



RULES AND REGULATIONS FOR CONCESSIONAIRE'S

1. "Exhibition" shall mean the Cowichan Exhibition held in the year in respect of which application is made. "Exhibitor" shall mean the person's who signs the application together with the person's on whose behalf he/she signs.
2. The Exhibitor shall not assign, sublet, or part with possession of the area, or part thereof, without prior written permission of the Cowichan Exhibition Officials.
3. The Concessionaire shall keep the space clean, tidy, and free from rubbish, debris, and unused materials at all times. The Concessionaire shall have the Concession stand orderly arranged prior to 9 p.m., Thursday September 7th, 2017. **Payment** must be made at time of entry or **by July 1st, 2017**. Otherwise spaces will be allocated on a first come basis.
4. Each Concessionaire will receive 4) three - day volunteer passes at N/C. Concessionaires may purchase additional 3) day passes for \$23.00 or 1) passes for \$8 from the Cowichan Exhibition Office. **NO VEHICLES** may be parked inside the Exhibition Grounds.
5. Concessionaires their agents, Employees and Representatives shall operate strictly within the limits of their area and shall not in any way operate in such manner as to be a nuisance or annoyance to the public or other Concessionaires.
6. Concessionaires are responsible for the removal of any waste, rubbish or garbage.
7. If any Exhibitor requires more electrical power than can be taken from the outlets, all-necessary installations for electrical power supplied to the space must be at the expense of the Concessionaire. All Concessionaires are required to have propane hot water.
8. All machinery in motion, or Concessionaire equipment liable to cause accident, injury or damage to person's or property coming in contact with, shall be adequately guarded and protected wherewith or from damage arising there from. Every Concessionaire shall indemnify the Cowichan Exhibition harmless of all costs, claims, demands, charges and expenses whatsoever it incur, suffer or to be put to reason of accidental death or any personal injury or damage to personal property suffered by reason of machinery, food poisoning or other Exhibit used by a Concessionaire.
9. Whilst the Cowichan Exhibition will take reasonable precaution to ensure the safety of property and materials brought upon the Exhibition premises the Exhibition shall not be liable in any way whatsoever for an damage, loss, injury from any cause whatsoever which may be sustained by a Concessionaire stand.
10. It is recommended that the Concession have competent people to serve the public and to protect their goods.
11. Concessions must operate all three days of the Exhibition. **NO** Concession stand or part may be removed until 4 p.m. on Sunday, September 10th.
12. It is required that, the Concessionaire must provide proof of at least \$2,000,000.00 of General Public Liability Insurance. A copy of the Insurance Certificate naming the Cowichan Exhibition must be attached to the signed contract.
13. Supply vehicles driving on the grounds must drive slower than 10 Km/h and must be off the grounds by 10 am.
14. **NOTE:** All vehicles coming on to the grounds must get a vehicle pass from the Exhibition office prior to the opening of the Exhibition.
15. Guidelines for Temporary Food Booth application (enclosed) must be filled out and signed by the local health Inspector and returned with your application. - VIHA
16. Please attach a complete list of menu items and price list with the application.
17. Certain menu items may be restricted at the discretion of the Cowichan Exhibition.
18. All Mobile outdoor Food Service Equipment (MOFSE) must bear an approval decal from the BC Safety Authority or alternatively must be certified & labeled by a Certification Organization accredited by the Standards Council of Canada.
19. CAN/CSA B149.1 Natural gas and Propane Installation Code, and the CAN/CSA B149.2 Propane Storage and Handling Code.

PLEASE NOTE: ALL CONCESSION RENTAL RATES ARE BASED ON 15% OF GROSS SALES, WITH A MINIMUM FEE LISTED BY AREAS BELOW. THE MINIMUM FEE IS DUE JULY 1st, 2017. EACH CONCESSIONAIRE WILL BE ASSESSED ON THE GROSS SALES FOR THE WEEKEND AND WILL PROVIDE THE COWICHAN EXHIBITION A RECORD OF SALES. THE RENT WILL BE THE GREATER OF THE MINIMUM FEE OR 15% OF GROSS SALES, PLUS GST. Final payment on Gross Sales due no later than September 19th, 2017. Sales will be monitored.

Cowichan EST 1867
EXHIBITION



T 250.748.0822 F 250.597.2670 | 7380 TRANS CANADA HWY DUNCAN, BC V9L 6B1 | WWW.COWEX.CA COWEX@SHAW.CA

PLEASE FILL OUT FORM AND RETURN WITH A COPY OF GENERAL PUBLIC LIABILITY INSURANCE, AND SIGNED TEMPORARY FOOD BOOTH APPLICATION. - VIHA

Cowichan Exhibition Concessionaire Application and Agreement

COMPANY: _____ DATE: _____

CONTACT PERSON: _____ PHONE: _____

ADDRESS: _____ CELL: _____

_____ POSTAL CODE: _____

EMAIL: _____

SPACE REQUIRED: (i.e.) length and width and serving side (Driver or Passenger) _____

POWER REQUIRED (# plugs required) (i.e.) 30 amp twist, _____

Please check off requested booth location below: See attached map of Areas

Booth Size	Location	Cost	Including GST	Requested Location
Area A	Food court	770.00	808.50	
Area B	South Cattle Ring	720.00	756.00	
Area C	North Scout Hall	520.00	546.00	

The undersigned agrees to the conditions of "RULES AND REGULATIONS FOR CONCESSIONAIRES"

Signature of Concessionaire: _____ Date: _____

For office use only:

Deposit Amount:	\$ _____	Final Payment:	\$ _____
Date Received:	_____	Date Received:	_____
Receipt:	# _____	Receipt:	# _____
Proof of Insurance:	_____	VIHA	_____

**Please make cheque payable to Cowichan Exhibition. Mail to:
7380 Trans Canada Hwy, Duncan, BC V9L 6B1**

See Applicant check list – attached for details:

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Applicants Checklist

1. Vendor agreement – completed and signed.
2. Application to operate a temporary food service (from VIHA) or a current copy of valid VIHA Permit to operate a food booth.
3. Copy of Proof of Insurance Certificate naming the Cowichan Exhibition as being additional insured.
4. The LIMIT of liability shall be no less than 2,000,000.00.
5. Completed menu and pricing – See below
6. Number of additional passes required – 4) 3 day passes included @ N/C, additional 1) day pass is \$8.
7. Applicable application fee payable to Cowichan Exhibition.

Concessionaire menu and Pricing

1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
11.		\$
12.		\$

Pass list:

• <u> 4 </u> 3 day passes included	= \$	N/C	
• _____ 3 day passes @ \$23 each	= \$	_____	
• _____ 1 day passes @ \$8 each	= \$	_____	Total \$ _____

Passes must be paid for and picked up no later than Sept. 7th @ 9 p.m. from the Exhibition Office.

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Concession Reporting Form

Percentage basis: 15 % of Gross Sales

Concession: _____ Date: _____

Contact Person: _____ Phone # _____

		Gross Sales
	Thursday	\$ _____
	Friday	\$ _____
	Saturday	\$ _____
	Sunday	\$ _____
TOTAL GROSS SALES		\$ _____ A
Concession Fee (minimum \$650.00)	(A X 15%)	\$ _____ B
Plus 5% GST	(B X 5%)	\$ _____ C
SUBTOTAL	(B + C)	\$ _____ D
Less Down Payment		\$(_____) E
Total Concession Fee Due	(D - E)	\$ _____

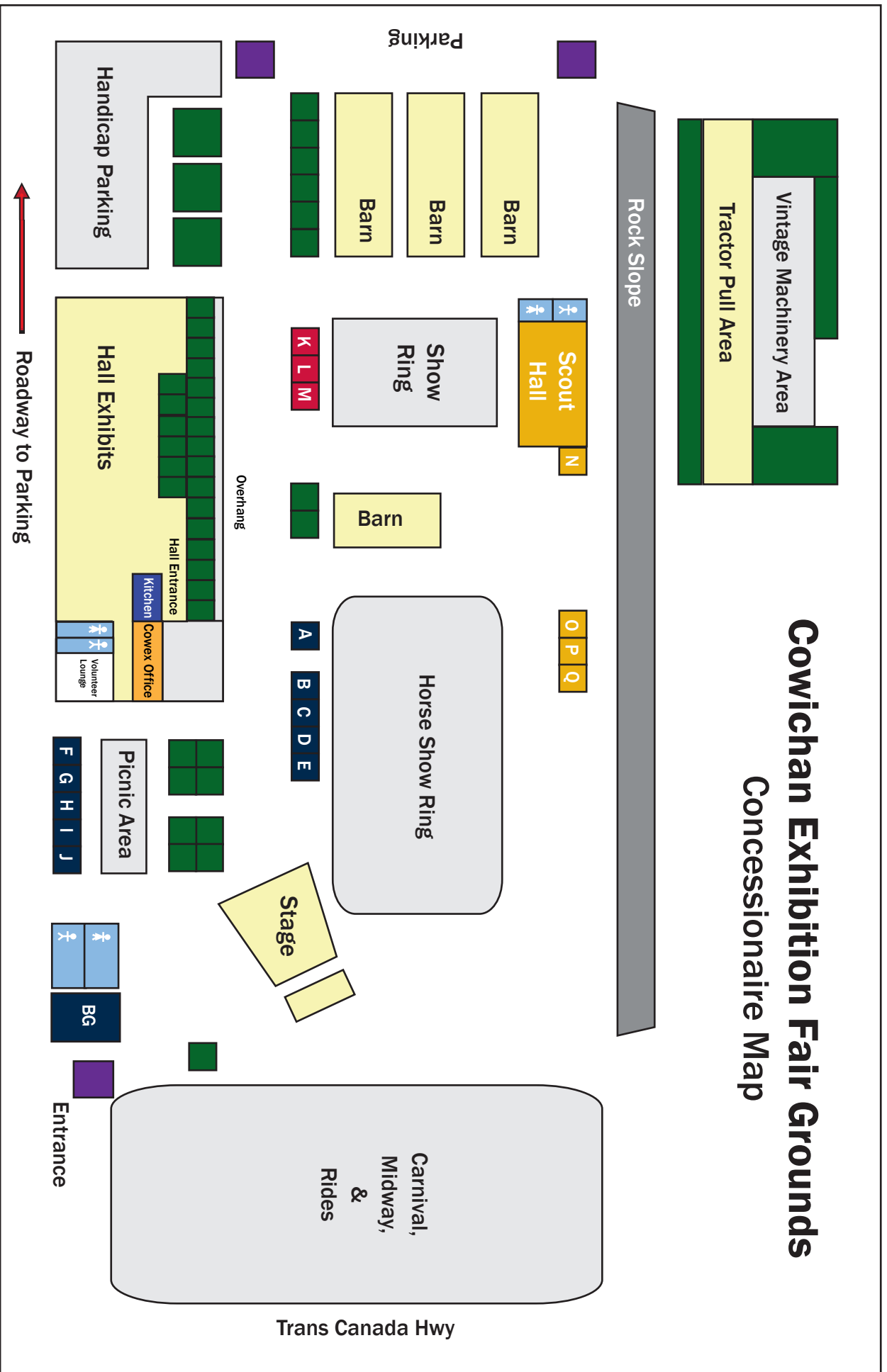
Please return this completed form with payment for the Total Concession Fee Due to the Fair office no later than September 15th, 2017.

For Office use only:

Down Payment:
 Date: _____ Amount: \$ _____ Receipt # _____

Final Payment:
 Date: _____ Amount: \$ _____ Receipt # _____

Cowichan Exhibition Fair Grounds Concessionaire Map



Concessionaires

- Area A
- Area B
- Area C
- Commercial Vendor Stalls
- Bathrooms
- Gates