

# 2024 INTERNATIONAL PLOWING MATCH AND RURAL EXPO

Dear Exhibitor:

## **WELCOME to the 2024 International Plowing Match and Rural Expo!**

**The City of Kawartha Lakes (formerly Victoria County)** is located in East Central Ontario and is a booming combination of outstanding agricultural enterprises and breath-taking natural and man-made tourist attractions. Unique communities make up this thriving area.

The towns and villages, including Bethany, Bobcaygeon, Bolsover, Burnt River, Cambray, Cameron, Coboconk, Dalrymple, Downeyville, Dunsford, Fenelon Falls, Janetville, Kinmount, Kirkfield, Lindsay, Little Britain, Norland, Oakwood, Omemee, Pontypool, Rosedale, Sebright, Victoria Road and Woodville are all looking forward to welcoming you. You will find exceptional goods and services in each community that define the progressive nature of the area. The popularity of the area is proven by the phenomenal population growth throughout.

Found within a few hours drive of many large Canadian centres, including Peterborough, Markham, Oshawa and Toronto, IPM 2024 and Kawartha Lakes will offer something special for all visitors to IPM 2024. Highway access from all directions makes travelling to Kawartha Lakes (Lindsay) convenient and enjoyable.

Agriculture dominates the economy of Kawartha Lakes. Impressive beef, dairy, cash crop farms and specialty crops are known world-wide for their quality and technological advancements

Tourists from around the world make Kawartha Lakes their second home ---- and for many, it's a year-round destination.

**THE 2024 INTERNATIONAL PLOWING MATCH AND RURAL EXPO will uniquely showcase the past, present and future in a wide-range of exhibits that will feature agriculture, plowing, food, tourism, agri-tourism, rural living, technology and so much more.**

Along with the Ontario Plowmen's Association, this year's IPM is being hosted by the City of Kawartha Lakes and all the towns, villages and communities that now form this Municipality (formerly known as Victoria County).

This year's Local Organizing Committee is an amazing group of talented and enthusiastic individuals. Each volunteer brings their skills and dedication to the shared goal of creating a dynamic event for all participants. Couple this group with the enthusiastic OPA Advisory Councillors, Directors and Staff and you have the formula for success.

### **MANY FIRSTS WILL BE EXPERIENCED THIS YEAR**

For the first time in its 111-year history, the IPM Tented City will be built on a Fairgrounds. Transforming the Lindsay Fairgrounds will provide many new opportunities---while at the same time may be presenting a few challenges. The area is quickly being developed to provide housing for people wanting to live, work and play in Kawartha Lakes. This is the first time, at least in recent history, that the IPM has worked with Developers to obtain land for the RV Park, Parking and Plowing.

We thank them for their contributions and co-operation. A big Thank You also goes to the farmers in the area who have also offered their land for this amazing event.

**Because of these activation changes, a number of rules have had to be changed. We urge you to read this Information Book carefully. The changes are necessary to maintain the integrity of the land within the Fairgrounds and beyond.**

Preference for water supplies will be given to food vendors and those exhibits showcasing livestock. Premier Event Tent Rentals is the Official Tent Supplier to IPM 2024 and will be providing 24-hour service on-site for the duration of the event. A beautiful selection of landscaping supplies will be offered but be sure to order early for the best selection. You will be required to leave the landscaping products in the pots rather than actually planting them. **PLEASE NOTE: Once confirmed, we will send your lot location/exhibit location to the various Service Providers (Landscaping, Hydro, Tent/Building application, etc.)**

Please be sure to complete the Tent/Building (Temporary) Information Application. All Outdoor & Food Concession exhibits with any size tent or building will need to complete this form. If you have questions about this form, please call the OPA Office.

**PLEASE respect the 5:00 p.m. Departure Time on Saturday, October 5<sup>th</sup>. We will not allow the increased risks of accidents to our exhibitors or our visitors because of Exhibitor early-departure traffic.**

Again we ask that you Please review the Rules and Regulations included on the following pages. **SOME RULES HAVE CHANGED!!!!!!!** We've tried to include answers to any questions you might have. We trust that by including as many details as possible now, your planning for and experience at the IPM will be successful and enjoyable.

We encourage you to book your Exhibit Space and related services EARLY and plan for another successful International Plowing Match and Rural Expo. ALL OF US enthusiastically look forward to welcoming you to Kawartha Lakes.

If you have any questions, please do not hesitate to contact us.

Yours truly,  
ONTARIO PLOWMEN'S ASSOCIATION

*Cathy*

Cathy Lasby  
Executive Director  
[Cathy@plowingmatch.org](mailto:Cathy@plowingmatch.org)

# **IMPORTANT PLANNING DATES**

## **2024 International Plowing Match and Rural Expo**

### **BE SURE TO BOOK YOUR EXHIBITOR**

### **SPACE EARLY...AND SAVE**

#### **JULY**

15 Be sure to order Landscaping Supplies EARLY!

15 **INDOOR & OUTDOOR EXHIBITORS - BOOK TODAY AND SAVE---SEE APPLICATIONS FOR SAVINGS**

#### **AUGUST**

1 Deadline for listings in Official Show Guide

1 Permission Request to Dig or Excavate due

1 Application for Special Attractions

1 Application for On-Site Residency due

1 Last day to Save - Tent Rental Order Form to Premier Events Tent Rentals

1 Last day to save on Electrical Services

6 Health Unit applications due----Food Concessions

13 Advertising Deadline BETTER FARMING

26 Order Forms for Additional Passes due

26 Exhibitor Products and Services Orders due

#### **SEPTEMBER**

9 Parade Entry form due

25 Outdoor Exhibitors may begin move-in

26 Forklift Service will commence

26 Site Protection in Tented City commences (Noon)

27 Food Vendors may move in/set up

28 Indoor Move-in may begin set up (after 12 noon)

29 WORSHIP SERVICE

30 All exhibitors must be completely set up ready for inspection (by 5:00 p.m.)

30 All delivery trucks etc. must be removed and set up complete by 5:00 p.m.

#### **OCTOBER**

1 OPENING DAY

4 Celebration of Excellence Banquet including the crowning of the 2024-23 Ontario Queen of the Furrow

5 CLOSING DAY

6 Indoor Exhibits must be removed from site (by Noon)

7 Site Protection on Site concludes (Noon)

11 All exhibits must be completely moved off the grounds

11 Forklift Service concludes

# 2024 INTERNATIONAL PLOWING MATCH AND RURAL EXPO

## GENERAL INFORMATION

### 1. ONTARIO PLOWMEN'S ASSOCIATION

519-767-2928    1-800-661-7569    Fax: 519-767-2101    [www.plowingmatch.org](http://www.plowingmatch.org)

**Cathy Lasby**                      Executive Director & Exhibits Co-ordinator  
cathy@plowingmatch.org

**OR**

**Sharon McCorquodale**    Programme Co-ordinator  
admin@plowingmatch.org

### 2. INVITATION TO EXHIBITORS

In keeping with the mandate of the Ontario Plowmen's Association (OPA), exhibitors related to agriculture, food, education, environment or rural living are invited to participate in the International Plowing Match and Rural Expo. The OPA reserves the right to accept, decline or limit the numbers and types of exhibitor applications. Unless authorized by the OPA, no used, second-hand or rebuilt articles or goods are permitted for display and/or sale by the exhibitor. Only those items identified in the contract application may be displayed and/or sold. **Sub-letting of space is strictly prohibited. Generators are not allowed.**

### 3. HOURS OF OPERATION

**Tuesday, October 1<sup>st</sup> thru Saturday, October 5<sup>th</sup>, 2024**  
**Hours are 8:30 a. m. to 5:00 p.m. daily**

Exhibits are to remain intact until the close of the show at 5:00 p.m. on Saturday, October 5<sup>th</sup>, 2024.

**DUE TO THE INCREASED RISKS OF ACCIDENTS TO OUR EXHIBITORS AND VISITORS, NO EXHIBITOR IS ALLOWED TO LEAVE PRIOR TO 5:00 P.M. ON CLOSING DAY.**

### 4. APPLICATIONS

**APPLICATIONS (WITH PRICES) MAY BE FOUND STARTING AT "B1".**

Methods of payment: Credit card (Visa or Mastercard), cheque, cash, or money order.  
**INDOOR & OUTDOOR EXHIBITORS - BOOK BY JULY 15<sup>th</sup> AND SAVE.**

After September 1<sup>st</sup>, 2024, credit card, cash or certified cheque only. **Full payment MUST be received prior to set up.**

The Ontario Plowmen's Association reserves the right to release any rental space that has not been paid in full and any deposit paid will not be refunded. **Payment in full and proof of insurance must be received before admission tickets can be distributed and setting up will be permitted.**

## **HEALTH AND SAFETY**

The Ontario Ministry of Labour advises that workers installing temporary structures, tents and buildings on the IPM site fall under the scope of the Occupational Health and Safety Act, Ontario Regulation 213/91.

Exhibitors must ensure all individuals work in compliance with health and safety procedures as legislated by this act. For the protection of both the general public and exhibitors, all demonstrations and static exhibits must conform to accepted safety practices (i.e., safety barriers around moving equipment, bracing on extended loaders, use of proper extension cords, etc.)

**Helium filled balloons will not be permitted on site.**

### **5. NO SMOKING OR VAPING OR CANNABIS AT THE INTERNATIONAL PLOWING MATCH AND RURAL EXPO**

For years, the IPM has been a family-friendly and **smoke-free** event. This year's event in the City of Kawartha Lakes is no different. As per the government rules, **SMOKING & VAPING WILL NOT BE ALLOWED** on the IPM properties.

- “smoking” means smoking (inhaling and exhaling) **or holding lighted tobacco or cannabis** (medical or recreational)
- “vaping” means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) **or holding an activated e-cigarette**, whether or not the vapour contains nicotine

#### **Attendees---Visitors/Exhibitors/Event Staff/Volunteers**

Signs will be placed at the entrance to the IPM letting people know that this is a Smoke-Free, Vaping-Free and Cannabis-Free event. If attendees wish to smoke or vape they must leave the grounds of the IPM and return to their vehicle. Anyone who is found to not be obeying the prohibition on smoking and vaping will be removed from the Match grounds and barred from re-entry.

#### **Food vendors**

In accordance with the *Smoke-Free Ontario Act*, all food vendors that have tables that are for attendees to eat and drink must have ‘No Smoking and No Vaping’ signage on their tables. Signage may be provided by the Health Unit.

**Signs are also required in every washroom.**

#### **Event staff and other vendors with RV Trailers**

For staff and owners of booths and events at the IPM who have trailers that will be their own private dwelling for the duration of the Match, smoking and vaping are permitted inside of trailers. However, if any part of the trailer is being used as a workplace, then the entire trailer must be smoke-free and vaping-free.

## 6. **EXHIBITOR PARKING**

- Exhibitors will receive GREEN Vehicle Passes that allow the exhibitor to park their vehicle in the green parking areas near the Tented City. A limited number of additional green passes (pro-rated according to exhibit size) are available at no charge.
- **Due to the design of Tented City for IPM 2024, there will be NO on-site parking. A special RED VEHICLE PASS PARKING LOT is being planned as close to the Tented City property as possible. There will be a limited number of Service Roads (not like in previous years). For Indoor Exhibitors, the Red Pass allows you to park in the special Red Sticker Parking lot that will be as close to the Tented City as space allows OR across the street from the Tented City. Parking is not allowed on any Service Roads, Streets or Avenues.**
- **SPECIAL SHUTTLES will be made available to all exhibitors.**

**Vehicular Traffic is not allowed on “Streets” or across other Exhibitor lots before or during the week of the Show.**

- **IPM Volunteers will direct you to your lot during set up and plans are being made to transport you to your site during the event.**
- Vehicular Traffic in Tented City will be limited to authorized emergency, service and shuttle vehicles.

*In the event of inclement weather, the Management reserves the right to divert traffic from the Tented City to an adjoining parking area.*

## 7. **EXHIBITOR PASSES**

- Exhibitors will receive daily admission passes for each day according to the amount of space purchased (see Exhibitor Application).
- Additional Exhibitor passes (for Staff) may be purchased for \$17.70 each plus HST in advance (see enclosed form) or at the OPA Show Office at IPM 2024 from Thursday, September 25th to Saturday, October 5th (during regular office hours – 8:00 am to 5:30 pm).
- **NOTE:** All exhibitors entering Tented City each require a daily admission pass.
- **On-Site residents:** Potential on-site residents must apply as a very limited number of spaces for on-site residents will be possible this year. Submitting this application will not necessarily guarantee on-site resident space. Daily passes included with the space rental will be reduced by five for each on-site resident exhibitor (refer to form)

## 8. **ADVERTISING**

The Ontario Plowmen’s Association and the International Plowing Match and Rural Expo, in co-operation with BETTER FARMING, will be printing the **Show Guide** and exhibitor listings to promote the event and its exhibitors. Those Exhibitors not wishing to have their name and/or contact information listed should send their requests in writing to the Ontario Plowmen’s Association at the time of submitting their application.

## 9. SITE PROTECTION

- Increased Site Protection will commence at Noon on Thursday, September 26<sup>th</sup> until Noon on Monday, October 7<sup>th</sup> inclusive.

**The OPA and the IPM assume no responsibility for the site protection of any exhibitor's property or contents in their exhibit area.**

## 10. ON-SITE RESIDENTS

On-Site residents: Potential on-site residents must apply as a very limited number of spaces for on-site residents will be possible this year. Submitting this Permission Request application will not necessarily guarantee on-site resident space. Daily passes included with the space rental will be reduced by five for each on-site resident exhibitor.

- Potential available only for limited number of Food Vendors and large Outdoor Exhibitors.
- **Generators are not allowed.**
- Exhibitors approved to reside on-site must forward a list of the occupants to the OPA by September 1<sup>st</sup>
- Residents must be on their site as of 8:00 p.m. unless they have notified the Site Protection Office otherwise. **THIS RULE WILL BE STRICTLY ENFORCED.**
- Daily passes included with the purchase of space will be reduced by five for each On-site Resident-Exhibitor.
- An on-site residency pass will be issued for each occupant.
- An additional charge will apply where the number of on-site residents exceeds the daily pass allotment.
- Those registering after August 1<sup>st</sup> are required to exchange 5 daily passes for an on-site residency pass or purchase an on-site residency pass at a cost of \$100 (including HST).
- On-site residents are not permitted to walk throughout the Tented City after closing.
- **An on-site resident pass will allow re-admission to Tented City ONLY in the evening. A regular Exhibitor Pass will be required for admission at any other time.**

## 11. DIGGING ON SITE

Due to the fact that the Hydro Lines and Water Lines are all underground at IPM 2024, outdoor exhibitors and food concessions who need to dig holes, move topsoil, or install concrete below grade must receive prior approval. **THIS WORK MUST BE SUPERVISED BY AN EVENT TEAM MEMBER.** The enclosed form must be forwarded to the OPA by August 1st. This form is a PERMISSION REQUEST FORM ONLY. You must make further arrangements with Exhibitor Services to have your work supervised and completed. **The exhibitor is also responsible for work and costs to return their site to the original condition. YOUR LOT must be returned to the condition in which you first found it.**

## **12. FORKLIFT SERVICE**

Forklift service will be available from 8 am to 5 pm, September 25<sup>th</sup> to October 11<sup>th</sup>. For service outside these hours, special arrangements will have to be made, for which a charge will apply. If unique requirements for unloading are necessary, please call in advance:

**Jack Kyle, Chair of Local Tented City Committee**

Telephone or text 705-878-2563

email: jakyle3@gmail.com

## **13. STORAGE**

There will be a designated storage area for exhibitor vans and trailers.

## **14. MOVE OUT**

- NO EXHIBITOR may commence dismantling or moving out any exhibit or part thereof prior to 5:00 p.m. on Saturday, October 5<sup>th</sup>, 2024.  
**DUE TO THE INCREASED RISKS OF ACCIDENTS TO OUR EXHIBITORS AND VISITORS, NO EXHIBITOR IS ALLOWED TO LEAVE PRIOR TO 5:00 P.M. ON CLOSING DAY.**
- Exhibitors are totally responsible for dismantling and moving out their exhibits. Exhibitors must remove all items they bring to the site. **This includes ALL GARBAGE AND ALL CARDBOARD BOXES. IF GARBAGE IS LEFT ON YOUR DISPLAY LOT, A REMOVAL CHARGE WILL APPLY.**

## **15. SERVICES**

- Ontario Plowmen's Association Show Office, IPM Local Committee Office and Tented City/Exhibitor Services will be located near the Service Entrance.
- First aid and emergency services will be located at the Service Entrance.

## **16. ELECTRICAL SERVICES**

See electrical order form enclosed for regulations.

**Please Note: NO Generators allowed on the site.** (Exception: Building construction prior to show opening).

## **17. TENTS**

The official tent supplier is:

**Premier Event Tent Rentals  
10 Carson Court, Brampton, Ontario L6T 4P8  
Office: 416-225-7500  
Paul Usher: 647.966.3146**

During the IPM, they will be located on-site in the Service Area (near the Inventory Storage Containers). See enclosed order form.

Exhibitors who own their tents may erect same (you are also responsible for your own Tent/Building (Temporary) Information Application, Tent maintenance and Tent removal). Exhibitors who do not own their own tents, must order from the Premier Event Tent Rentals and complete the Tent/Building (Temporary) Information Application.

- All tents must be approved by the Fire Inspector and conform to the Ontario Building Code. Please Fill out the enclosed form.



- All tents must have fire extinguishers and be in compliance with the Fire Code  
**Section 2.9 Tents and Air-Supported Structures**

**2.9.1.1** Tents and air-supported structures shall be in conformance with the Building Code.

**Flame proofing treatment**

**2.9.2.1.** Flame proofing treatments shall be renewed as often as necessary to ensure that the material will pass the match flame test in NFPA 701, “Standard Methods of Fire Tests for Flame-Resistant Textiles and Films”.

**Combustible materials**

**2.9.3.1** Hay, straw, bark, shavings or similar combustible materials other than that necessary for the daily feeding and care of animals shall not be permitted within a tent or air-supported structure used for an assembly occupancy, except that sawdust and shavings may be used if kept damp.

**Smoking and Open Flames**

**2.9.3.2** Smoking and open flame devices shall not be permitted in a tent or air supported structure unless provisions have been made for such activities under the fire safety plan.

**Fire alarm system or firewatch**

**2.9.3.3** (1) Despite Article 2.9.1.1., if a tent or air-supported structure does not have a fire alarm system that conforms to the Building Code,

- (a) it may have an approved fire alarm system that does not conform to the Building Code where the reliability and performance of the system will provide an adequate early warning level, or
- (b) a person shall be employed for firewatch duty.

**2.9.3.4**

(1) A person employed for firewatch duty in accordance with Article 2.9.3.3. shall:

- a) be familiarized with all safety features, including the fire safety plan as provided in conformance with Section 2.8 and the condition of exits, and
- (b) patrol the area to ensure that the means of egress are kept clear and that regulations are enforced.

**18. DISPLAY SUPPLIES**

**For exhibit furnishings (i.e. tables, chairs): Contact the OPA Office, Guelph.**

**19. Equipment Rental Companies in the area include:**

Please contact:

**Jack Kyle, Chair of Local Tented City Committee**

Telephone or text 705-878-2563

email: jakyle3@gmail.com

**20. For Plants, landscaping material, etc.: See form included**

## **21. INTERNET SERVICE**

For information concerning internet service, please contact:

IPM Office

IPM 2024info@plowingmatch.org

## **22. OFFICIAL SUPPLIER OF DEBIT/CREDIT MACHINES**

Moneris Solutions

Cecile Chen | IB Sales Consultant

Toll Free 1-877-825-0361 ext 4086

Email: cecile.chen@moneris.com

## **23. PORTABLE FACILITIES**

The co-ordination of all portable toilets in Tented City is through Chantler's Environmental Services Ltd. 1-800-265-3384. In order to maintain a high level of sanitation, exhibitors requiring a portable on their own site are required to obtain these services through this provider.

Additional rentals available through Chantler's Environmental Services:

\$410 per grey water tank (includes one pump-out per day, evenings only) –

Food Vendors order via the Food Vendor Application form.

\$80 for additional pumping

\$250 per single cold-water sink

\$350 per single heated water sink

## **24. INSURANCE**

All exhibitors must provide the OPA with proof of insurance, as outlined under the Terms and Conditions herein (#12). **The certificate must confirm that the Ontario Plowmen's Association and the 2024 International Plowing Match and Rural Expo Local Committee Inc. have been added as an additional insured.** As an alternative to your carrier, The Co-operators Insurance Company is offering coverage to IPM exhibitors at very reasonable rates through the Duuo Vendor Insurance program (details enclosed).

## **25. CONSTRUCTION MATERIALS**

Displays may be constructed using steel, aluminium, glass, wood, plastic, etc. and any other non-combustible material as regulated by the Ontario Building Code. Combustible materials, including plastics, must have a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300. Aluminium nails and screws are not to be used in the construction of buildings. **All materials including nails and screws must be removed from the site following the close of the show.**

## **26. GARBAGE REMOVAL**

All exhibits must be kept and maintained in a clean and orderly condition throughout the event and all waste, recyclables and unnecessary material must be removed by the exhibitor and placed at the front of your display no later than 6:00 p.m. each day. In an effort to recycle as much as possible, please ensure that you follow the garbage sorting requirements including the use of the recycling containers.

## **27. DELIVERIES**

PREPAID small shipments will be accepted at the O.P.A. Site Office located near the Service Entrance. All deliveries must be clearly marked indicating the Exhibitors name and location number in Tented City.

Ontario Plowmen's Association  
c/o Lindsay Fairgrounds  
354 Angeline Street South  
Lindsay, Ontario  
K9V 4R2  
519-767-2928

Delivery Trucks will be permitted and escorted to the exhibitor lot between the hours of 7:00 a.m. to 8:30 a.m. and 5:30 p.m. to 6:00 p.m. during show days. Any deliveries required other than the times specified must be pre-approved by Site Protection and the OPA Management. Site Protection rules are for everyone's benefit, please cooperate.

## **28. SOLICITING**

Soliciting is permitted only within the confines of your display area. Exhibitors, including food vendors, are not permitted to distribute and/or post any advertising and promotional materials except within the space leased by the Exhibitor. The advertising and promotions of the name and/or business other than that on the exhibitors' contract application is prohibited. Exhibitors must conduct their business in a neat and orderly manner, totally within the confines of their exhibit space and in such a way as to not conflict with other exhibitors. Salespeople and demonstrators are prohibited from operating on streets, aisles or elsewhere on the site. **The use of amplifiers to solicit is prohibited.**

## **29. CONTESTS AND PROMOTION**

Contests and promotions, including complimentary food and drink, must be pre-approved by the Ontario Plowmen's Association (form enclosed). Contests, draws and like promotions conducted by Exhibitors in conjunction with their displays shall be of a clear-cut nature, and free of any obligation to the winner. The award or awards, and the terms of same, must be clearly stated on the entry/ballot. Awards which are conditional upon placing of an order, or which represent a credit to be applied as part of payment or an order, is not permissible. All food and drink must be pre-approved by the Local Health Unit.

**Any lottery licenses, etc. that are required are strictly the responsibility of the exhibitor.**

## **30. SOUND SYSTEMS**

The use of live bands, recorded music, amplifiers, public address systems, etc. must be pre-approved by OPA Management (see enclosed request form). Exhibitors displaying or demonstrating mechanical devices or any apparatus capable of motion and/or noise must regulate their operation. Exhibitors using video and sound equipment must contain sound within their own exhibit. OPA Management reserves the right to control sound in the event it becomes a nuisance to adjoining exhibits.

# OUTDOOR EXHIBITS

## SPACE RENTALS

Outdoor Lots are 25' (frontage) X 70 feet deep  
OR 25' (frontage) by 30 feet deep.

- **Space MAY NOT be sub-let.**
- **No Generators are allowed (except during early construction)**
- **See applications for space rental rates.**
  
- Hydro, tent, telephone, internet and furnishings are not included in the cost of exhibit space.
  
- All exhibitor placements will be allocated by OPA Management. Exhibitors purchasing 3 or more adjacent lots (75' frontage) will be considered first for corner lots.

## MOVE IN AND SET UP

**Exhibitors erecting buildings are asked to contact the OPA Office to determine when construction may commence.**

- All others may begin move-in on Wednesday, September 25<sup>th</sup>, 2024. Increased site protection begins on Thursday, September 26<sup>th</sup>, 2024.
- **Exhibitor set-up should be between the hours of 8:00 a.m. and 6:30 p.m.**
- All debris, trucks, crates, etc. must be removed from the premises and the set up must be complete by 5:00 p.m. Monday, September 30<sup>th</sup>, 2024.
- You need not be in attendance for the inspections but you must include a contact phone number on your application in case of questions by the Inspectors.

## MOVE OUT

**DUE TO THE INCREASED RISKS OF ACCIDENTS TO OUR EXHIBITORS AND VISITORS, NO EXHIBITOR IS ALLOWED TO LEAVE PRIOR TO 5:00 P.M. ON CLOSING DAY.**

- Dismantling of displays should be between the hours of 8:00 a.m. and 6:30 p.m.
- All exhibits must be completely moved off the grounds no later than Friday, October 11<sup>th</sup>, 2024.

## PLEASE NOTE:

- **All exhibit space (land) must be returned to its original workable condition.**
- **Exhibitors must remove all garbage from their site (including ALL Cardboard boxes and mulch).**
- **Service charges for clean-up and restoration will apply.**

OUTDOOR EXHIBITS

# INDOOR EXHIBITS

(In Buildings/Structures/Tents Co-ordinated by the OPA/IPM)

## SPACE RENTALS

Indoor booths are 10' (frontage) X 10' (depth).

- **Space MAY NOT be sub-let.**
- Each 10' x 10' booth includes 1 electrical outlet -- 1500 watt (15-amp, 115-volt duplex receptacle). Be sure to bring the necessary extension cords.
- **REMINDER:** Backdrop curtains along the Outer Walls will **NOT BE Provided.** Where necessary (Centre Displays), an 8' backdrop curtain (or similar) will be provided.
- Three-foot side curtains (or similar) between exhibit displays will be supplied.
- No additional furnishings or floor coverings are supplied. Furnishings and floor coverings are the responsibility of each exhibitor (contact the OPA Office for suppliers)  
Note: there is a cement floor in the Commonwell Building but all other structures have either a grass floor or a dirt floor. Once the Commonwell Building is 'sold out' the remaining Indoor Displays will be in a Building or Tent with either a dirt floor or a grass floor.
- **No generators are allowed.**
- **Pop-up tents are not allowed in any buildings on the Lindsay Fairgrounds (due to the sprinkler systems).**
- All exhibitor placements will be allocated by OPA Management. Exhibitors purchasing a minimum of 20' frontage will be considered for a corner location.

## SPECIFICATIONS

- All exhibit booths, displays, signage, decorations and products **MUST** be totally contained within the space allocated i.e. 10 feet frontage X 10 feet depth X 8 feet high. The side perimeter must not exceed a height of 3 feet for a distance of 6 feet from the front. If you are in doubt, ask for clarification **BEFORE** designing or erecting your booth.
- Any drapery requirements beyond those that may be supplied by the Ontario Plowmen's Association will be at the cost of the Exhibitor.
- All exhibit booths, displays, signage and decorations must pass all fire and safety inspections. They should be prefabricated, prefitted and ready for erection and installation upon arrival.

INDOOR EXHIBITS

- All booths and decorations must adhere to Fire Code Standards. As stated in **Section 2.3.2.1---Interior Finishings, Furnishings and Decorative Materials**

**Decorative Materials:**

**2.3.2.1** (1) Drapes, curtains and other decorative materials, including textiles and films used in buildings, shall meet the requirements for a high degree of flame resistance as described in NOTE 4 of Test Method 27.1 of CAN2-4.2, "Textile Test Methods", when such drapes, curtains and other decorative materials are used in:

(c) any access to exit in a Group 'A' occupancy, and assembly occupancies with an occupant load of more than 100 persons, or

(d) any open floor area in a Group 'D', 'E' or 'F' occupancy exceeding 1500 square metres, except, when the floor area is divided into fire compartments not exceeding 1500 square metres in area and separated from the remainder of the floor area by fire separation having a 1 hour-fire-resistance rating.

- No combustible products may be used. Gas, propane and open flames are prohibited.

**MOVE IN AND SET UP**

- Move-in may begin Saturday, September 28<sup>th</sup>, 2024 (after 12 Noon)
- Increased site protection begins on Thursday, September 26<sup>th</sup>, 2024 and continues until noon on Monday, October 7<sup>th</sup>, 2024.
- ALL exhibitors must have their exhibits completely set up and ready for inspection by Monday, September 30<sup>th</sup>, 2024 at 5:00 p.m. With the rare exception Indoor Exhibitors need not be present at their display for the Inspections.
- Exhibits should be set up during the hours of 8:00 a.m. and 6:30 p.m.

**MOVE OUT**

**DUE TO THE INCREASED RISKS OF ACCIDENTS TO OUR EXHIBITORS AND VISITORS, NO EXHIBITOR IS ALLOWED TO LEAVE PRIOR TO 5:00 P.M. ON CLOSING DAY.**

- All exhibits should be removed on Saturday, October 5<sup>th</sup> (after 5:00 p.m.) and must be removed no later than Noon on Sunday, October 6<sup>th</sup>, 2024.
- All garbage must be removed and/or placed in the garbage bags provided.

**Additional charges will apply to those leaving garbage, including cardboard boxes.**

**Please call the Ontario Plowmen's Association Office at 1-800-661-7569 for details on Exhibiting in the Artisan/Quilt Vendor Areas.**

# FOOD CONCESSIONS

## Space Rentals:

- Food concessions serving food are permitted on **outdoor lots only (with the exception of the Lindsay Agricultural Society's permanent Food Booth in the Commonwell Building.**
- **Space may not be sub-let.**
- **NO Generators are allowed.**
- All food concession placement will be allocated by OPA Management.

## New Food Vendors:

- New Food Vendors or those who have not participated in the past seven years (before 2017) as a food vendor at the International Plowing Match and Rural Expo must submit current photos of their display booth (inside and outside). Three current reference letters must also be provided. These must accompany the application.

## Health and Safety:

**“Effective July 1<sup>st</sup>, 2018, every food service premise is required to have at least one certified food handler on site at all times that the premises is operating in accordance with Section 32 of the Food Premises Regulation (O Reg 493/17)”**

All food vendors must adhere to the rules and regulations of the Haliburton. Kawartha Pine Ridge District Health Unit. **For applications, requirements and guidelines:** <https://www.hkpr.on.ca/classes-clinics-and-supports/food-training-and-nutrition/special-events-permit/>

### **For more information, contact:**

Haliburton Kawartha Pine Ridge District Health Unit,  
Environmental Health

P: 1-866-888-4577 ext. 5006

E: [inspections@hkpr.on.ca](mailto:inspections@hkpr.on.ca)

- All commercial cooking (and Deep Frying) shall require certification under the Fire Code and have proof of certification.

### **Commercial Cooking Equipment**

- 2.6.1.12** (1) Commercial cooking equipment shall be provided with exhaust and fire protection systems in conformance with NFPA 96, “Ventilation Control and Fire Protection of Commercial Cooking Operations”.
- (2) Despite Sentence (1), existing exhaust or fire protection systems may be approved.

- Food Vendors must also adhere to the Rules and Regulations as set out by the Ontario Plowmen’s Association and the 2024 International Plowing Match and Rural Expo Local Committee Inc.

FOOD CONCESSIONS

**TECHNICAL STANDARDS AND SAFETY ACT (TSSA)**

- ALL Food Vendors must adhere to the rules as set out by the Technical Standards and Safety Act in regard to the use and storage of Propane Tanks. Complete rules and application for Inspection Certificate are included for all Food Vendors. It is the responsibility of ALL FOOD VENDORS to make sure that the Inspection has been completed and approved PRIOR TO ARRIVAL at the International Plowing Match and Rural Expo.
- We urge you to contact TSSA to obtain complete rules in order to prevent additional inspections and charges on-site by TSSA.

**Grey Water Tanks:**

- Food concessions must use a holding tank for grey water.
- The rental cost is \$410.00 which includes the cost of emptying once per day (evenings only).
- The charge for additional pumpings will be \$80.00 each.
- These costs are the responsibility of the food vendors.
- Food vendors who have their own holding tanks will be responsible for arranging and cost associated with required pump out.
- Grey water tanks should be ordered when reserving space (See application form). Payment is to the Ontario Plowmen’s Association.

**Alcohol:**

- The sale of alcohol by Food Vendors is prohibited.

**Water:**

- Water (for utility purposes only) is made available to Food Vendors on a first-priority basis.

**Beverage Supplier:**

- Only bottled products should be sold on site. **Note, fountain product sales are not recommended** by the Ontario Plowmen’s Association and the 2024 International Plowing Match and Rural Expo Local Committee Inc. for health and safety reasons.
- Food Vendors may choose the Beverage Supplier of their choice.

**Move In and Set Up:**

- Set up may begin Friday, September 27<sup>th</sup>, 2024 (unless earlier arrangements have been made with the OPA Management and approval from the Haliburton Kawartha Pine Ridge District Health Unit)
- All Food Vendors must have their exhibits completely set up and ready for inspection by Local Authorities by Monday, September 30<sup>th</sup>, 2024 at 1:00 p.m. and be present for inspections.
- All Food Vendors must be completely inspected by the Local Authorities before opening for business.



# TERMS AND CONDITIONS

## ASSIGNMENT AND SUBLETING

1. The exhibitor agrees not to assign the exhibit contract agreement or any of the benefits provided herein, in whole or in part, without the express written consent of the Ontario Plowmen's Association (OPA). Consent may be granted or withheld and is at the sole discretion of the OPA. Any such disposition or attempt thereafter shall forthwith render this entire Agreement null and void. **Further, the exhibitor agrees not to sublet any part of its exhibit area to any other manufacturer, distributor, company or person.**
2. The exhibitor agrees to use the said space solely for the display and/or sale of its product(s) and/or service(s) manufactured, distributed or produced by the said exhibitor.
3. The exhibitor agrees that only name(s) displayed in the said exhibit space shall be those of the exhibitor's company, its principals and their product(s) and/or services(s).
4. The exhibitor agrees that the OPA may relocate or remove the Exhibitor when in the sole opinion of the OPA that such a move is necessary to maintain the character and/or good order of the Show.
5. All property of the exhibitor on display and for sale shall be at the sole and only risk of the exhibitor. The exhibitor is responsible at its cost for all insurance coverage related to participation in the Show.

## COMPLIANCE AND CONDUCT

6. In case the exhibitor shall fail or refuse forthwith to comply with the orders or requests of the Management as herein provided, or in case the exhibitor shall permit any conduct, act or thing which in the sole opinion of the Management is vulgar or improper, or which in the sole opinion of the Management renders it advisable that the exhibitor should not be allowed to continue carrying on business under this Agreement, or in case the exhibitor shall fail to comply with, observe and perform the terms, provisions, covenants and conditions herein contained, and agree to, then and in any case the Management may forthwith terminate this Agreement and take possession of the space hereby assigned to the exhibitor. And, at the cost of the exhibitor remove him and all property there from, by force if necessary, and in that event neither the OPA nor the Management nor any of its officers or agents be liable in damages or otherwise, by reasons of such termination, closing or removal. The exhibitor hereby expressly waives and forever releases the OPA from all claims and demands of every nature arising out of matters contained in this section 6.
7. The exhibitor shall at all times be subject to and strictly comply with the Rules and Regulations, Terms and Conditions and General Information of the OPA and/or of the Management now in force hereafter given or passed, for the maintenance of order, the soliciting of any person or persons to buy, or the hawking or crying or announcing of any articles for sale, and shall see that all exhibitor's employees are at all times cleanly and neatly clad and orderly and polite in their conduct and speech, and that the space covered by this Agreement is kept perfectly clean. The exhibitor shall take special care not to permit the accumulation of rubbish, waste or paper or other combustible substances

within the space included in this Agreement. The OPA or Safety Inspector shall at all times have the right to enter upon and inspect the space allotted to the exhibitor, by force if necessary.

8. The exhibitor agrees to abide by all the Terms and Conditions, Rules and Regulations and General Information adopted by the Ontario Plowmen's Association in the best interest of the OPA, and further, the exhibitor agrees that the OPA shall have the right to adopt and/or amend any new rule and regulation, deemed necessary prior to and during the Event.

9. Any violation of the Terms and Conditions and Rules and Regulations and General Information of this Agreement will give the OPA the right to cancel this Agreement and expel the exhibitor. The exhibitor shall not occupy the exhibit space and further shall forfeit all payments made to date.

10. **Full payment must be received before exhibits may be set up.** In the event the exhibitor fails to make payment of the exhibit space, the OPA will have the right to sell the said exhibit space and the contents thereof at public or private sale. The exhibitor shall be liable for any deficiency or loss suffered by the OPA.

#### 11. **INDEMNITY AND HOLD HARMLESS**

a) The exhibitor shall use and occupy its said exhibit space in a careful, safe, lawful and proper manner and shall so conduct its activities as not to endanger any property or any person therein and with the sole exception of claims arising entirely by reason of Act of God, shall indemnify and save harmless the OPA against any and all claims and costs of the OPA or of other persons arising in any way out of the performance of this Agreement by the exhibitor or that of the exhibitor's occupation of the said exhibit space unless caused by the negligence of the OPA.

b) The EXHIBITOR hereby releases the OPA from any and all liability to any person (including the exhibitor and third parties) for any loss, damage, injury to any person or property incurred in or upon the said exhibit space unless caused by the negligent act of the OPA.

c) I) Unless caused by the negligence or deliberate act or omission of the OPA, the OPA shall not be liable for any damage caused by any person or to any property. Without limiting the generality of the foregoing, "damage" shall include personal injury and death; "person" shall include the exhibitor, agents, employees, contractors, independent contractors, guests, patrons and any other person in the buildings or on the grounds.

II) Notwithstanding any eventuality, including the cancellation of the Show, and under no circumstances shall the OPA be liable to the exhibitor or any other person as herein defined for loss of business or loss of profit.

III) Under no circumstances shall the OPA be liable to the exhibitor or any person herein defined for theft, and subject Clause II C) I) above: breakage, damage by steam, water, wind, rain, snow or ice damage resulting from electricity, wiring, heating, ventilating, air conditioning, freon, ice making gases, elevating devices, stairs, seating or from any of the electrical or mechanical equipment or any structural element of the buildings.

**IV)** Under no circumstances shall the OPA be responsible for any damage caused directly or indirectly by another tenant, by the exhibitors or by another person as defined.

**V)** The exhibitor acknowledges that it has inspected the premises and that it is in satisfactory condition. Any defect, wrongful act, disturbance, dangerous circumstances or other circumstances shall be brought to the OPA's attention prior to the Event and in any event immediately.

**VI)** The OPA shall not be liable for any loss or damage sustained by the exhibitor resulting directly or indirectly from the entrance and exit gates to the grounds being closed for any reason or cause at any time during the time of this Agreement and Event, nor shall the OPA be liable for the loss or injury to any property, goods or effects of the exhibitor due to any cause whatsoever.

**VII)** The OPA will not be liable for the fulfillment of this Agreement as to delivery of the licensed exhibit space if non-delivery is due to fire, lightning, windstorm, flood, earthquake, explosion, act of public enemy, public health restrictions, authority of law or any cause beyond the control of the OPA.

## **12. INSURANCE**

a) The exhibitor, at its cost, shall procure and maintain in full force and effect during the time of this Agreement, a comprehensive general liability insurance policy with a combined single limit of not less than **TWO MILLION DOLLARS (\$2,000,000)** for bodily injury or death and for property damage. The policy will include the following:

**Comprehensive General Liability of \$2,000,000**

- **Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.**
- **Products and Completed Operations Liability**
- **Contingent Employers Liability**
- **Broad form Property Damage**
- **Cross Liability Clause**
- **Severability of Interest Clause**

Further, the exhibitor shall submit with their exhibitor application a certificate from their Insurance Company naming "The Ontario Plowmen's Association" and "2024 International Plowing Match and Rural Expo Local Committee Inc." as additional insured under such policy and will not be cancelled or materially altered without at least thirty (30) days prior written notice to the OPA. **The exhibitor will have such certificate in their possession and may be asked for proof of insurance at any said time before, during or after the event.**

**The exhibitor will not be permitted to move-in and/or set-up the said exhibit without proper insurance coverage and evidence thereof.**

The exhibitor shall provide such additional limits and extensions of coverage as may be reasonably required by the OPA hereafter.

The exhibitor shall not do or permit to be done anything in or upon any position of its exhibit space or bring or keep anything therein or upon which will in any way increase any rate of insurance upon the exhibit space or property therein, and if any insurance rate shall be

increased as aforesaid, the exhibitor shall forthwith on demand pay to the OPA, as an additional cost, the amount by which the insurance premiums shall be increased. Insurance policies may be examined. The OPA and the exhibitor hereby waive notice of the provisions of any such policy of insurance.

The exhibitor hereby waives on behalf of the exhibitor's insurance carriers, all rights of subrogation that any such insurance carriers may have against the OPA, its officers, servants and agents by reason of any matters, cause, claim or thing whatsoever.

In the event of a claim, notice must be given to the Ontario Plowmen's Association and the 2024 International Plowing Match and Rural Expo Local Committee Inc.

### **13. LICENCES AND FEES**

The exhibitor agrees, at its cost, to obtain all necessary licenses and official permits for the purpose of carrying out the provisions of its agreement.

**14.** The exhibitor agrees to abide by the Ontario Electrical Safety Code, Ontario Regulation 794/80, which requires that all electrical equipment must be approved before it is lawfully advertised, displayed, offered for sale, sold or otherwise disposed of or used in Ontario. This includes electrical merchandise as well as lighting and display equipment.

**15. No exhibitor shall display and/or sell any articles relating to or bearing the logo of the Ontario Plowmen's Association or local committee without first obtaining written approval from the OPA.**

### **16. NO PETS POLICY**

• **Due to increasing concerns relating to health and safety as well as legal liability issues involving dogs and the general public, OPA has adopted a policy which prohibits pets in areas open to the general public (specifically in tented city, plow fields and parking areas.) The names of kennels will be provided at the Admission Gates and the information kiosks for visitors who do arrive at the IPM with a pet.**

• Residents in The RV Park who bring their pets are required to keep them within the confines of the RV Park area. Exhibitors who bring their pets to the IPM are required to keep them out of view and away from the general public during show hours.

• This policy does not apply to Service Dogs, or animals brought in as part of an exhibitor special event.

• See also item 12, insurance requirements.

## 17. ANIMAL CARE POLICY

The highest standards of nutrition, health, sanitation and safety shall be enforced at all times. Adequate provision must be made for ventilation, feeding and watering throughout the event. All handling, housing and veterinary treatment must ensure the health and welfare of the animals.

Owners/handlers are responsible for providing adequate provision for extreme weather conditions (i.e. rain, extreme heat, etc.). Owners/handlers are responsible for ensuring proper restraint of animals and the overall maintenance of pens, cages and viewing areas as they relate to public safety.

All animals must be free of contagious and infectious diseases. Standard health management is mandatory. Proof of vaccinations may be required.

**Effective July 1<sup>st</sup>, 2018, the Ontario Ministry of Health and Long-Term Care have made changes to the RABIES immunization requirements for animals in Ontario. Please check with your Local Health Unit or your Veterinarian to see if these rule changes affect the animals you will be bringing to the International Plowing Match and Rural Expo.**

Animals may be subject to veterinary inspections. In the event any deficiencies are found, the owner/handler will be responsible for removing the animal(s) from the IPM site.

All government rules and requirements must be met in regard to animals being allowed at the International Plowing Match and Rural Expo.

**The Ontario Plowmen's Association does not endorse nor recommend "The Exhibitors Fair Guide" published in Austria. At no time has Exhibitor Information been supplied to this publication.**

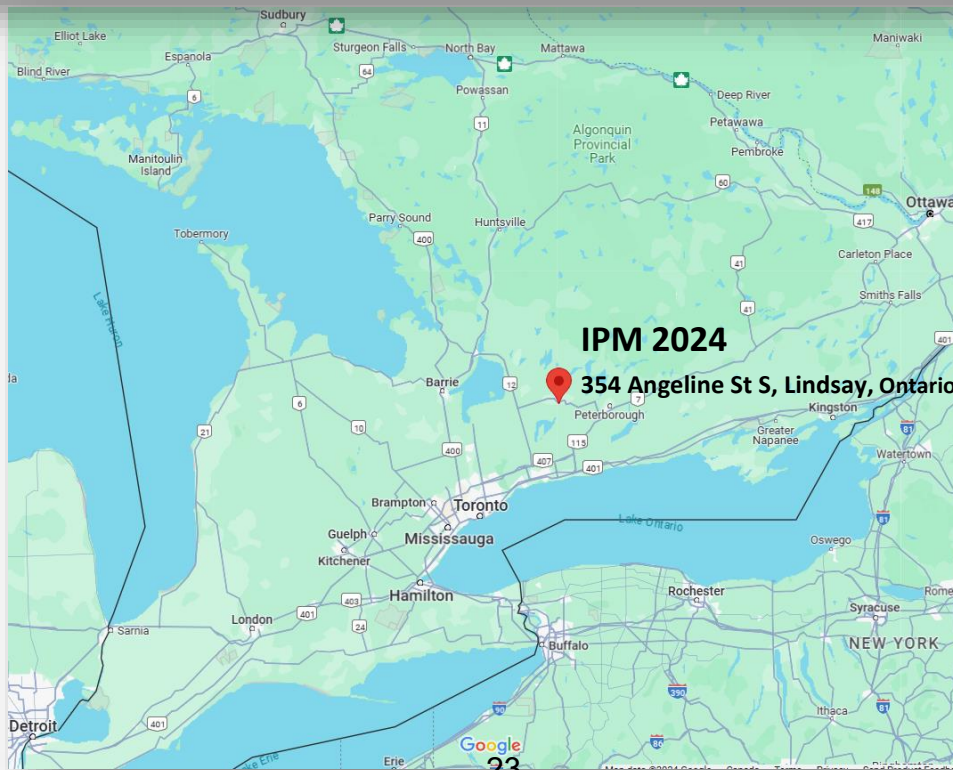




**October 1 – 5, 2024**



**We Welcome You to the  
2024 INTERNATIONAL PLOWING MATCH AND RURAL EXPO (IPM)  
Lindsay Fairgrounds  
Lindsay, Kawartha Lakes  
354 Angeline St S, Lindsay, Ontario K9V 4R2**





# 2024 International Plowing Match and Rural Expo

October 1 to 5, 2024

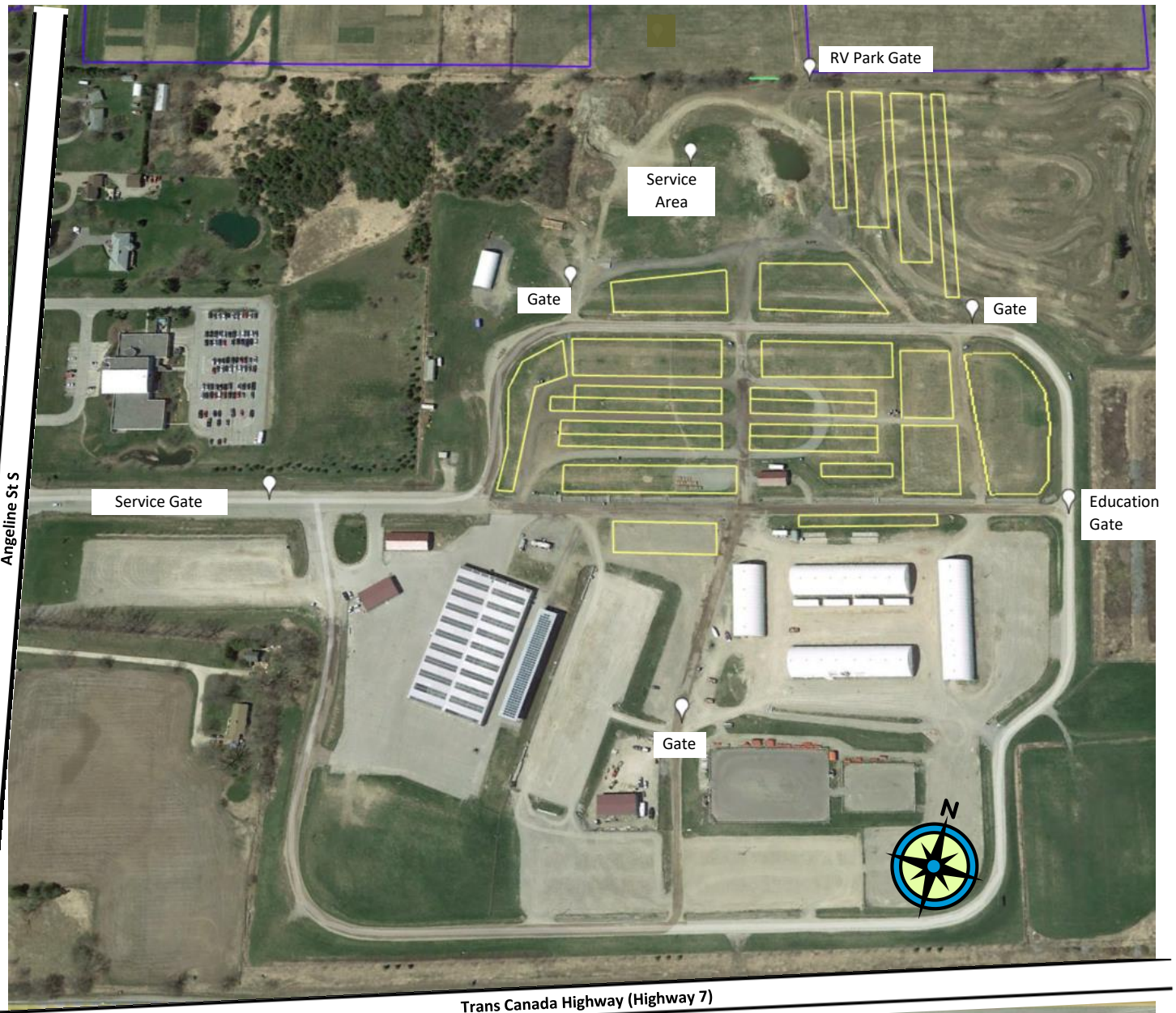
Lindsay Fairgrounds

Lindsay, Kawartha Lakes



## TENTATIVE TENTED CITY MAP

Tented City Address: 354 Angeline St. S, Lindsay, ON K9V 4R2



Subject to Change | Not to Scale | The tentative Tented City Map is provided only for general reference.

Google Maps image does not reflect current topography of site.

[www.plowingmatch.org/ipm2024](http://www.plowingmatch.org/ipm2024)





188 Nicklin Road, Guelph, Ontario N1H 7L5 • 519-767-2928 • 1-800-661-7569 • fax 519-767-2101

[www.plowingmatch.org](http://www.plowingmatch.org)

## Re: Certificate of Liability Insurance

All exhibitors & vendors participating in the 2024 International Plowing Match and Rural Expo must have adequate Liability Insurance with a minimum \$2,000,000 limit. The Ontario Plowmen's Association insurance policy does not extend coverage to any exhibitors and requires you to submit a Certificate of Insurance or receive coverage through the Duuo Vendor Insurance programme for IPM exhibitors (<https://duuo.ca/vendor-insurance/plowing-match/>).

**IF USING YOUR INSURANCE COMPANY, ASK YOUR INSURANCE COMPANY TO PREPARE YOUR CERTIFICATE OF INSURANCE TO INCLUDE THE FOLLOWING:**

**1) Additional Insured under policy:**

**Ontario Plowmen's Association and the  
2024 International Plowing Match and Rural Expo Local Committee Inc.  
188 Nicklin Road, Guelph, Ontario N1H 7L5**

**2) Event name: 2024 International Plowing Match and Rural Expo**

**3) Policy number, Policy Effective Date and Policy Expiration Date**

**4) The exhibitor, at its cost, shall procure and maintain in full force and effect during the time of this Agreement, a comprehensive general liability insurance policy with a combined single limit of not less than TWO MILLION DOLLARS (\$2,000,000) for bodily injury or death and for property damage. The policy will include the following:**

- **Comprehensive General Liability of \$2,000,000**
- **Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.**
- **Products and Completed Operations Liability**
- **Contingent Employers Liability**
- **Broad form Property Damage**
- **Cross Liability Clause**
- **Severability of Interest Clause**

**SEND YOUR CERTIFICATE OF INSURANCE  
TO THE ONTARIO PLOWMEN'S ASSOCIATION:**  
Email: [admin@plowingmatch.org](mailto:admin@plowingmatch.org) Fax: 519-767-2101

*Host of the International Plowing Match and Rural Expo*



# Duuo Vendor Insurance

We've partnered with Duuo to provide our vendors with access to easy and affordable vendor insurance. Say **goodbye** to pesky service fees and **hello** to coverage you can trust!

1-day policies starting at:

**\$13.50**  
plus tax

Duuo's digital platform allows you to **purchase vendor insurance online in minutes**, providing flexible coverage for the days you'll be exhibiting without any cancellation fees or deductibles.

## What's covered?



**\$2 or \$5 million in liability**

(Bodily injury and property damage)



**Tenants' legal liability**



**Medical payments\***



**Products-completed operations**

\*We offer limited coverage for medical expenses incurred. For more detailed information on what's covered, please refer to your policy.

## REMINDER

All vendors **MUST** have insurance in place while exhibiting at the International Plowing Match & Rural Expo

Get a quote in 2 minutes by visiting <https://duuo.ca/vendor-insurance/plowing-match/>  
Contact [info@duuo.ca](mailto:info@duuo.ca) with any questions about your individual policies