



# CONCESSIONAIRE PACKAGE



Lois DeEl MyTIME Photography

**SEPTEMBER**  
**13,14,15 2024**

7380 TCH . DUNCAN, BC . V9L6B1  
250.748.0822 . [www.cowex.ca](http://www.cowex.ca)

1868 **156** 2024  
YEARS OF GROWING

## JOIN US IN CELEBRATING 156 YEARS OF GROWING

The Cowichan Exhibition is excited to invite you to participate in our 2024 Fair. We are looking forward to putting on a 3-day event that honours the traditions of past fairs.

Celebrate all that the Valley produces in home baking, field and garden produce, flowers, photography and fine arts, quilts and needle work, hobbies and crafts, livestock and 4-H. Come enjoy the sights and sounds of the **156th Cowichan Exhibition**.

## FAIR HIGHLIGHTS

- Educational Displays
- Hall Displays
- Farm Equipment
- Farm Animal Displays
- Live Entertainment
- Food Vendors
- Carnival Rides
- 4-H Displays
- Quilts in The Barn
- Loggers Sports



## RULES AND REGULATIONS FOR CONCESSIONAIRE

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1. "Exhibition" shall mean the Cowichan Exhibition held in the year in which the application is made. "Concessionaire" shall mean the company identified on the application.
2. The Concessionaire 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 have the Concession stand orderly arranged prior to 9 pm, Thursday, Sept. 12, 2024.
4. Concessions must operate all three days of the Exhibition. No Concession stand or part may be removed prior to 4 pm on Sunday, Sept. 15, 2024.
5. The Concession shall be kept clean, tidy, and free from rubbish, debris and unused materials at all times.
6. Concessionaires are responsible for the removal of any waste, rubbish or garbage.
7. A non-refundable deposit of 50% of the Minimum Fee must be made at time of application & the balance paid in full by June 30, 2024. NOTE: All Concession rental rates are based on 15% of gross sales, with a Minimum Fee listed by area (see application).
8. Each Concessionaire will receive four (4) 3-day passes at no charge. Additional passes are available from the Exhibition Office; 1-day passes are \$9 each.
9. NO VEHICLES may be parked inside the Exhibition Grounds, except for the Concessionaire's food truck.
10. Supply vehicles driving on the fairgrounds must drive slower than 10 km/h and must be off the fairgrounds by 10 am. NOTE: All vehicles coming onto the grounds must get a vehicle pass from the Exhibition Office prior to the opening of the Exhibition.
11. 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 in front of the unit only.
12. If any Concessionaire requires more electrical power than can be taken from the outlets, all necessary installations for additional 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.
13. All machinery in motion, or Concessionaire equipment liable to cause accident, injury or damage to persons or property coming in contact with such machinery or equipment shall be adequately guarded and protected to prevent damage arising there from.
14. 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.
15. Whereas the Cowichan Exhibition will take reasonable precaution to ensure the safety of property and materials brought onto the Exhibition's premises, the Exhibition shall not be liable in any way whatsoever for any damage, loss or 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.
16. It is recommended that the Concession have competent people to serve the public and to protect their goods.
17. 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.
18. Guidelines for Temporary Food Booth application (enclosed) must be filled out, signed by the local Health Inspector and returned with your application. - VIHA
19. Please attach a complete list of menu items and price list with the application.
20. Certain menu items may be restricted at the discretion of the Cowichan Exhibition.
21. All Mobile Outdoor Food Service Equipment (MOFSE) must bear an approval decal from the BC Safety Authority or alternatively must be certified and labeled by a Certification Organization accredited by the Standards Council of Canada. CAN/CSA BI 49.1 - Natural Gas and Propane Installation Code, and CAN/CSA B149.2 - Propane Storage and Handling Code.
22. Cowichan exhibition reserves the right to change or modify the floor plan or hall layout at it's own discretion without notice.



# CONCESSIONAIRE APPLICATION

EXHIBITION HOURS: **Friday** 9AM - 9PM    **Saturday** 9AM- 9PM    **Sunday** 9AM - 4PM

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

## CONCESSIONAIRE INFORMATION

COMPANY		DATE	
CONTACT PERSON		CITY	
E-MAIL			
ADDRESS		POSTAL CODE	
PHONE	CELL	<input type="checkbox"/> PLEASE ADD ME TO YOUR MAILING LIST	
LENGTH OF VEHICLE	SERVING SIDE <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> POWER REQUIRED (LIST QUANTITY & TYPE NEEDED)	
<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE	<input type="checkbox"/> E-TRANS	<input type="checkbox"/> CC
RECEIPT #			
CC #	EXPIRY DATE	CSC	

The Minimum Fee is due June 30, 2024.

## BOOTH INFORMATION

LOCATION	REQUESTED BOOTH	COST	INCLUDING GST	PAYMENT
<input type="checkbox"/> FOOD COURT		\$800.00	\$840.00	
<input type="checkbox"/> SHOW RING		\$750.00	\$787.50	

Each Concessionaire will be assessed on the Gross Sales for the weekend and will provide the Cowichan Exhibition with a Record of Sales. The Rent will be the greater of the MINIMUM FEE or 15% of GROSS SALES + GST. Final payment on Gross Sales due September 21, 2024.

*The undersigned agrees to the rules and regulations of the attached "Concessionaire Package".*

Date \_\_\_\_\_

Signature \_\_\_\_\_

### FOR OFFICE USE ONLY

DEPOSIT AMOUNT	\$ _____	FINAL PAYMENT	\$ _____	PROOF OF INSURANCE	<input type="checkbox"/>
DATE RECIEVED	_____	DATE RECIEVED	_____	VIHA	<input type="checkbox"/>
RECEIPT NUMBER	# _____	RECEIPT NUMBER	# _____		



**COWICHAN  
EXHIBITION  
BOOTH MAP**

LOWER  
FIELD  
PARKING



LOGGER  
SPORTS

LOWER  
FIELD



TRACTOR  
PULL



GATE 03



BARN 03  
BARN 02  
BARN 01  
6 5 4 3 2 1

STRATFORD ROOM



LIGHT HORSE BARN



CATTLE  
SHOW RING  
K L M  
SHOW RING



HORSE SHOW RING

STAGE



A B C D E  
FOOD COURT



1 2 3 4  
5 6 7 8  
PICNIC AREA



F G H I J  
FOOD COURT



16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1



MELLOR HALL EXHIBITS



OFFICE



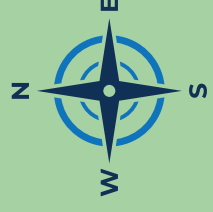
SHED



ACCESSIBLE  
PARKING



PARKING  
EXIT

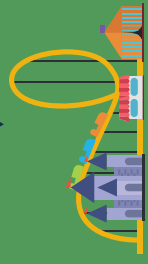


**VENDOR COLOUR KEY**

- EAST LOT
- KID ZONE
- HALL OVERHANG
- LOWER FIELD
- CONCESSIONAIRES
- WEST LOT

TRANS CANADA HWY

CARNIVAL  
RIDES



MIDWAY FIELD





## CHECKLIST & MENU PRICING/PASSES

**EXHIBITION HOURS: Friday 9AM - 9PM Saturday 9AM- 9PM Sunday 9AM - 4PM**

### APPLICANT'S CHECKLIST

- 1. Vendor agreement -- completed and signed.
- 2. Application to operate a temporary food service (fro 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 (below).
- 6. Number of additional passes required; four (4) 3-day passes included at no charge, additional 1-day passes are \$9 each (below).
- 7. Applicable application fee payable to Cowichan Exhibition.

### CONCESSIONAIRE MENU AND PRICING:

• _____	\$ _____
• _____	\$ _____
• _____	\$ _____
• _____	\$ _____
• _____	\$ _____
• _____	\$ _____
• _____	\$ _____
• _____	\$ _____
• _____	\$ _____
• _____	\$ _____
• _____	\$ _____

### PASS LIST

**INCLUDED:** four (4) 3-day passes = (no charge)      **ADDITIONAL:** # \_\_\_\_\_ (1) day passes @ \$9.00 = \$ \_\_\_\_\_

*Passes must be paid for and picked up no later than 5 pm, Thursday, Sept. 12 from the Exhibition Office.*



# ADDITIONAL INFORMATION

EXHIBITION HOURS: **Friday** 9AM - 9PM    **Saturday** 9AM- 9PM    **Sunday** 9AM - 4PM

## COMPOSTABLE UTENSILS & DINNERWARE PROGRAM

### ATTENTION

All Concessionaires **MUST** be compostable compliant.

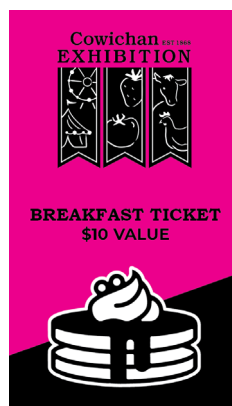
**ONLY** compostable utensils, straws & dinnerware will be allowed during the run of the Cowichan Exhibition.



## FOOD COUPONS

The Cowichan Exhibition provides food coupons for its volunteers during the Fair. These coupons have a face value that is equivalent to Breakfast - \$10 each, Lunch - \$15 each, and Dinner - \$20 each.

Concessionaires are to collect these coupons 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 during the Fair are to be turned into the Office; the total value of the coupons will then be subtracted from your remaining invoice





## CONCESSION REPORTING FORM

EXHIBITION HOURS: **Friday** 9AM - 9PM    **Saturday** 9AM- 9PM    **Sunday** 9AM - 4PM

Please return this completed form with payment for the Total Concession Fee Due to the Exhibition Office no later than September 21, 2024.

### CONCESSIONAIRE INFORMATION

COMPANY	DATE
CONTACT PERSON	PHONE

**PERCENTAGE BASIS  
15% OF GROSS SALES**

### GROSS DAILY SALES

THURSDAY \$ \_\_\_\_\_  
 FRIDAY \$ \_\_\_\_\_  
 SATURDAY \$ \_\_\_\_\_  
 SUNDAY \$ \_\_\_\_\_

**TOTAL DAILY SALES** \$ \_\_\_\_\_ **A**

CONCESSION FEE A x 15% = \$ \_\_\_\_\_ **B**

PLUS 5% GST B x 5% = \$ \_\_\_\_\_ **C**

**SUBTOTAL** B + C = \$ \_\_\_\_\_ **D**

LESS DOWN PAYMENT - \$ \_\_\_\_\_ **E**

**TOTAL CONCESSION FEE** D - E = \$ \_\_\_\_\_

REDEEM COUPONS - \$ \_\_\_\_\_

**TOTAL BALANCE DUE** = \$ \_\_\_\_\_

### FOR OFFICE USE ONLY

DOWN PAYMENT DATE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_

FINAL PAYMENT DATE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_