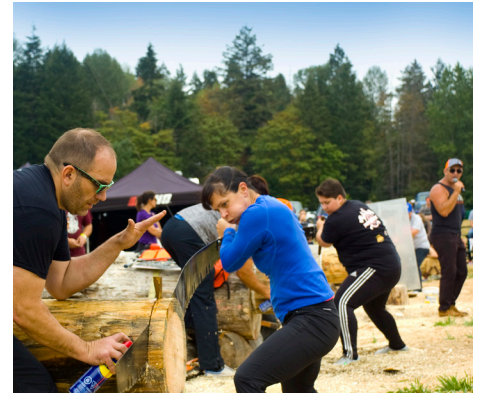




CONCESSIONAIRE VENDOR PACKAGE



COWICHAN EXHIBITION

A LOCAL FAIR

COMMUNITY HERITAGE & AGRICULTURE EDUCATION FOR FARMERS & FAMILY IN THE COWICHAN VALLEY

JOIN US IN CELEBRATING 152 YEARS OF GROWING

The Cowichan Exhibition invites you to be a part of the 2020 fair where we will be showcasing the best of 4-H cattle, horses, rabbits and poultry. Celebrate all that the valley produces in home baking, canning, field and garden, flowers, honey, photography and hobbies and crafts. Back again this year is the Loggers Sports competition. Join us as we celebrate our 152 Years of Growing. See you at the fair!



All Vendors must be Compostable Compliant

Fair Highlights

- Opening Ceremonies
- Educational Displays
- Hall Displays
- Farm Equipment Demos
- Farm Animal Displays
- Horse & Cattle Competitions
- Live Entertainment
- Logger Sports
- Food Vendors
- Carnival Rides
- 4-H Displays
- Gold Panning Demo

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THE MINIMUM FEE IS DUE JULY 1st, 2020. 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 September 20th, 2020. Sales will be monitored.

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, _____

EXTRA TABLES \$10.50 each (# required) _____

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**

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RULES AND REGULATIONS FOR CONCESSIONAIRE'S

1. "Exhibition" shall mean the Cowichan Exhibition held in the year in respect of which this application is made. "Exhibitor" shall mean the company identified on the front page of this application.
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 their stand 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 10th, 2020.
4. **A non-refundable deposit of 50% of total cost must be made at time of entry & paid in full by July 1st, 2020.**
5. Each Concessionaire will receive 4) three - day volunteer passes at N/C. Concessionaires may purchase additional 3) day passes for \$25.00 or 1) pass for \$9 from the Cowichan Exhibition Office. NO VEHICLES may be parked inside the Exhibition Grounds, except for the concessionaire's food truck.
6. 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. Signage is permitted 10' in front of the unit only.
7. Concessionaires are responsible for the removal of any waste, rubbish or garbage.
8. 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. Only 3 prong plugs are accepted. No 2 prong plugs. All Concessionaires are required to have propane hot water.
9. All machinery in motion, or Concessionaire equipment liable to cause accident, injury or damage to person's or property coming in contact with such machinery equipment, shall be adequately guarded and protected to prevent damage arising there from. Every Concessionaire shall indemnify and hold the Cowichan Exhibition harmless of all costs, claims, demands, charges and expenses whatsoever it may incur, suffer or be put to by reason of accidental death or any personal injury or damage to personal property resulting from, machinery, food product or other act of omission such Concessionaire.
10. Whereas 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 any damage, loss, injury from any cause whatsoever which may be sustained by a Concessionaire stand, except in the case where such damage, loss or injury results from the negligence of the Exhibition.
11. It is recommended that the Concession have competent people to serve the public and to protect their goods.
12. Concessions must operate all three days of the Exhibition. NO Concession stand or part may be removed until 4 p.m. on Sunday, September 13th.
13. 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.
14. Supply vehicles driving on the grounds must drive slower than 10 Km/h and must be off the grounds by 10 am.
15. NOTE: All vehicles coming on to the grounds must get a vehicle pass from the Exhibition office prior to the opening of the Exhibition.
16. Guidelines for Temporary Food Booth application (enclosed) must be filled out and signed by the local health Inspector and returned with your application. - VIHA
17. Please attach a complete list of menu items and price list with the application.
18. Certain menu items may be restricted at the discretion of the Cowichan Exhibition.
19. 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.
20. 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.

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COWICHAN EXHIBITION COMPOSTABLE UTENSILS & DINNERWARE PROGRAM

NEW

All Concessionaires must be compostable compliant. Only compostable utensils, straws, & dinnerware will be allowed during the duration of the Cowichan Exhibition Fair.

THESE UTENSILS AND PLATES ARE

COMPOSTABLE!

Made from sugarcane and corn!

THESE CUPS ARE

COMPOSTABLE!

planet

Recycled cup contains 100% compostable plant coffee fiber!

COWICHAN EXHIBITION VENDOR FOOD COUPONS

The Cowichan Exhibition provides food coupons for volunteers during the Fair. These coupons each have a face value that is equivalent to: Breakfast \$6 ea, Lunch \$8 ea, Dinner \$10 ea. Concessionaires are to collect these tickets and provide a meal for the volunteers. The volunteers cannot be charged additional fees. At the end of the fair the food coupons you have received from the duration of the fair are to be turned into the office and the total value of the tickets will be taken off of your remaining invoice.

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BREAKFAST TICKET

VOID

\$6 VALUE

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LUNCH TICKET

VOID

\$8 VALUE

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DINNER TICKET

VOID

\$10 VALUE

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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 \$9.
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:

- 4 3 day passes included =\$ N/C
- 3 day passes @ \$25 each =\$
- 1 day passes @ \$9 each =\$ Total \$

Passes must be paid for and picked up no later than Sept. 10th @ 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 20th, 2020.

For Office use only:

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

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

