



**113<sup>th</sup>**

**INTERIOR PROVINCIAL  
EXHIBITION & STAMPEDE**

**Aug 29<sup>th</sup> – Sept 2<sup>th</sup>, 2012**

**IPE FAIRGROUNDS,  
ARMSTRONG, B.C.**

**INFORMATION FOR VENDORS**

**VISIT OUR WEB SITE: [www.armstrongipe.com](http://www.armstrongipe.com)**

# EXHIBITION RULES & REGULATIONS

1. **SHOW MANAGEMENT:** as herein refers to **INTERIOR PROVINCIAL EXHIBITION (IPE)** and its employees and agents.
2. **CONTRACT FOR SPACE RENTAL:** This request for space, the notice of acceptance and space assignment by **IPE** shall form a valid contract when duly authorized agents of both the exhibiting firm and Show Management have affixed their signatures. If payment is not received within the prescribed time limit, the contract is considered void, and the space will be reassigned to another applicant. **NO REFUND will be made for space that is not used or for space that is unused during any portion of the Show hours.** Show hours are 10:00 a.m. to 10:00 p.m. daily. Grounds will open to the public at 7:30 a.m. daily. Should space remain unoccupied 2 hours before the opening of the Show, Show Management may rent or use it for other purposes without obligation of refund.
3. **ALLOTMENT OF SPACE:** The allotment of space shall be at the discretion of Show Management. In all cases the Management reserves the right to reject or accept applications at any time.
4. **USE OF SPACE:** The space contracted for is to be used **solely** for the Exhibitor whose name appears on this application and only for those products as listed on the Request for Space Application. The exhibitor agrees the allotted space shall not be assigned, shared, subleased whole or in part except by **WRITTEN** approval of Show Management. Under no circumstances shall the Exhibitor encroach on adjacent space. This could lead to forfeiture of paid space with no refund and forfeiture of Performance Bond.
5. **PAYMENT SCHEDULE & SPACE CANCELLATION:** A Performance Bond of **\$300.00 PER BOOTH** is due with the application **Please note: If performance bond paid by visa or mc- bond will be returned earlier than if paid by cheque/cash**. An application not accompanied with the proper performance bond will not be considered. The total exhibit rental fee will be due and payable as per the date shown on the invoice confirming acceptance of the application. Failure to comply with the due date may result in the loss of space reserved and forfeiture of Performance Bond. Upon acceptance of this application by Show Management it shall be a legally binding contract between the Exhibitor and Show Management, providing that either party may cancel this contract on condition that **WRITTEN NOTICE** of such cancellation is received by the remaining party on or before the schedule herein outlined **20 DAYS AND LESS PRIOR TO THE OPENING DATE OF THE SHOW NO REFUND AND FORFEITURE OF PERFORMANCE BOND.** Opening date of show is Wednesday, August 29<sup>th</sup>, 2012. Charges will apply uniformly and will apply whether or not the space is resold.
6. **DAMAGE & LIABILITY:** The Exhibitor is responsible for all damage caused by them to the Exhibit Facility, Show Property or Display Equipment. Exhibitors are responsible for all damage caused to same from any cause whatsoever and shall become financially responsible to the Exhibit facility, Show Management or Display Company. Show Management will employ reputable security and will take reasonable precautions to safeguard Exhibitor's property, however, Show Management assumes no liability for loss or damage through any cause, of goods, exhibits or other materials owned, rented or leased by Exhibitor. The Exhibitor shall indemnify the Facility Management, Show Management and/or Display Company against, and hold them harmless from any complaints, suits or liabilities resulting from negligence of the Exhibitor in connection with the Exhibitors use of display space.
7. **RESTRICTIONS:** Show Management reserves the right to restrict exhibits which because of noise, method of operation, creation of safety hazards or any other reason, become objectionable or otherwise distract from or are out of keeping with the character of the Show as a whole. Booths must be manned at all times during Official Show hours. Booths must be maintained in a neat and orderly manner throughout the Show. Preparation and/or serving of food or beverages of any kind without written permission of Show Management is prohibited. A fifteen (15) percent commission is to be paid to the IPE from any booth selling on the spot consumable products. Serving of alcoholic beverages on the exhibit floor is in violation of the Liquor Control Act.
8. Show Management may forbid any installation or activity which, if continued, departs substantially from the purpose and character of the Show. In the event it becomes necessary to restrict any installation or activity or to evict an offending Exhibitor, Show Management is not liable for any refund of exhibit space rental, performance bonds, or any other expenses incurred by the Exhibitor.
9. **INTERPRETATION & ENFORCEMENT:** Show Management rests with **IPE**. These conditions of contract, display rules and regulations become a part of the contract between the Exhibitor and Show Management. Show Management has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decision of Show Management, and all decisions so made shall be binding on all parties affected by them as by the original regulations. It is the responsibility of the Exhibitor or his/her designated representative to familiarize himself/herself with all rules and regulations since ignorance of the rules is not an acceptable reason for failure to comply.

Exhibitors or their representatives who fail to observe these conditions of contract, or who, in opinion of the Show Management, conduct themselves unethically may be dismissed from the exhibit without refund or other appeal. The decision of Show Management in the person of the General Manager is final. **VENDOR SPACE IS LIMITED AND IS ALLOCATED BASED ON A WIDE REPRESENTATION OF VENDORS, PRODUCTS AND SERVICES. BOOKINGS ARE NOT ACCEPTED ON A FIRST COME, FIRST SERVED BASIS IN ORDER TO PROVIDE AS MUCH VARIETY AS POSSIBLE. SPACE IS ALSO NOT ALLOCATED BASED ON EARLY PAYMENT OR PERFORMANCE BONDS BEING HELD OVER.**

# VENDOR INFORMATION

## HASSEN HALL, NOR-VAL ARENA, HORTICULTURE HALL & OUTSIDE BOOTHS

### SHOW HOURS:

Wednesday, August 29 <sup>th</sup>	10 a.m. - 10 p.m.
Thursday, August 30 <sup>th</sup>	10 a.m. - 10 p.m.
Friday, August 31 <sup>st</sup>	10 a.m. - 10 p.m.
Saturday, September 1 <sup>st</sup>	10 a.m. - 10 p.m.
Sunday, September 2 <sup>nd</sup>	10 a.m. - 10 p.m.

All booths must be staffed 30 minutes prior to opening.

**EXHIBITORS MUST BE OUT OF HALLS AND ARENA BY 10:30 P.M. EACH NIGHT. OUTSIDE BOOTHS USE YOUR OWN DISCRETION AFTER 10:00 P.M.**

### STANDARD BOOTH INFORMATION FOR INSIDE COMMERCIAL:

All standard booths are draped. Booth sizes are as noted on the floor plan. The back wall is 8 feet high, the side dividers are 3 feet high. Each booth has two 150 watt spot lights and full electrical service. Should you require help in outfitting your booth Central Display Tent & Rental Sales will be in attendance. Phone (250) 612-7718 or Fax (250) 561-7406 for details.

### STANDARD BOOTH INFORMATION OUTSIDE COMMERCIAL:

If you are not bringing your own tent please contact our office at (250) 546-9406 and we will give you the name of the Tent Rental Company we have under contract for this year. **Booths placed on grass and food booths should have a sub floor in case of inclement weather.**

### HOW TO RESERVE SPACE:

Complete the enclosed request for space application form, sign and return with a **\$300.00 PERFORMANCE BOND PER BOOTH**. Applications NOT accompanied with the proper Performance bond will not be considered.

**PERFORMANCE BOND** will be returned **AFTER THE FAIR** upon approval of management, and upon request of exhibitor. **Please note: Due to accounting procedures** the performance bond will be returned sooner if received on a visa or mc than if received by cheque or cash.

### CONCESSION PASSES WILL NOT BE RE-ISSUED IF LOST OR LEFT HOME.

There will be two concession passes issued per booth, additional passes are available at IPE office for \$20.00 plus taxes each. You will receive one five day parking pass per booth, additional passes, if available, can be purchased at the IPE office for \$6.00 per day.

### MOVE IN: \*\*\* PLEASE NOTE \*\*\* **Change in set-up/move in times**

**All Booths:** Monday, August 27<sup>th</sup> from 1:00pm to 9:00pm and/or Tuesday, Aug 28<sup>th</sup> from 7:00am to 10:00 pm.

\* **PLEASE NOTE: HASSEN HALL, AND HORTICULTURE BUILDING are closed between the hours of 1:00pm and 7:00pm on Tuesday, August 28<sup>th</sup> for judging.** Halls reopen at 7:00pm for setup, etc. **NOR-VAL SPORTS ARENA** vendors may access their booths by the **North Entrances only** during judging from 1:00pm to 7:00pm. Please be respectful that judging is going on.

**ALL BOOTHS MUST BE FULLY SET UP BY 9:00 am. WEDNESDAY, August 29<sup>th</sup>, 2012. NO EXCEPTIONS TO THIS RULE.**

**MOVE OUT shall not begin before 10:30pm. Sunday, September 2<sup>nd</sup> or Monday, September 3<sup>rd</sup> from 7:00am. VIOLATION OF THIS RULE WILL RESULT IN FORFEITURE OF THE \$300.00 PERFORMANCE BOND PER BOOTH.**

**DELIVERIES and STOCK STORAGE/UNLOADING-If forklift/Equipment/Staff are needed to unload prior notice must be given and incremental charges will be vendors responsibility. IPE will not be held responsible for loss or damages.**

# COMPLETING THE APPLICATION

***All business contact information, special forms and applications referred to form part of the exhibitor contract package. All information collected is for the sole use of the I.P.E. and will be protected in accordance with BC Privacy Act legislation.***

**COMPANY/NAME:** Please use your legal business name. Licenses and Performance Bond refunds will be made out to this name only. If you do not have a legal business name, the License or Performance Bond will be made out to the "Authorized Contact."

**SPACE REQUIRED:** The Total Space Required should include open awning, non-removable trailer hitches, overhangs, storage, preparation areas, and seating (if requested). Concessionaires are responsible for providing their own tables, chairs, umbrellas, tent floors and tent cover. The exact size required **must** be included with your application.

**PRODUCTS/SERVICES:** Please include a detailed product listing, pictures or brochures of products and include Brand names. Food booths should include prices of menu items. A complete product list helps us reduce duplications or over-saturation of the market area. If you are applying to "exhibit only", please describe what products or services you will be promoting. Although we try to make each exhibitor as unique as possible, we guarantee **exclusivity** only for products listed in the "Exclusivity Clause" below. All Products/Services offered for sale or displayed by the Exhibitor must be approved, in advance by the I.P.E.

**PRIZE DRAWS AND RAFFLES** – Ticket raffles are strictly regulated by the British Columbia Gaming Policy and Enforcement Branch. For information, refer to the "Standard Procedures for Ticket Raffles" available from the provincial government offices or website. Applications must include a draft of the prize draw ballot, showing draw date, prize and value and rules and regulations. Draw date must be during the Fair.

**PRIZES AND GIVE-AWAYS** – All prizes and give-a ways must be completely free with no demonstrations or purchase necessary and should reflect the product or services exhibited in the booth. Prizes and give-away items should not conflict with merchandise sold by other exhibitors and must not be used in any promotional campaigns after Sunday, September 2<sup>nd</sup>, 2012.

**DRAWING OR PHOTO OF BOOTH** – All first-time applications should include a front view drawing or photo of your exhibit or concession, depicting how it would appear at the fair. Food booth applications are required to send both front view and overhead view drawings clearly showing placement and size of storage, preparation, and seating areas. Upon opening of the fair, all booths must be as depicted in the original application. Substitutes will not be accepted without permission.

## **EXCLUSIVITY CONTRACTS –**

The following Companies and products listed have Exclusive rights with the IPE to be the only Vendor selling those products at our fair. Any Vendor selling like products without an Exclusive Contract whether inadvertently or otherwise will be asked to remove said product immediately. Should this result in an empty booth there will be no refund of performance bond or booth cost to the Vendor.

### **Companies with Contracts are:**

**Treasure Chest Distributors** – cookware of all sorts

**West Coast Amusements** - amusement riding devices, games, cotton candy and snow cones

**Coca-Cola Bottling Company** – all carbonated and non-carbonated soft drink beverages, which includes fruit juices, fruit drinks, iced teas, water and sports drinks.

**Paradigm Marketing Ltd.** – Health Massage Chairs

**Daimler Chrysler Canada Inc.** – DCCI logos and trademarks and automotive/truck vehicles



## **Price List for Retail Vendors 2012**

**(Prices subject to change) All applicable taxes to be added**

### **Inside Commercial**

\$7.75 per square foot, PLUS \$200 for any extra frontage on corner booths

#### **Hassen Hall**

Booth sizes range from 8x10 to 10x10 or larger  
Price includes power, skirted booth

#### **Nor-Val Sports Arena**

Wide variety of retail sales and information booths  
Price includes power, skirted booth  
Variable Booth sizes from 10x10 to 10x20 or larger

#### **Horticultural**

Booth sizes are 10x10, 10x20  
Green/Environmental, Agricultural, or Educational Booths  
Price includes power, skirted booth

### **Outside Commercial**

#### **Retail Central**

\$30.00 per frontage foot (most booth spaces are 20' in depth)  
\$200 for extra frontage on corner/end booths  
Booth sizes range from 15x20 to 20x60 (5 foot increments)

#### **Agricultural**

Flat rate of \$ 550.00  
Display areas up to 2,500 square feet  
Electrical included

#### **Kids World**

\$30.00 per frontage foot  
Booth sizes 10x20, 15x20, 20x20

#### **Nor-Val Sports Arena Outside**

Individually priced, depending on vendor requirements  
All booths are on pavement or grass with power available

### **Food Vendors**

\$30.00 per frontage foot PLUS 15% and tax of daily gross sales  
Booth sizes from 15x20 to 60x20 (includes awnings, storage etc)  
30 amp electrical available –You may be charged extra if you require additional power.

Vendors are required to provide a \$300 performance bond. The performance bond is refundable, or may be held over for future fairs. Performance Bonds will be forfeited any breach of the current Rules and Regulations of the IPE. Applications for reservation of space does not guarantee acceptance in the fair. All applications are presented to management for approval.



# REQUEST FOR SPACE APPLICATION 2012

Please print clearly (Name your Performance Bond will be refunded to)

PHONE: (250) 546-9406  
FAX: (250) 546-6181  
Web: [www.armstrongipe.com](http://www.armstrongipe.com)  
Email: [info@armstrongipe.com](mailto:info@armstrongipe.com)  
Mail: Box 490 Armstrong, BC V0E 1B0

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

Province \_\_\_\_\_ Postal \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### CLASS OF VENDOR (Check one)

FOOD  AGRICULTURAL  OUTSIDE COMMERCIAL  INSIDE RETAIL  KIDS WORLD

Please give a full description of the products/service you wish to sell. NOTE: Only those items **listed** will be permitted. *If this is your first application with the IPE please provide brochures and/or photos of your products and your display booth as it would appear at the fair.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PREFERRED LOCATION (Check one)

Main Food Court  Hassen Hall  Outside Commercial   
Secondary Food Court  Nor-Val Centre  Barn Row   
Other Food Area  Horticulture Building  Kids World

### SIZE OF SPACE REQUIRED

Indoor Space: 8 x 10  10 x 10  10 x 20  10 x 30  20 x 20  Other

Outdoor Space: 15 frontage  20 frontage  25 frontage  30 frontage  35 frontage   
40 frontage  50 frontage  Other

Agricultural: 25 x 25  50 x 50  Other

When measuring total space required be sure to include length of hitch, overhangs, awnings, prep/storage area including BBQ's, freezers, smokers, etc. plus any seating. If you require additional space when you get here you will be charged **DOUBLE** for it, and could forfeit your performance deposit. **Electrical Needs Required (amps)** \_\_\_\_\_

**Please note: FAILURE TO COMPLETE APPLICATION WITH ELECTRICAL NEEDS AND EXACT SIZE REQUIRED WILL DELAY APPLICATION AND/OR FORFEIT IT.**

*Food Vendors must meet all BC Health & Safety requirements. Valid permits will be required. Proof of Insurance will be required before the application can be accepted (\$2 Million minimum).*

**I/We understand that this reservation request becomes a contract once signed by the applicant and accepted by the IPE. We have read and agree to comply with the Rules & Regulations of the Interior Provincial Exhibition.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**This application does not necessarily imply or guarantee space at the IPE. We do not guarantee exclusivity of products except as stated on page 4 of the Rules & Regulation. We reserve the right to limit or specify the products or services to be sold or displayed. Your application must include a refundable \$300 performance bond. No post dated cheques please. We accept Mastercard, Visa and Debit. The bond can be returned sooner if received on Visa or Mastercard.**