurance certificate must accompany your contract.*
- 3) **DISPLAY GUIDELINES:** Exhibitors are expected to create attractive, eye-catching displays that do not infringe on adjacent or neighbouring booths or aisles. All booths, displays, signage, decorations and products **must be contained entirely within the space allocated in the contract.**
- 4) **NO SUBLETS:** Exhibitors may not under any circumstances sublet all or any portion of their booth or space rented under the terms of the contract.
- 5) **CANCELLATION:**  
If cancellation occurs with more than 90 days notice – cancellation fee will be 10% of contract price.  
If cancellation occurs with 21 to 90 days notice – cancellation fee will be 50% of contract price.  
If cancellation occurs less than 21 days before the event – no refund will be provided.
- 6) **TYPE OF OPERATION:** *Exhibitors may not operate any other business or sale of goods other than what is listed on the contract.* The LEX reserves the right to demand the removal of any item(s) offered for sale or any operation that was not clearly approved or understood under the “Type of Operation” on the contract.

7) **\*\*EXHIBITS MUST BE OPEN** and ready for the public at **1:00 pm** on Wednesday

- 8) **EXHIBITS MUST NOT BE DISMANTLED** in any way until after 6 p.m. Sunday, September 22, 2019.

<b>HOURS of OPERATION:</b>	Wednesday	1:00 p.m. to 10:00 p.m.
	Thursday	10 a.m. to 10:00 p.m.
	Friday	10 a.m. to 11:00 p.m.
	Saturday	10 a.m. to 11:00 p.m.
	Sunday	10 a.m. to 6:00 p.m.

Security will remain until the following Monday morning at 9 a.m. for the removal of exhibits. Buildings must be vacated no later than 3 p.m. Monday.

- 9) **THE LEX RESERVES THE RIGHT TO RESELL BOOTHS NOT OCCUPIED BY: 12 P.M. WEDNESDAY, SEPTEMBER 18, 2019. No refunds.**
- 10) **STAFFING:** Booths must be staffed during all hours of operation. Violation of this rule will result in automatic refusal to offer space to Exhibitor in subsequent years.

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- 11) **RESTRICTED TO SPACE:** Displays, demonstrations, distribution of advertising materials or sale of items is not permitted outside the confines of the Exhibitor's booth. Signs in buildings must not project over 12 feet from the wall.
- 12) **SOUND/VIDEO:** In cases where sound and/or video equipment is used, the Exhibitor is required to ensure that there is no disturbance to neighbouring Exhibitors.
- 13) **NO PAINTING** of any kind may take place on the LEX grounds without direct permission of the Manager.
- 14) **SALE OF DRAW TICKETS MUST BE APPROVED BY MANAGEMENT AND THE CITY OF KAWARTHA LAKES** before tickets are made available, and draws must be made by 6 p.m. Sunday, September 22, 2019. In all cases, a list of winners and prizes awarded must be filed with the LEX office before leaving the grounds.
- 15) **DECISIONS:** The decision of the Building Superintendent and/or LEX Manager shall be final in all cases.
- 16) **KNIVES RESTRICTED:** The sale of knives of any kind to persons 18 years of age or under is strictly prohibited.
- 17) **LASER POINTERS PROHIBITED:** Possession and/or the sale of laser pointers is strictly prohibited.
- 18) **FOOD VENDORS**
  - a) **BEVERAGES** - may be sold in plastic or paper cups or cans. No glass containers allowed.
  - b) **FIRE EXTINGUISHERS** - must be supplied and present in food booths at all times.
  - c) **INSURANCE** - food vendors MUST file proof of Liability Insurance in the amount of \$2,000,000.00 no less than 15 days prior to the Exhibition.
  - d) **HEALTH REGULATIONS** - Food vendors must comply with all regulations of the Ministry of Health including Food Handler present at all times.
- 19) **FIRE REGULATIONS:** The exhibitor agrees to observe all Fire Regulations and maintain acceptable Fire Prevention practices as required by the City of Kawartha Lakes Fire Department, including the fireproofing of tents, awnings and other materials as required.
- 20) **REFUSE:** All refuse must be placed in the bins as directed by building staff. Recyclable material is to be placed in bins as directed.
- 21) **ELECTRICITY:**
  - a) **HEATERS:** No electric heaters will be allowed in any booths.
  - b) **QUARTZ LIGHTS:** will be permitted at the discretion of the Management.
  - c) **SAFETY:** In all cases of concern regarding safety of any equipment or hookup, the decision of the LEX's electrical contractor shall be final.
- 22) **DELIVERY** of supplies must be made to exhibit areas and delivery vehicles removed from the grounds no later than 11 a.m. daily. This includes all food supplies. Please advise suppliers.
- 23) **DAMAGES:** The exhibitor shall be responsible for all damages to, or loss of Lindsay Agricultural Society property (normal wear and tear excepted).
- 24) **PARKING:** Exhibitors are prohibited from parking on the paved parking lot during the hours of operation of the Commonwell Building. That parking lot is reserved for people with valid handicap parking permits. By-law officers will be on site and issuing tickets for violations all 5 days of the LEX.