



ORILLIA CITY CENTRE
50 ANDREW ST. S.,
SUITE 300
ORILLIA, ON
L3V 7T5

TELEPHONE
(705) 329-7250
FACSIMILE
(705) 329-2176

PARKS AND RECREATION DEPARTMENT

2010 Spring/Summer and Fall/Winter Leisure Fairs February 20, 2010 and September 18, 2010 at the Orillia Square Mall from 10:00 am to 4:00 pm

I would like to take this opportunity to invite your organization/business to participate in the 2010 Orillia Parks and Recreation Leisure Fairs. You may take this opportunity to register participants for your upcoming programs or just promote your organization or business.

The Leisure Fair concept is intended to help promote the various sports, recreational, leisure activities, services, and products that are available to the citizens of Orillia and area. The event is open to all organizations or businesses in Orillia and area that provide recreational activities, services, or products. Through newspaper and radio the local media will advertise this exciting event for your recognition.

Booth spaces will be available to rent for the low price of \$35.00 for non-profit organizations or \$70.00 for businesses. The booth sizes are eight (8) feet by five (5) feet and will include one table and two chairs with a limited number of booths with electricity. If you require more than one booth note this on your completed Exhibitor Agreement Form and include the appropriate fee. Save 15% by booking your booth space at both the 2010 Spring/Summer and Fall/Winter Leisure Fairs. Book prior to January 31, 2010, and pay only \$60.00 for non-profit booths or \$120.00 for all other business booths. We will once again offer the popular *Active* zone, a central demonstration area where exhibitors can demonstrate their various activities to the public. Please check the box and provide details on your Exhibitor Agreement Form if you are interested in participating in the *Active* zone!

You will find your "2010 Leisure Fair" show package enclosed which includes an Exhibitor Agreement Form, show conditions, and regulations. Please complete the agreement and mail or drop the form with payment to, Orillia Parks & Recreation, 50 Andrew St. South, Suite 300, Orillia, ON, L3V 7T5.

See you there,

Paul Barnetson
Marketing Coordinator
Orillia Parks and Recreation
(705) 325-2050
pbarnetson@city.orillia.on.ca

CITY OF ORILLIA, PARKS & RECREATION DEPARTMENT

2010 Leisure Fair Conditions and Regulations

1. Exhibitors may use the Leisure Fair to promote their activities, services, or products or to register participants for their programs. Exhibitors may not sell any retail products that are in direct competition with any business located at the Orillia Square Mall during the Leisure Fair.
2. All exhibitors must abide by local bylaws and fire regulations.
3. Exhibitors will be responsible for cleaning and removing garbage from their booth(s) at all times, including set-up and tear-down.
4. Exhibitors may not sublet booth space without written permission from Orillia Parks & Recreation.
5. The exhibitor agrees to release the City of Orillia Parks & Recreation, their assignees and employees from all damage, expense, liability, loss, claims, or demands arising from injury or damage to any person or property during its occupation of the show premises.
6. No booth may be constructed so as to interfere with, impede, or in any way detract from another booth. No booth or part thereof may be constructed beyond eight (8) feet in height unless the exhibitor gets approval in writing from Orillia Parks and Recreation.
7. Any additional expenses relating to the installation of electrical or telephone services to individual booths are the sole responsibility of that exhibitor. **The exhibitor is required to provide their own extension cords and/or telephone cords.**
8. It is expected that all booths will remain open and occupied at all times during the public show hours. Booth displays must be contained within the booth space rented (measurements are outside dimensions).
9. In order to ensure that all participating organizations/businesses are listed in promotional material, booth rental fees must be paid in full no later than three weeks prior to the Leisure Fair dates.

SPRING/SUMMER Saturday, February 20

Public hours: 10:00am to 4:00pm

Set-up: 8:30am to 10:00am
(Please have all booths set-up by 10:00am)

Tear-down: 4:00pm to 6:00pm
(Following tear-down of the booth, exhibitors are responsible for cleaning up their individual booth area).

FALL/WINTER Saturday, September 18

Public hours: 10:00am to 4:00pm

Set-up: 8:30am to 10:00am
(Please have all booths set-up by 10:00am)

Tear-down: 4:00pm to 6:00pm
(Following tear-down of the booth, exhibitors are responsible for cleaning up their individual booth area).

10. **Booth rental fees**
The per booth rental fee for either the Spring/Summer or Fall/Winter Leisure Fairs is \$35.00 for non-profit organizations or \$70.00 for any other type of business. If you register and pay for both 2010 fairs prior to January 31, 2010, you will receive a 15% discount on the booth rental fee (\$60.00 for non-profit organizations or \$120.00 for all other businesses). If after registering for both fairs you must cancel your participation in one, only the non-discounted portion of the booth rental fee will be returned.

CITY OF ORILLIA, PARKS & RECREATION DEPARTMENT

2010 Leisure Fair Exhibitor Agreement Form

Organization/Business Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

Contact Person: _____

Booth Rental Information

All booth sizes are approximately 8 feet wide by 5 feet deep. Rental fee includes 1 – 30” by 8 ft. table and 2 chairs. Exhibitors may be required to provide their own additional tables and chairs. The cost to rent a booth at either the Spring/Summer or Fall/Winter Leisure Fairs is only \$35.00 for non-profit organizations or \$70.00 for any other type of business. If you register for both Leisure Fairs at this time you will save 15% on the total booth rental. Space is limited, reserve your booth today.

Our organization/business is:

Non-Profit **All Others**

I would like to reserve booth space for the:

Spring/Summer **Fall/Winter** **Both Leisure Fairs**

of Booths Required: _____ Electrical Outlet Required: _____

We would like to participate in the *Active* demonstration area

Details: _____

I have read, understand, and agree to abide by the conditions and regulations of the Orillia Parks and Recreation Leisure Fair. Failure to abide by the conditions and regulations may result in the forfeiture of the reserved space, without compensation. It is understood that the undersigned person, with the authority of the organization/business that they represent, will not hold the City of Orillia Parks and Recreation Department, the Orillia Square Mall, the Orillia Square Mall Merchants Association, their employees, or agents responsible for any injuries or damages while participating in the Orillia Parks and Recreation Leisure Fair.

Authorized By: _____ *Please Print* _____ Date: _____

Signed: _____

Please complete and return with the appropriate booth fee to:

Orillia Parks and Recreation
50 Andrew St. South, Suite 300
Orillia, ON L3V 7T5
ATTN: Paul Barnetson

Please make all cheques payable to City of Orillia