



OPNC Fall Fair Exhibitor Application Form

Thank you for your interest in participating in our 20th annual Fall Fair — Oakville's longest-running annual event! This year's Fair will take place, rain or shine, on Saturday September 9, 2017 at OPNC between 12PM and 10PM. Exhibitors participate from 12PM until between 6 and 7PM; tear down takes place in order for us to prepare for our evening movies.

The Fall Fair is our largest annual fundraising event. We anticipate foot traffic of over 2,000 people, and promote the event through a large online campaign as well as through print and telephone contact that will directly reach over 6,000 homes. Exhibitor space is limited so please get us your completed application forms, payment, and insurance as soon as possible in order to secure your spot! Selected exhibitors will be at the discretion of the Fall Fair Committee; we are looking for exhibitors with innovative and creative activities ready to engage with our community. **PLEASE read the Guidelines on the back on this form prior to completing your application.**

WHAT WE NEED FROM YOU

Company or Organization Name: _____

Contact Person: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Free activity provided for attendees that adds value to the Fair: _____

Are you interested in performing on our Mainstage? If so please provide us with further details. Please note all Mainstage performances will be at our discretion. Smaller performances and demonstrations can take place throughout the day. _____

Do you require electricity? Please note we have limited spots that can offer a connection, and you are required to bring your own extension cords. _____

Preferred set up time (please see guidelines for time slots): _____

Silent auction donation item _____ Value (\$50 minimum): _____

Are you a registered charity? Please provide your charitable number. _____

ARE YOU ON...

Facebook? _____ Twitter? _____

The web? _____

PAYMENT

Payment is non-refundable. Payment can be made by cash at the centre, by cheque (made payable to Oak Park Neighbourhood Centre), through PayPal via www.opnc.ca (with an additional \$3 charge), or via email transfer (to events@opnc.ca). All spaces are 12x12 and valued as follows:

UNTIL JUNE 30 — \$75.00

AFTER JUNE 30 — \$100.00

AFTER AUGUST 19 — \$125.00

EXHIBITOR GUIDELINES

- Your payment is non-refundable.
- Both Oak Park Neighbourhood Centre and the Town of Oakville must be added to your business' insurance as additional insured. Updated insurance indicating that this has been completed must be provided to us with your payment.
- Selected exhibitors will be at the discretion of the Fall Fair Committee; we are looking for exhibitors with innovative and creative activities ready to engage with our community.
- Exhibitors are responsible for providing their own tables, chairs, and canopies. **This event is rain or shine!** We **highly recommend you have a canopy** to protect either you or your staff from a variety of potential weather conditions that early September can bring.
- Exhibitors cannot raise funds for another charity at this event.
- Set up takes place the day of the event from 9AM – 12PM. All exhibitors are required to be present from 12PM – 6PM.
- All exhibitors must provide an activity for Fair attendees that is both engaging and unique. Coupons, hand-outs, and colouring pages will not be considered valid activities.
- Set up times are staggered by 30 minute intervals to avoid congestion in our small parking lot. In the "Preferred set up time" portion of the application, please indicate one of the following: 9AM, 9:30AM, 10:30AM, 11AM, or 11:30AM.
- You may not use the Oak Park Neighbourhood Centre logo, name, or any marketing material or logos owned by either OPNC or our affiliates to advertise your participation in the Fall Fair without our permission.

SILENT AUCTION GUIDELINES

- In addition to your payment, all exhibitors are required to make a donation to our Silent Auction.
- Donations must be valued at a minimum of \$50.00.
- We do not accept donations of coupons for a portion of a program.

SPONSORSHIP

Improve your exposure at the Fair while helping support the needs of the Oak Park community and beyond by also being an event sponsor! Our sponsorship opportunities range from \$250 to \$2,000+! If you're interested in sponsoring the event, please contact fundraising@opnc.ca. We would be delighted to inform you how your sponsorship commitment will be acknowledged.

Failure to comply with any of these guidelines on the day of the Fall Fair may result in your inability to participate in future Oak Park Neighbourhood Centre events.

We look forward to seeing you on September 9!

The Oak Park Neighbourhood Centre Fall Fair Committee
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Fax- 905 257-7487
events@opnc.ca