



CULTURAL FAIR

Eligibility, conditions and regulations



[1]. 2017 SCHEDULE

SATURDAY, July 8th: 11 a.m. to 8:30 p.m.
SUNDAY, July 9th: 11 a.m. to 4 p.m.

[2]. LOCATION OF THE FAIR

Zone Foires au galop
1548 rue Poirier
Saint-Lazare, J7T 2T2

[3]. REGISTRATION

Eligible exhibitors must (*see eligibility criteria below*):

- A. Register for the duration of the fair (2 days);
- B. Respect the schedule;
- C. Ensure the presence of a staff member at their stand at all times;
- D. **Have transmitted to the Town, no later than April 28 2017 at 4 p.m. :**
 - a) the duly completed registration form
 - b) a proof of insurance valid on the fair days
 - c) any other details you deem appropriate
- E. **Have transmitted to the Town payment in full (check, debit or cash) no later than June 9, 2017 at 4 p.m.**

Important note:

- a) Places are limited;
- b) A late registration fee is applicable.

[4]. COSTS AND TERMS OF PAYMENT

Equestrian fair	Cost plus taxes	Notes	Not included
One 10 feet by 10 feet individual space (possibility to reserve more than one space)	\$150 for both days (mandatory)	Included in the price: <ul style="list-style-type: none"> ▪ Access to recycling and garbage bins ▪ One (1) table ▪ Two (2) chairs ▪ A backdrop ▪ Two (2) side curtains 	
Electrical appliance	\$25 (this amount covers 2 appliances not exceeding 20 amp) Each additional appliance (not exceeding 20 amp): \$10 / each	Electricity will only be provided for the items listed on the registration form by the exhibitor—(e.g.: laptop, Interac device, etc.). N.B.: You are not allowed to bring your own generator.	Any appliance not identified in the registration form.
Late registration fee (after the registration deadline)	\$25		

The invoice will be sent by email. The amount is not refundable.

The full payment is due **no later than June 9,2017.**

Payable by check to Ville de Saint-Lazare, in cash, or debit at the Town hall reception at:

Ville de Saint-Lazare
A/S Festival Saint-Lazare au Galop (Cultural fair)
1960 Chemin Sainte-Angélique
Saint-Lazare (Québec) J7T 3A3

[5]. SET-UP

A. Equipment supplied by the exhibitor

In addition to his/her stock the exhibitor must supply his/her:

- displays
- decoration to make it more attractive;
- extensions in good condition and in sufficient quantities ;
- freestanding display unit

B. Equipment supplied by the Town

- a covered individual space;
- a table ;
- two chairs ;
- a backdrop ;
- two side curtains;
- access to recycling bins and waste

C. Stand number

The location number and map of the fair will be sent by email to the exhibitors a few days before the fair starts. We ask that the exhibitors check the location of their kiosk carefully. When he/she arrives at the site, he/she must wait for the person in charge to confirm the number and show the location before setting up. The exhibitor must set up in the location that has been assigned to him/her.

D. Set-up and dismantling

- Several days before the fair, instructions will be sent to the exhibitor;
- The exhibitor will have access to the parking starting at 8:30 a.m. on the first day of the fair;
- The exhibitor must have completed the set-up before 10:30 a.m.;
- No dismantling will be allowed during the fair's opening hours or at any time during its entire duration. The exhibitor must wait for the person in charge to give him/her the permission to dismantle his/her stand and prepare to leave the site.

[6]. ON-SITE VEHICULAR TRAFFIC

A. Authorized vehicles will be allowed on the site strictly for setting-up and dismantling.

B. Time limit for unloading your vehicle

To insure fluidity in the parking lot and allow every exhibitor enough time to install their stand, exhibitors will have thirty (30) minutes to unload their vehicle.



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C. Authorized vehicles

Only pick-up trucks or smaller vehicles of a maximum length of 20 feet, including the trailer, will be authorized on the site. Any vehicle or trailer left next to a stand will be towed.

D. For safety purposes, vehicular **traffic will be strictly forbidden** one hour before the fair opens and thirty minutes after it is closed.

E. **Parking spaces** for exhibitors and their staff are limited. The Town encourages employees to carpool.

[7]. LIABILITY

A. The exhibitors are liable for any damage caused by his/her equipment.

B. Despite the presence of security agents on the site during the day and at night, the Town strongly recommends that exhibitors not leave valuable stock unattended (on the tables or in the boxes). The Town is not responsible for lost, damaged or stolen goods or property.

[8]. ELIGIBILITY CRITERIA FOR THE EQUESTRIAN FAIR

To be eligible, the exhibitor must:

- a) Use an equestrian theme as principal subject for artwork or artifacts exhibited;
- b) Come from a recognized cultural area of expertise: visual arts, theater, circus arts, media-related art, multidisciplinary arts, storytelling, music, cinema and video, literature, craftwork, heritage work, architecture, design, languages;
- c) Have exhibited in a gallery or exhibit or participated in a fair at least twice (2) in the past two (2) years.

The Town reserves the right to select participating exhibitors without specific eligibility criteria. However, the Town :

- a) **FAVOURS** local exhibitors and those located on the MRC de Vaudreuil-Soulanges territory.
- b) **ENCOURAGES** the rarity and the quality of and the demand for the product offered;
- c) **IS LOOKING FOR** diversity ;
- d) **REQUIRES** all exhibitors and their staff to be respectful of and to collaborate with management, other exhibitors and customers;
- e) **FORBIDS** the presence of animals on the site of the fair;
- f) **FORBIDS** exhibitors and their staff to camp or sleep in the park. Doing so is grounds for eviction.

The Town reserves the right:

- a) **TO REFUSE** exhibitors who do not comply with the conditions and regulations;
- b) **TO LIMIT** the number of kiosks;
- c) **TO PENALIZE OR REJECT** any late application and/or any application for which the fee is not paid before the payment deadline.



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[9]. RESOLVING PROBLEMS OR CONFLICTS

Any logistics issue or conflict between exhibitors must be brought to the attention of the person responsible for the fair as quickly as possible.

[10]. IMAGE RIGHTS

The exhibitor and his/her staff agree to be photographed during the fair and give up all rights of use of the photos to the Town to promote the fair by means of its communications tools.

[11]. ACCEPTANCE OF TERMS AND CONDITIONS

The exhibitor will be deemed to have accepted all terms and conditions once the payment has been made.

[12]. REGISTRATION CONFIRMATION

The registration will be deemed confirmed once the payment has been accepted.

[13]. QUESTIONS AND ADDITIONAL INFORMATION

Questions may be addressed to:

Sabrina Addison-Thibault

saddison-thibault@ville.saint-lazare.qc.ca

450 424-8000, ext 217

This is the English translation of the original French text.