



## CONCESSIONAIRE VENDOR PACKAGE



# COWICHAN EXHIBITION

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

### JOIN US IN CELEBRATING 153 YEARS OF GROWING

The Cowichan Exhibition is excited to invite you to participate in the 2021 Fair! While everything might not be completely back to normal just yet, we look forward to putting on an event that honours the traditions of past fairs while keeping public safety a priority. Celebrate all that the valley produces in home baking, canning, field and garden produce, photography and hobbies. Come enjoy the sights and sounds

of the 153rd Cowichan Exhibition!



All Vendors must be Compostable Compliant

### Fair Highlights

- Educational Displays
- Hall Displays
- Farm Equipment Demos
- Farm Animal Displays
- Horsemanship Demos
- Live Entertainment
- Food Vendors
- Carnival Rides
- 4-H Displays
- Quilts in the Barn

Cowichan EST 1868  
EXHIBITION



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

**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 16<sup>th</sup>, 2021.
4. **A non-refundable deposit of 50% of total cost must be made at time of entry & paid in full by August 1st, 2021.**
5. Each Concessionaire will receive four (4) 2-day passes at N/C. Concessionaires may purchase additional 1-day passes 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.
10. 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.
11. 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.
12. It is recommended that the Concession have competent people to serve the public and to protect their goods.
13. Concessions must operate all three days of the Exhibition. NO Concession stand or part may be removed until 4 p.m. on Sunday, September 19<sup>th</sup>.
14. 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.
15. Supply vehicles driving on the grounds must drive slower than 10 Km/h and must be off the grounds by 10 am.
16. NOTE: All vehicles coming on to the grounds must get a vehicle pass from the Exhibition office prior to the opening of the Exhibition.
17. Guidelines for Temporary Food Booth application (enclosed) must be filled out and signed by the local health Inspector and returned with your application. - VIHA
18. Please attach a complete list of menu items and price list with the application.
19. Certain menu items may be restricted at the discretion of the Cowichan Exhibition.
20. 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.
21. 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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# Concessionaire Vendor Application

**THE MINIMUM FEE IS DUE AUGUST 1<sup>st</sup>, 2021. 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 24<sup>th</sup>, 2021. 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**

COMPANY	DATE	
CONTACT	CITY	
E-MAIL		
ADDRESS	POSTAL CODE	
TELEPHONE	CELL	
SPACE REQUIRED: _____ SERVING SIDE (please circle): DRIVER PASSENGER		
POWER REQUIRED (list type needed, ex: 30 amp twist): _____ EXTRA TABLES -\$10.50 EACH: _____		
CC #	Expiry Date	CSC
<input type="checkbox"/> Table Rental \$10.50 # of Tables ____ <input type="checkbox"/> Power Required _____		Make cheques payable to Cowichan Exhibition. <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> E-Transfer <input type="checkbox"/> CC
<input type="checkbox"/> <b>Yes, please add me to your mailing list!</b>		Receipt #

Booth Size	Location	Cost	Including GST	Requested Location
Area A	Food court	\$500.00	\$525.00	
Area B	South Cattle Ring	\$450.00	\$472.50	

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

Signature of Concessionaire: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For office use only:</b>			
Deposit Amount:	\$ _____	Final Payment:	\$ _____
Date Received:	_____	Date Received:	_____
Receipt:	# _____	Receipt:	# _____
Proof of Insurance:	_____	VIHA	_____

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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+  
100% plant-based  
100% compostable

Reusable cups collect their moisture from coffee and tea!

**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) 2-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   2 day passes included      =\$ N/C
  - 1 day passes @ \$9 each    =\$ \_\_\_\_\_
- Total \$ \_\_\_\_\_

Passes must be paid for and picked up no later than Sept. 17<sup>th</sup> @ 5 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	\$	_____
	<b>TOTAL GROSS SALES</b>	\$	_____ <b>A</b>
Concession Fee (minimum \$650.00)	(A X 15%)	\$	_____ <b>B</b>
Plus 5% GST	(B X 5%)	\$	_____ <b>C</b>
<b>SUBTOTAL</b>	<b>(B + C)</b>	\$	_____ <b>D</b>
Less Down Payment		\$	(_____) <b>E</b>
<b>Total Concession Fee Due</b>	<b>(D - E)</b>	\$	_____

**Please return this completed form with payment for the Total Concession Fee Due to the Fair office no later than September 24<sup>th</sup>, 2021.**

**For Office use only:**

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

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



Parking and Camping

Vintage Machinery Area  
Tractor Pull Area

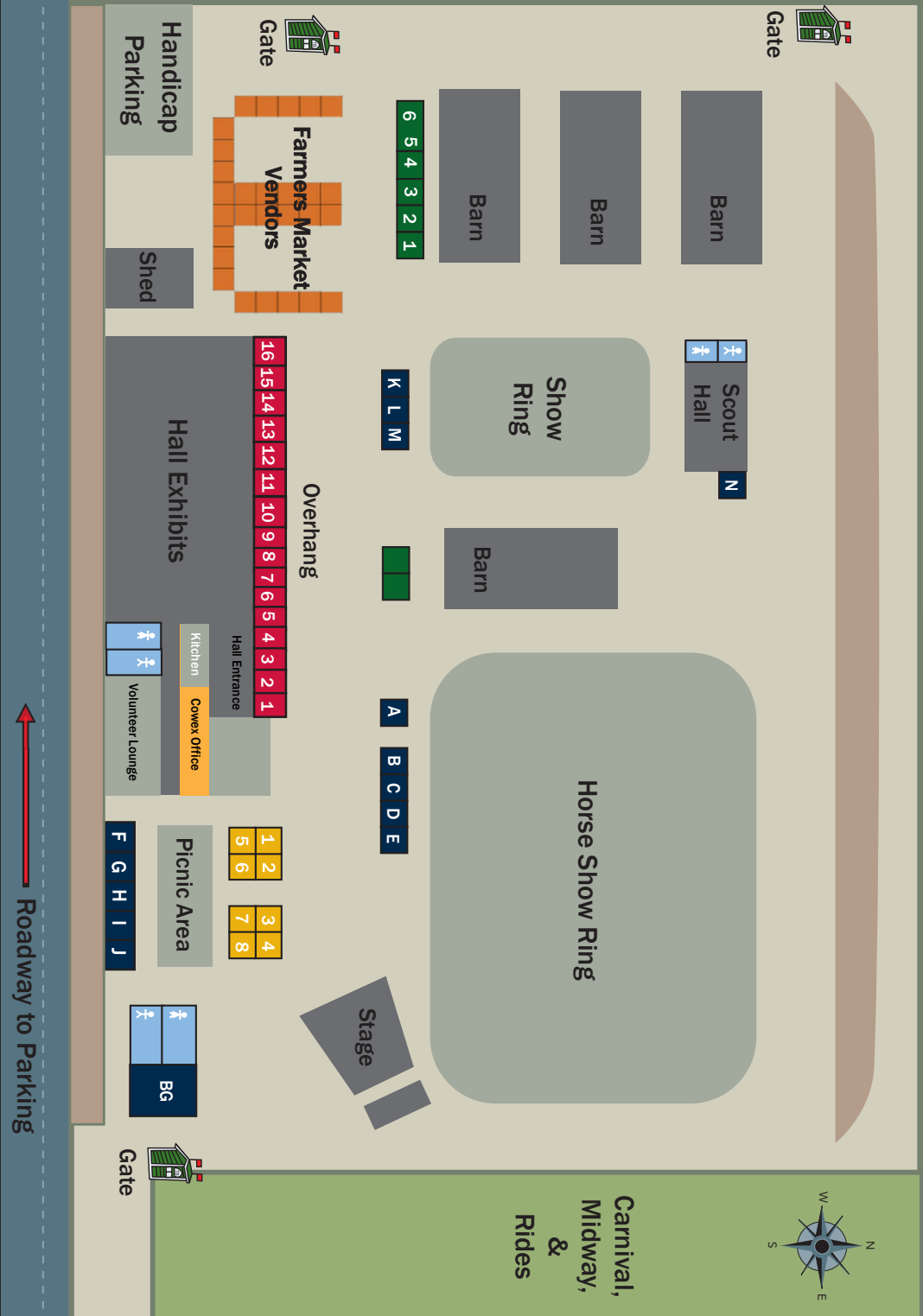
Logger Sports



Carnival,  
Midway,  
&  
Rides

Trans Canada Hwy

Roadway to Parking



Concessionaires



Area 1 Vendors



Area 2 Vendors



Area 3 Vendors