



OPNC Fall Fair Exhibitor Application Form

Thank you for your interest in participating in our 28th Annual Fall Fair —one of Oakville’s longest-running annual events and winner of Platinum Readers Choice Award for best festival. This year’s Fair will take place, rain or shine, on Saturday September 6th, 2025 at OPNC between 11AM and 10PM. Exhibitors participate from 11am until 6pm; tear down takes place in order for us to prepare for our evening movie.

The Fall Fair is our only fundraising event. We anticipate foot traffic up to 4,000 people, and promote the event through an online campaign and email blasts. Flyers are also delivered to 10,000+ homes.

Exhibitor space is limited, so please submit your completed application form, payment, auction item and insurance, as soon as possible, in order to secure your spot!

PLEASE read the Guidelines on the back of this form prior to completing your application.

WHAT WE NEED FROM YOU

Company or Organization Name: _____

Contact Person: _____

Telephone Number: _____ Email: _____

Describe the free family friendly activity that will be provided for attendees that adds value to the Fair:

Are you interested in performing a demo? If so, please provide us with further details, including times.

Indicate preferred setup time (10, 10:30): _____

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

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

ARE YOU ON...

Facebook? _____ Twitter? _____ The web? _____

Alignables? _____ LinkedIn? _____

We encourage you to promote the event on social media.

PAYMENT

Payment is non-refundable. Payment can be made by cash at the centre, by cheque (made payable to OPNC), through PayPal via www.opnc.ca (please add an additional 3% to cover service charge). All spaces are 12x12 and valued as follows:

Until June 28rd - \$150 we expect to be full by this date. Please get your information in as soon as possible.
June 28th till July 26st - \$200 After July 26th subject to availability \$250.

EXHIBITOR GUIDELINES

- Your payment is **non-refundable**.
- Food Vendors must provide food preparation details & ingredients for Halton Public Health.
- Exhibitors are responsible for providing their own tables, chairs, and canopies. **This event is rain or shine! We highly recommend you have a canopy. Materials to secure it to the ground are mandatory** (no stakes allowed) for safety and weather conditions. We will not provide tables & chairs under any circumstances, come prepared.
- Exhibitors cannot raise funds for another charity at this event.
- Set up takes place the day of the event from 10-11am. You will be notified if your set up will be on Glenashton, our parking lot or the laneway off Windfield. All exhibitors are to be present from 11pm – 6pm.
- All exhibitors **must provide an activity** for Fair attendees; one that is both engaging and unique. Coupons, hand-outs, and colouring pages will not be considered valid activities by themselves.
- You can not use the Oak Park Neighbourhood Centre logo, name, or any marketing material or logos owned by either OPNC to advertise your participation in the Fall Fair without our permission.

INSURANCE

- This event is held at our centre and also on the town park in front of our centre. You are required to have both Oak Park Neighbourhood Centre (2200 Sawgrass Dr., Oakville L6H 6M8) and the Town of Oakville (1225 Trafalgar Road Oakville, L6H 0H3) added as additional insured.
- If you do not have business coverage this can often be added through your home insurance or special events liability packages are available through Matthew Donohoe Insurance Associates Inc. Contact 905-845-2865

SILENT AUCTION GUIDELINES

- In addition to your payment, all exhibitors are required to provide an item for our Silent Auction.
- The item must be valued at a minimum of \$50.00.
- We do not accept donations of coupons or a portion of a program for the auction

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 \$300 to \$10,000! If you're interested in sponsoring the event, please contact events@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 6th!

Oak Park Neighbourhood Centre
(Registered charitable number 855402244RR0001)
2200 Sawgrass Drive, Oakville, ON, L6H 6M8
905-257-6029
events@opnc.ca

