ANNAPOLIS VALLEY EXHIBITION SOCIETY
570 Main Street, P.O. Box 100 Lawrencetown, N.S. B0S 1M0
(902)584-3339 / manager@valleyex.ca

VENDOR TERMS OF AGREEMENT — 2027

100th Anniversary | August 16–21, 2027

These Terms of Agreement apply to all vendors participating in the Annapolis Valley Exhibition. By registering, vendors agree to comply with these terms, the Vendor Handbook, and reasonable directions provided by Exhibition staff.

1. Booth Pricing and Payment

Booth pricing for the 2027 Exhibition is as follows (all prices subject to HST):

- 10' × 10' booth — $300
- 10' × 20' booth — $550
- 20' × 20' booth — $800
- Outdoor mobile/trailer unit — $500

A $150 deposit per booth is required to reserve space.

Vendors who pay their full booth balance by **May 31, 2027**, will receive a 10% discount on booth fees.

All remaining balances must be paid prior to the Exhibition. No refunds will be issued after **August 1, 2027**.

2. Booth Assignment

- Booth locations are assigned by the Exhibition. Requests for specific locations may be considered but cannot be guaranteed.
- Vendors must remain within their assigned space and may not sublet, share, relocate, or expand their booth without prior approval.
- Displays, equipment, trailers, and merchandise must not infringe upon neighbouring vendors, food concessions, exhibitors, or public spaces.
- The Exhibition reserves the right to adjust booth assignments where necessary for safety, accessibility, or operational reasons.

3. Setup and Teardown

Vendors must follow scheduled setup and teardown times provided by the Exhibition.

All booths must be fully set up before opening on Monday, August 16, and remain in place throughout the Exhibition, subject to the following arrangements:

Arena Vendors

- Teardown may begin Saturday, August 21, at 8:00 pm.
- Vendors may remain open later if desired.
- Vehicles and equipment must not obstruct the Arena's accessible entrance/exit.

Admin Building Vendors

- Saturday evening teardown is strongly discouraged due to heavy pedestrian traffic.

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- Preferred teardown is Sunday, August 22, between noon and 4:00 pm.
- Any Saturday removal must not interfere with public access or pedestrian movement.

Outdoor Vendors

- Sunday, August 15, is the preferred setup day.
- Vendors unable to arrive Sunday must be onsite by 10:00 am Monday, August 16.
- Saturday teardown may begin after 8:00 pm, provided it can be completed safely.
- Sunday removal is strongly encouraged due to pedestrian, livestock, exhibitor, and vehicle traffic.

Vehicle access, setup, deliveries, and teardown may be restricted or delayed at the direction of Exhibition staff for safety or operational reasons.

4. Hours of Operation

All vendors are expected to be open and accessible to patrons daily from **12:00 noon to 8:00 pm**, with extended hours encouraged when visitor traffic warrants.

- **Arena:** Open to the public noon–10:00 pm daily.
- **Administration Building:** Open to the public 9:00 am–11:00 pm daily.
- **Outdoor Vendors:** Required to operate noon–8:00 pm daily, with extended hours encouraged.

Booths should generally be staffed during required operating hours. Unstaffed informational, educational, or community displays may be permitted where appropriate, provided they remain visible, informative, and safely secured.

Vendors operating alone may close briefly for essential needs, provided a clearly visible sign indicates their expected reopening time. Regular or extended closures during required operating hours are not permitted without prior approval.

5. Booth Safety and Accessibility

Vendors are responsible for maintaining a safe and accessible booth space.

Displays and equipment must:

- Remain within the assigned booth space.
- Not obstruct walkways, entrances, exits, accessible routes, or fire lanes.
- Be stable, safely secured, and appropriate for their location.
- Not create tripping hazards or interfere with neighbouring vendors.

Tents, large flags, tall backdrops, and large banners are not permitted indoors.

Outdoor structures must be appropriately secured for weather conditions. Generators require prior approval and must be safely positioned.

Vendors must comply with all applicable safety requirements and directions from Exhibition staff.

6. Products and Sales

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Vendors may only sell products or services listed on their application unless otherwise approved by the Exhibition.

The Exhibition reserves the right to request removal of items that do not meet event guidelines or are considered inappropriate for a family-friendly event.

7. Cleanliness

Vendors are responsible for keeping their booth space clean throughout the Exhibition, removing garbage regularly, and leaving their assigned space clean and free of debris following teardown.

8. Noise, Smoking and Conduct

- Amplified sound or music that interferes with neighbouring vendors or Exhibition activities is not permitted.
- Vendors located in the Arena acknowledge that daily live entertainment may result in periods of elevated noise.
- Smoking and vaping are not permitted at or near vendor booths or operating spaces. Designated smoking areas must be used.
- Vendors and their staff are expected to conduct themselves respectfully and professionally toward patrons, exhibitors, volunteers, staff, and neighbouring vendors.

9. Licences and Insurance

Vendors must provide proof of appropriate liability insurance prior to the Exhibition.

Insurance must name the following as additional insured:

- Annapolis Valley Exhibition
- Annapolis County Federation of Agriculture

Food vendors must obtain and display all required licences and permits.

10. Vendor Admission and Parking

Each registered vendor receives:

- **One (1) parking pass** for designated vendor parking areas.
- **Twelve (12) single-day admission passes, or the equivalent in full-week bracelets.**

One full-week bracelet is equivalent to six single-day passes. Vendors may choose 12 day passes, two full-week bracelets, or one full-week bracelet plus six day passes.

Additional admission and parking passes may be purchased at special vendor rates.

All vehicles must park in designated areas. Vendor parking passes do not authorize onsite parking within the Exhibition grounds unless specifically approved.

11. Security and Vendor Property

- The Exhibition employs overnight security personnel and uses security cameras to help monitor the grounds and facilities.

- However, these measures do not guarantee the security of individual booths, merchandise, equipment, cash, or personal belongings.
- Vendors are responsible for securing their property and taking reasonable precautions against loss, theft, or damage.

12. Media Release

The Exhibition may photograph or record vendors and booths for promotional purposes.

Vendors who do not wish to be photographed must notify the Exhibition office.

13. Draws and Raffles

Vendor-run draws or raffles must comply with applicable Nova Scotia gaming regulations and must be completed by **6:00 pm on Saturday, August 21, 2027**.

Vendors are responsible for obtaining any required permits or licences.

14. Damages and Liability

Vendors are responsible for damage caused by themselves, their staff, or their equipment.

Participation in the Exhibition is at the vendor's own risk. The Annapolis Valley Exhibition and the Annapolis County Federation of Agriculture are not responsible for loss, theft, or damage to vendor property.

15. Force Majeure

The Annapolis Valley Exhibition is not responsible for failure to hold the event, delays, or changes caused by circumstances beyond its control. This may include, but is not limited to, severe weather, public health emergencies, government orders, power outages, fire, natural disasters, or other unforeseen events.

If the Exhibition is cancelled or significantly modified due to these circumstances, the Exhibition reserves the right to determine refunds, credits, or rescheduling options.

16. Agreement

By submitting a vendor application and participating in the Exhibition, vendors acknowledge that they have read and agree to these Terms of Agreement and the accompanying Vendor Handbook.

Failure to comply with these terms or reasonable directions from Exhibition staff may result in removal from the Exhibition without refund.

Annapolis Valley Exhibition Society

www.valleyex.ca | info@valleyex.ca | 902-584-3339