



PET FEST

EXHIBITOR GUIDELINES 2024



Any situation not specifically covered in these guidelines will be resolved at the discretion of the Dorchester Pet Fest Event Organizer.

SET UP & PARKING INFORMATION

Set up will begin at 7:00 AM. Please do not arrive before this, as we need time to complete our tasks. Booth sites are located on grass. Booth sites will be marked to help you find your spot on the day of.

Use the driveway to make your way to the back of the fairgrounds by the green building. One of our volunteers (in a purple volunteer shirt) will direct you from there. Once set up, please park your vehicles in the exhibitor parking area. If you are unsure of where it is, a volunteer can assist you.

All vehicles must be moved to the exhibitor parking area by 9:30 AM, and booth sites must be set up by 9:45 AM.

BOOTH SITE

You are required to bring all items you wish to have in your booth site, i.e. tent, tables, chairs, product, signs, etc. Tents must be secured with weights and/or tent pegs in case of wind. The fairground has limited areas of shade, so a tent and side panels is strongly recommended to provide you with some cover/shade as you see fit.

Exhibitors are responsible for always having at least one (1) representative at their booth during the Event hours. You may have another vendor or a volunteer cover your booth while you use the washroom or get food. However, there is no sharing of booth sites.

In order to maintain a professional image for the public attending the show, any sign or signage must be installed inside the limits of your assigned booth site.

Exhibitors planning to use special equipment or construction techniques are urged to submit plans to the Event Organizer in advance, to ensure compliance with all regulations.

Lighting that spins, rotates, pulsates, and other specialized lighting effects is prohibited. Lighting of this type, can trigger photosensitive epilepsy, produce undesirable sensation leading to trips or falls and may also distract from the general atmosphere of the show.

CLOSE DOWN INFORMATION

For courtesy and the safety of attendees and other exhibitors, no dismantling of booth sites is permitted before 5:00 PM. Vehicles may be brought to the booth sites as of 5:15 PM. We need to ensure attendees are safely out of the area prior to vehicles being on the event grounds.

CLEANING & GARBAGE

The exhibitor is responsible for maintaining their booth site during the event and cleaning of their booth site at the end of the event. Garbage bins will be provided in the exhibitor area, and there is a dumpster for large items. Please ask a volunteer for the location if you need to use this.

SOLICITING

Soliciting of business and distribution of samples, promotional items and literature must be confined to your contracted exhibit space. It is not permitted in other exhibitor's booths, at any entrance/exit, or anywhere on the grounds of the event, including the parking area (car windshields) without Show Management authorization.

SOUND & NOISE

Show Management reserves the right to restrict sounds from any source that interferes with activities in neighbouring booths or horses boarded on site.

Wi-Fi & CELL RECEPTION

There is no Wi-Fi on site, but cell reception is good. So, if you use Square or another point-of-sale system that needs internet, you should not have an issue if you use data.

SECOND-HAND MARKETPLACE

If you have any pet-related items you would like to donate, please bring your donations to the big green barn when you arrive, so we have time to inventory and set it up. You may also arrange to drop off items ahead of time to me or at the fairgrounds on Friday. Please email to arrange a time. You are permitted to purchase items from the marketplace if you would like.

SILENT AUCTION ITEMS

If you are donating items for the silent auction, these items should be given to the Show Management prior to the event, if possible.

If you need to bring it with you to the event, please bring the items to the big green barn on Saturday morning when you arrive, so we have time to inventory and set it up. You are permitted to participate in the silent auction if you would like.

CONTESTS/DRAWS/RAFFLES AT YOUR BOOTH

Exhibitors wishing to conduct a contest or draw at their booth, please follow the rules below:

- Draws conducted by exhibitors in conjunction with their exhibit must be free of any obligation on the part of their winner. Prize-winners must not be required to place an order before collecting the prize offered.
- The listing of prizes and terms of the draws must be clearly stated on the entry form.
- You will need to disclose the number and approximate value of prizes.
- You must not delay the awarding of prizes.

Raffles and contests requiring a “payment to win” or for “fundraising” purposes are not permitted unless you are a not-for-profit organization and are in compliance with the Ontario Lottery Laws.

INSURANCE

You are required to obtain general liability insurance coverage for this event and name Dorchester Pet Fest as an additional insured.

A copy must be provided to Dorchester Pet Fest prior to setting up at the fairground. Failure to provide insurance will mean that you will not be permitted to participate in the event, and you will forfeit your registration fee.

We have arranged for exhibitor insurance from DUUO. This is a special rate that covers you specifically for this event. Coverage will automatically be sent to us when you purchase it. Information will be provided to you via email and on our website when it is available. This insurance is optional, and you may instead use your own insurance if you have insurance coverage.

FOOD VENDORS

Food vendors must have a Mandatory Food Handler Certification for Special Events. Please ensure one certified food handler, who is supervising staff, is on-site where food is prepared. Certified food handlers must provide a copy of their certificate when requested.

More information can be found on the Middlesex-London Health Unit website.

<https://www.healthunit.com/food-safety-at-special-events>

Any mobile food service equipment (MFSE)(i.e. food trucks) should also have proof of their Field Approval issued by the Technical Standards and Safety Authority (TSSA) and annual inspection by a licensed gas technician.

LICENSED ALCOHOL VENDORS

Licensed vendors must provide copies of all SMART SERVE certifications for staff attending your booth,

FIRE SAFETY REGULATIONS

Show Management or Fire Department Officials may order the removal of any materials, such as packing paper, cardboard, plastic materials, etc., where the quantity or nature of the materials may create a hazard to the public.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth area.

All entrances, exits, pathways, driveways shall be unobstructed at all times during the event times. Vehicles in lanes or blocking roadways, pathways, exits, etc., will be removed at the owner's expense.

ELECTRICAL SAFETY REQUIREMENTS

The Ontario Electrical Safety Code regulation 794/80, requires that all electrical equipment must be approved before it may be lawfully advertised, displayed, offered for sale, sold or otherwise disposed of or used in the Province of Ontario.

It is therefore the responsibility of each exhibitor to ensure that all electrical equipment in, on or about, his or her booth complies with the above regulation. This includes electrical merchandise, extension cords, lighting and display equipment.

One of the fundamental requirements for Canadian Standards Association certification is that appropriate approval markings (CSA monogram or label) appear on each device. If such markings are missing, the device must be considered unapproved and, therefore, subject to special inspection and possible removal from the exhibit.