



August 27th, 28th & 29th, 2010 Food Vendor Application - Terms & Conditions

201 – 580 Duncan Avenue ☎ Courtenay, BC V9A 2M7 ☎ Phone: 250 338-8177 ☎ Fax: 250 338-4244
cvea@mars.ark.com ☎ www.cvexhibition.com

1. 2010 CVEX EXHIBITOR/CONCESSION HOURS

- **Friday, August 27** – 12 noon - 7 pm
- **Saturday, August 28** – 9 am pancake breakfast
 - * Exhibits open from 10 am - 7 pm.
- **Sunday, August 29** – 9 am pancake breakfast
 - * Exhibits open from 10am - 4 pm.
- Exhibitors/Concessions must be ready to open one half hour prior to CVEx opening and close no earlier than one half hour after official closing time.

2. GENERAL RULES & CONDITIONS

- All displays must be clean and attractive.
- Space contracted by the exhibitor may not be sublet, resold or shared without the prior written permission of the CVEx.
- All vendors selling food must obtain and display the appropriate health permit. Food vendors must have a Food Safe Certificate displayed on premises.
- The Exhibitor shall repair, at their own expense, any damage to the space occupied by them.
- CVEx reserves the right to alter or change the space assigned.
- Exhibitor identification must be worn at all times. Security will not allow exhibitors access to the facility prior to public hours without identification.
- Participation in previous CVEx does not guarantee participation for 2010.

3. PAYMENT REQUIREMENTS

- **Food Concessions** – Full payment must be received by June 15th, 2010. *Photos of your booth, vendor application, a copy of your insurance policy and a copy of your BC Health Permit must be included (See page 5).*
- **Exhibitors** – Full payment must accompany your application. Late or incomplete applications are not guaranteed a place.

4. GATE ADMISSION

- Exhibitor gate passes will permit in and out privileges to the grounds only. Additional passes can be ordered with your application. *Additional passes requested after the payment deadline will be full gate price.*

5. STAFFING OF EVENTS

- All booths must be staffed at all times during the hours of the show. Unmanned booths must receive prior written approval.

6. SECURITY

- Security personnel will be on duty from Thursday August 26 until Sunday August 29, 2010.
- Exhibitors not wearing their pass will not be permitted on the grounds without paying full admission.
- Exhibitors are advised to adequately insure their merchandise. It is suggested that any movable, valuable materials be taken out each evening immediately after show closing.

7. THEME

- Theme for 2010 is *“Magic of the Farm”*.

8. MOVING IN AND OUT

- **MOVE IN** – **Thursday, August 26th from 10:00 am to 8:00 pm**
- All exhibits must be completely set-up and approved before 11:00am Friday, August 27. To ease move-in you will be allotted a specific move-in time and space. This will be determined by the Director in charge. **There is NO vehicle movement on or off the grounds Friday 12:00 noon to 10:00 pm., Saturday 9 am – 10 pm, and Sunday 9 am – 4 pm (during CVEx operational hours).**
- **MOVE OUT** – **Sunday, August 29th from 5:00 pm to 8:00 pm**, and must be completed no later than noon Monday, August 30, 2010.
- If an alternate move-out time is required, it must be with the written permission of the Director in charge and the escort of a member of the Security or Parking team.
- Your designated area must be left in the same condition as when you arrived. **You must deposit any and all refuse generated into the dumpsters provided.**
- No vehicles will be allowed to leave the grounds until all paying visitors have left the grounds without the permission of the President or Vice President, under the escort of a member of the Security or parking team.
- To ease movement you may be allotted a specific move-in time. This will be determined and you will be advised by the Director in charge.

9. RAIN

- In the event of rain, the President, Vice President and two other members of the Board may set an earlier closure time than scheduled.
- No vehicles will be allowed to leave the grounds until paying visitors have left the grounds without the permission of the President or Vice President, and the escort of a member of the Security or Parking team.

10. PARKING

- All vendors will receive one parking pass which must be displayed prominently on the windshield at all times.
- Park in the designated areas only following the direction of the attendants.
 - * Coming & Going throughout the day: Dove Creek Road Field
- Moving vehicles are not permitted on the Exhibition Grounds during the open hours of the CVEx.
- All vehicle passes issued must be affixed to the windshield of the vehicle. During the Exhibition, vehicles not displaying passes will be towed at the owners' expense. **Exhibitors MAY NOT bring their vehicles in to the public areas.**
- Do not leave vehicles blocking entrances or driveways.
- Parking is not permitted in the paved handicapped parking area.
- In the event an exhibitor must bring inventory onto the grounds during CVEx times, the CVEAFF will endeavour to provide assistance with a golf cart.
- ***Any infraction of the above regulations may result in the towing of your vehicle at your expense.***



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11. INSURANCE / LIABILITY

- CVEx will not accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations by fire, accident, theft or any other cause, during the event, move in or move out. The exhibitor is responsible for obtaining any / all insurance related to the participation and requirements of exhibits in the show.
- Vendors **selling food**, or their agents must provide proof of at least \$ 1,000,000 (*specific agreements may vary*) of liability insurance with the CVEAFF named as co-insured.
- Other exhibitors must provide proof of their liability insurance.
- **A copy of your proof of insurance must be attached to your application**

12. PRODUCTS EXHIBITED / EXHIBITOR RESTRICTIONS

- Products exhibited are restricted to those products identified and approved on the exhibit space contract. Exhibitors are not permitted to demonstrate their products outside of their exhibit space.
- Show management reserves the right to limit or terminate any demonstrations which, in their opinion, are objectionable or inappropriate due to: theme, toxic fumes, exhaust, or detrimental to the character and nature of the show.

13. LATE COMERS / NO SHOWS

- Any space not claimed or occupied, or for which no special arrangements have been made prior to 4:00 PM Thursday August 26, may be resold or reassigned by Show Management and any monies paid will be forfeited. Cancellations made up to July 1, 2010 will be subject to a \$50.00 (\$75.00 for food vendors) administration fee.
- No refunds will be made on cancellations made after July 1, 2010.

14. SOUND LEVELS

- Any attention arousing devices such as music, televisions, voice amplification, etc. must be kept at levels that do not interfere with other exhibitors and the CVEx entertainment.

15. TRASH

- Trash bins are only for trash generated during the three days of the CVEx.
- Use the large commercial bins behind the curling rink. Do not overfill bins in public view. **Please be responsible for taking your trash to assigned areas before, during & after event.**

16. DOGS / PETS

- Dogs are not permitted with the exception of Certified Assistance Dogs and dogs registered in the dog show during the exhibition.
- Dogs running at large will be impounded.
- Giving away or selling any animal is not permitted.

OVERNIGHT CAMPING

- All campers must register in advance. Minors must be accompanied by an adult.
- Per night camping fee is \$10.00, plus GST/HST, per tent, trailer or RV.
- *Electrical services may be available during the CVEx for an additional cost of \$5.00 plus GST/HST per night. Check in with the CVEx office when you move in.*
- The camper will be in the camping area unless advance written permission is received from the Director in charge.
- Campers not displaying the camping pass provided by the CVEx will be asked to leave.

17. SMOKING / ALCOHOL / FIREARMS

- Smoking is prohibited in barns and public display buildings and throughout the grounds.
 - * There will be designated smoking areas.
- Consumption of alcoholic beverages is prohibited on the Exhibition Grounds.
- With the exception of R.C.M.P., firearms, ammunition and explosives are prohibited on the Exhibition Grounds.

18. MISCELLANEOUS

- Sale of raffle tickets is restricted to rented booths only, and must meet with the approval of the CVEAFF. Organizations are responsible for their own lottery licenses.
- "For Sale" signs are not permitted.
- The CVEAFF reserves the right to refuse anyone entry and to remove anyone for cause.
- All vendors will receive a confirmation of acceptance of their application via telephone or email.

19. ADDITIONAL FOOD BOOTH POLICIES

- Food booths must have a fire extinguisher, size regulated by fire inspector rules and regulations.
- NO glass bottles or glass containers to be served to customers.
- CVEA reserves the right to adjust menu pricing. This will take place once all menus and price lists are in and a decision has been made on booths attending the CVEx.
- All regular coffee, tea, canned pop and bottled water are to be sold for a set price as will be advised by the Director in charge.
- Only food items at the prices you list on your application can be sold at the festival.
- A copy of your Comox Valley VIHA (Vancouver Island Health Association) for a temporary food vendor permit must be attached with your application.
- A copy of your BC Health Permit and Liability Insurance must be attached with your application.

Any Exhibitor / Vendor, who violates any of the TERMS & CONDITIONS or any of the rules printed herein, or any part of their contract, may be barred from further attendance for such a period as may be decided by the Board. Terms & Conditions are subject to change for legal reasons or to improve the quality of the CVEx. You will be advised of those changes will be as soon as possible.



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NEW FOR 2010

We have made **Friday August 27th** the kick-off day to CVEx opening at noon. During this time CVEx will be in full operation including the Main Stage with live entertainment and the Beer Gardens. There will be no additional charge to have your booth open for this day.

Please note 2010 updates made to #8:

MOVE IN – Thursday, August 26th from 10:00 am to 4:00 pm

CHECKLIST OF ITEMS TO BE ATTACHED TO APPLICATION

- | | |
|--|-----|
| <input type="checkbox"/> Cheque for total cost | p.3 |
| <input type="checkbox"/> A separate Cheque for Deposit - \$100 (refundable) | #20 |
| <input type="checkbox"/> Copy of insurance policy (CVEx named as co-insured) | #11 |
| <input type="checkbox"/> Electrical approval (send photo of Label) | p.5 |
| <input type="checkbox"/> Copy of menu c/w pricing | #20 |
| <input type="checkbox"/> Photo of booth | #3 |
| <input type="checkbox"/> VIHA Temporary Food Permit | #2 |

APPROVAL IS PENDING ON RECEIPT OF A COMPLETE APPLICATION PACKAGE SUBMITTED PRIOR TO THE DEADLINE DATE OF JUNE 15TH, 2009.

*HST will be applicable on all applications processed starting May 1st, 2010



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Booth (Company) Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: () _____ Email: _____

Are you registered as a BC Society or as a Federal Charitable Organization? Yes No

Type and Size of Booth (tent, booth trailer, motor home) _____

Please complete page 2 regarding electricity and other equipment requirements.

On a separate sheet list menu items, portion sizing, and prices. (Food items for sale are subject to the Directors approval. Only food items at the prices you list here can be sold at the festival.)

If selected, you will be notified of your vendor booth number and specific move-in (Aug 28) / move-out (Aug 30) times to facilitate Exhibition set-up.

ITEM	Price	GST*	Unit Price	Number Required	Total Price
Vendor Booth (includes 4 Vendor Passes)	\$350.00	\$17.50	\$367.50	1	\$367.50
Additional Vendor Passes <i>Additional passes requested after the payment deadline will be full gate price - \$8.00 per day.</i>	\$4.00 per day	N/A	\$4.00		
Electricity					
15 Amp	\$7.50	\$.38	\$7.88		
30 Amp	\$8.50	\$.43	\$8.93		
Camping (no services), per night <i>Electrical services may be available during the Fair for an additional cost of \$5.00 plus \$.25 GST, per night. Check in with the Fair office when you move in.</i>	\$10.00	\$.50	\$6.30		
TOTAL COST (Cheque payable to Comox Valley Exhibition)					\$

***Please note: 12% HST will be applicable on all amounts May 1, 2010**

DEADLINE: Application, with payment, to be received no later than June 15, 2010. Vendor site allocation may be based on date of receipt of application. **If your application is received and accepted prior to April 30, notice of your attendance will be listed in our Entry Book.** (Cheques may be post dated June 15.) Acceptance at previous Fairs does not guarantee participation this year.

PAYMENT: A booth space will not be considered sold and occupied until full payment has been made and confirmation has been received from the CVEAFF. No exhibitors will be permitted entry into the show until full payment has been received. CVEAFF management reserves the right to move an exhibitor to a different location for the best interests of the show. This reservation request becomes a contract after it is signed by the exhibitor and accepted by the Comox Valley Exhibition. ALL NSF CHEQUES ARE SUBJECT TO A \$75.00 SERVICE CHARGE

Mailing address: Bob McQuillan
Food Concession Director
Comox Valley Exhibition
201 - 580 Duncan Avenue, Courtenay,
B.C. V9N 2M7
Phone: 250-338-8177
Fax: 250-338-4244
email: cvea@mars.ark.com

Any Vendor, who violates any of the TERMS & CONDITIONS or any of the rules printed herein, shall be liable to forfeit any or all prize money and awards made to such exhibitor. The Exhibitor / Vendor may also be barred from further attendance for such a period as may be decided by the Board.

CVEAFF USE ONLY
Approved: _____
Contacted: _____

By submitting this application form, I hereby agree to comply with the attached Terms & Conditions.

Signature _____ Date _____



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Fire Extinguisher: The Courtenay Fire Department requires that you have a fire extinguisher (minimum rating of 2A10BC (5 lb) on site. If a deep fryer is being used in your booth a minimum 40 BC rated fire extinguisher is required. If you do not have a proper fire extinguisher at the time of the Courtenay Fire Department inspection you will not be allowed to operate.

Electricity:

Electricity required yes no If yes; number of plugs required.

Vendor to provide min. 100 feet of extension cord for each plug required. A minimum 12 gauge extension cord is required.

Type of electrical plug end to be used: dryer stove 3 prong

120 volt – number of 15 amp plugs _____

240 volt – amps _____

Vender is responsible to provide adaptors to range plug if cord has different end connector.

APPROVALS FOR MOBILE CONCESSIONS

Please Note:
All mobile concessions must bear evidence of approval. This would include but not limited to any cart, trailer, van, bus etc that is wired and used at events where they use electricity. The typical label below or a special inspection label would be affixed to the unit.
The units that do not bear evidence of approval will not be allowed to be energized.
Approvals and the process can be obtained from your local BCSA office.
www.safetyauthority.ca for a list of these offices or call 1-866-566-7233

Please send photo of approval



(Labels may vary from this actual label)

Please itemize each piece of equipment you will be using while in operation and the amount of power each will need to run. (If more room needed please attach additional sheet)

Equipment

Power Required

Please list all propane equipment

Water:

Will you need to hook up to water all day? Yes No Please specify.

Will you be using our water for food prep etc? Yes No (If no, please specify.)

