



2025 CONCESSIONAIRE PACKAGE



SEPTEMBER 12, 13, 14, 2025

JOIN US IN CELEBRATING 157 YEARS OF GROWING

The Cowichan Exhibition is excited to invite you to participate in our 2025 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 **157th Cowichan Exhibition.**

FAIR HIGHLIGHTS

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



RULES AND REGULATIONS FOR CONCESSIONAIRE

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. 11, 2025.
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. 14, 2025.
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, 2025. 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		VEHICLE INFORMATION	
CONTACT PERSON		TYPE OF VEHICLE	<input type="checkbox"/> Trailer <input type="checkbox"/> Truck
E-MAIL		SERVING SIDE	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER
ADDRESS		POWER REQUIRED <small>(LIST QUANTITY & TYPE NEEDED)</small>	<input type="checkbox"/> 20 amp <input type="checkbox"/> 30 amp
CITY	POSTAL CODE	LENGTH OF VEHICLE (in Feet)	
PHONE	WEBSITE	<input type="checkbox"/> PLEASE ADD ME TO YOUR MAILING LIST	

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 22, 2025.

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

Date _____ Signature _____

Please send e-transfers to cowex@shaw.ca. The Minimum Fee is due June 30, 2025.

<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE	<input type="checkbox"/> E-TRANSFER	<input type="checkbox"/> CC	RECEIPT #
CC #	EXPIRY DATE		CSC	

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

N O P O R S



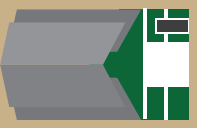
ACCESSIBLE
PARKING

PARKING
EXIT

STRATFORD ROOM



LIGHT
HORSE
BARN



CATTLE
SHOW RING

K L M
SHOW RING

HORSE SHOW RING

STAGE



GATE 01

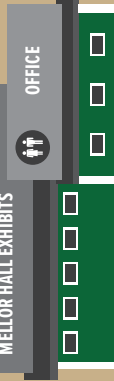


A B C D E
FOOD COURT

1 2 3 4
5 6 7 8

PICNIC AREA

F G H I J
FOOD COURT



MELLOR HALL EXHIBITS

OFFICE

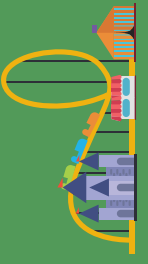
VENDOR COLOUR KEY

- 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. 11 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 Cowichan Exhibition.

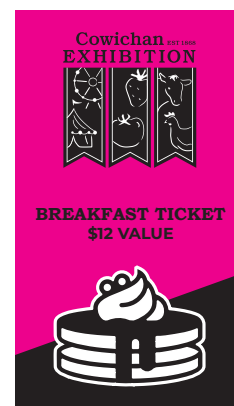


FOOD COUPONS

The Cowichan Exhibition provides food coupons for its volunteers during the Fair. These coupons have a face value that is equivalent to:

Breakfast - \$12 each
Lunch - \$15 each
Dinner - \$20 each

Concessionaires are to collect these coupons and provide a meal for the volunteers. *The volunteers cannot be charged additional fees. Put the volunteer's name and the amount of sale on the back of the voucher.* 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 22, 2025.

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 # _____