



# Outside Commercial Information Guide

August 31<sup>st</sup> – September 4<sup>th</sup>, 2022

[www.armstrongipe.com](http://www.armstrongipe.com)

## Contact Us:

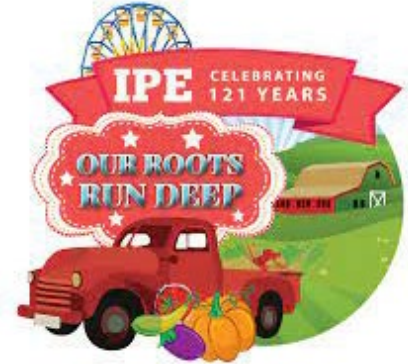
Ph 250.546.9406  
Fax. 250.546.6181  
[events@armstrongipe.com](mailto:events@armstrongipe.com)

## Mailing address:

Interior Provincial Exhibition  
P.O Box 490  
3010 Wood Avenue  
Armstrong, BC.  
VOE 1B0

## Friends of the Fair:

Central Display Office Sheldon – on site	Ph 250.561.7477 cell 250.961.4006
Avalon Tent Rentals Vernon office	Ph 800.640.3190 Ph 250.541.0945



**Theme 2022 – “Our Roots Run Deep”**  
Salute to our Vegetable Division

## Application Requirements

### **The following must be submitted with your application:**

- A list of all products/services to be sold or exhibited
- Photos and/or brochure of products/services
- Picture of booth layout/ how booth will be set up at the Fair
- \$500 performance bond (Credit Card/no cheques)
- A reference letter indicating previous trade shows/fairs/retail experience and performance

### **We will not accept applications including the following:**

- Obscene/offensive products (as per the IPE) We are a ‘family fair’ and will require vendors to abide by this principle
- Products not CSA approved
- Counterfeit (knock-off) products
- Electronic cigarettes
- Drug paraphernalia/weapons (ie: bonges, brass knuckles, nunchucks, etc.)

The Interior Provincial Exhibition will abide by all current Provincial Health Orders. **All policies are subject to change to comply with government health orders and the evolving nature of the pandemic.**

## **Booth Allocation**

Every effort will be made to accommodate requests for specific spaces and areas on the grounds; however, final allocation will be made by the IPE. Should adjustments to the indoor or outdoor spaces be deemed necessary, IPE reserves the right to relocate booths as required.

# RULES & REGULATIONS

1. **CONTRACT FOR SPACE RENTAL:** The application, once signed by both parties, forms a valid contract. If proper payments are not received within the stated time, the contract is considered void, and the space will be reassigned to another applicant. **NO REFUND** will be made. No refunds for space that is not used or for space that is unused during any portion of the show. 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.
2. **ALLOCATED SPACE:** Vendor space must be staffed 15 minutes prior to opening plus 10am-10pm during the 5-day Fair in a neat and orderly manner. The space contracted is to be used solely for the Vendor whose name appears on their application and only for those products listed on their application. Under no circumstances shall the Exhibitor encroach on adjacent space or walkways. Exhibitors must confine their exhibits and all other exhibit activities within their allotted space. **NO SANDWICH** sign permitted.  
  
The IPE reserves the right to restrict vendors which because of noise, method of operation, creation of safety hazards, offensive language, or any other reason, become objectionable or otherwise distract from or are out of keeping with the character of the IPE. The IPE is a 'family fair' and all vendors must abide by this principle.
3. **PAYMENT SCHEDULE:** \$500.00 performance bond made with application. Payment will be paid in full by August 15, 2022. Failure to pay may result in the loss of space reserved and forfeiture of deposit. Performance Bond will be returned once a complete inspection of rented area and ground is complete (6-8 weeks).
4. **SPACE CANCELLATION:** Upon acceptance of their contracts Vendors will accept that to cancel this contract such cancellation is received in **WRITTEN FORM** on or before these dates:
  - Cancelled June 15<sup>th</sup> or prior - FULL Refund
  - Cancelled June 16<sup>th</sup> to July 31<sup>st</sup> - 50% of fee refunded.
  - Cancelled after July 31<sup>st</sup>, 2022- NO REFUND.
  - Opening date of show is Wednesday, August 31, 2022. Charges will apply even if the space is resold.
5. **PROTECTION OF EXHIBITS:** The IPE shall use all reasonable precaution to ensure the safety of materials at the exhibition, but the owners themselves must take the risk of exhibiting them. All outside booths must be secured at night. Should any exhibit or portion thereof be injured, lost, stolen or suffer damage from any cause whatsoever, the IPE will not be liable, or make payment for the value thereof.
6. **DAMAGE & LIABILITY:** The Vendor is responsible for all damage caused by them to the exhibit facility, show property or display equipment. Vendors 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. The IPE will employ security and will take reasonable precautions to safeguard the Vendors property, however, the IPE assumes no liability for loss or damage through any cause, of goods, exhibits or other materials owned, rented or leased by the Vendor. The Vendor shall indemnify the Facility Management and their employees, and members, IPE and/or Display Company against, and hold them harmless from any complaints, suits or liabilities resulting from negligence of the Vendor in connection with the Vendors use of display space.
7. **LIABILITY INSURANCE:** Third party liability insurance certificate is mandatory and must be provided to exhibit space by July 31. **\$150 fine for late submissions.**

The following conditions must be included in the certificate:

- a. Minimum \$2 million per occurrence including \$2 million for bodily injury and death and property damage.
- b. Include Interior Provincial Exhibition, City of Armstrong, Township of Spallumcheen, and Parks and Recreation Commission as additional insured.

8. **ALCOHOL:** Serving of alcoholic beverages on the IPE grounds is in violation of the Liquor Control Act. Individual events during the IPE that sell alcoholic beverages have proper permits from the Liquor Control Board.
9. **INTERPRETATION & ENFORCEMENT:** The IPE Management has full power of interpretation and enforcement of these rules and may amend them at any time. It is the responsibility of the Vendor or their designated representative to familiarize themselves with all rules and regulations since ignorance of the rules is not an acceptable reason for failure to comply. Vendors or their representatives who fail to observe these conditions of contract, or who, in opinion of the IPE, conduct themselves unethically may be dismissed from the IPE without refund or other appeal. The decision of the IPE is final.
10. **VENDOR SPACE** is allocated based on having a wide representation of Vendors, products, and services. Plus, to ensure safe distancing and ongoing Health Order regulations the IPE will be allocating spaces according to many scenarios. Spaces will **NOT** be allocated based on early payment or previous years allocation.
11. **VIOLATION** of any rule broken by a Vendor will result in the forfeiture of the \$500 performance bond.
12. **ALL VENDOR VEHICLES** must be off grounds by 9:00am. Any deliveries must be made prior to 9am. Vehicles will be towed, and vendor is responsible for all costs incurred.

**ALL BOOTHS (Hours of Operation)**

Wednesday	August 31 <sup>st</sup>	10 a.m. - 10 p.m.
Thursday	September 1 <sup>st</sup>	10 a.m. - 10 p.m.
Friday	September 2 <sup>nd</sup>	10 a.m. - 10 p.m.
Saturday	September 3 <sup>rd</sup>	10 a.m. - 10 p.m.
Sunday	September 4 <sup>th</sup>	10 a.m. - 10 p.m.

All booths must be staffed 15 minutes prior to opening.

**ATTENTION ALL VENDORS:**

Volunteers are one of the most valuable resources the IPE has. As part of the 2022 Volunteer campaign, the IPE is requesting each Vendor donate a door prize (min. value \$50) for our hardworking volunteers. This gift will be sent over to the Volunteer Rest area where food and drinks will also be available. This is the perfect opportunity to promote your business and thank our 100's of volunteers. Over the period of the 5-days these donated gifts will be used as thank you's and encourage our volunteers who give so much of their time to support our FAIR. **THANK YOU.**

**Admission Passes:**

Two (2) 5-day admission passes will be included in each vendor package.

One (1) 5-day parking pass will be included in each vendor package. This is NOT a camping pass.

These passes will **NOT** be re-issued if lost or left at home. Additional admission passes, parking passes, and overnight camping passes are all available for purchase online.

[www.armstrongipe.com/tickets](http://www.armstrongipe.com/tickets)

# Outside Commercial RATES 2022

- Rates are for the full 5-day Fair, not inclusive of applicable taxes
- The minimum booth is 15x20
- Professional signage only (no handwritten signs allowed)
- Booths should be equipped with appropriate fire extinguishers and 100ft heavy duty extension cords
- Electrical is charged per booth
- Have realistic objectives. Your staff, marketability of your product, aesthetics of your booth and display will dictate your overall success rather than just the number of visitors who will walk past your booth.

## **5-day Regular Fair**

### **Direct Sales/Exhibit Only**

15x20.....	\$ 600
20x20.....	\$ 800
25x20.....	\$1000

Each additional 5-foot increments.....\$ 300

*Include all space required including awning, storage, hitches, etc on application form.*

**Corner Booth** (extra fee depending on location)

### **Agricultural**

50' x 50' .....\$800

### **Electrical Hook-up** (plus applicable taxes)

Based on 15x20 (and Amps required) .....starting at \$150

\*Electrical Trouble calls: \$ 100/hr minimum plus materials will be charged for repairing electrical problems due to Vendors electrical equipment and/or panels being defective and/or not conforming to the BC Safety Authority Electrical Standards and/or overloading the electrical circuit. IPE will be randomly checking throughout the 5-day event.

### **Recycling/ Waste Management Fee**.....\$75

Due to new waste management requirements and high volumes produced by Vendors a recycling/ waste management fee will be applied to all Vendors, both inside and outside.

**Recommending Vendors** to have a shelter within their allocated space, not only to protect their product but also their staff. If you are unable to provide your own tent, contact Avalon Tent Rentals at 250-541-0945 OR Central Display Office (250) 561-7477 (Sheldon after hours at 250-961-4006).

It is also recommended that Outside Commercial have a sub floor in case of inclement weather

## **ENVIRONMENTAL UNDERSTANDING**

A goal of the Interior Provincial Exhibition is to improve our environmental sustainability. This year we are committing, where possible, to adopt practices that reflect sustainable principles.

DO not leave cardboard by the garbage bins as the trucks are unable to pick up the large bins. **Flattened Cardboard** must be taken to designated cardboard bin area located in pre-determined location (see map). Cornstalks are organic and must be taken to the designated compost bin area (see map). To keep safe and organized areas this policy will be strictly enforced. Fines will be applied.

## MOVE IN:

### Outside Commercial

Sat Aug 27<sup>th</sup>, Sun Aug 28<sup>th</sup> 7:00am to 10pm

Mon. Aug 29<sup>th</sup> 7:00am to 10pm

Tues. Aug 30<sup>th</sup> 7:00am to 10pm

Wed. Aug 31<sup>st</sup> 7:00am to 9:00am \*MUST be set up by 9am

**Exceptions:** Only with special permission from the IPE management

## MOVE OUT:

1. No booth or vendor shall dismantle their booth during the operation of the IPE. The booth shall remain intact until the fair closes Sunday, Sept. 4<sup>th</sup> at 10pm.
2. No Motorized Vehicles will be allowed on the grounds before 10:30pm Sept. 4. The safety of our guests, animals, and exhibitors is utmost important. LOOK-LOOK-LOOK
3. **Violation of the move out rule** or any other rule broken by a Vendor will result in the forfeiture of the \$500 performance bond.

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**PRIZE DRAWS AND RAFFLES** – Ticket raffles are regulated by the British Columbia Gaming Policy and Enforcement Branch, and all draws and/or raffles during the Fair shall reflect proper BC Gaming Policies. Applications must include a draft of the prize draw ballot with draw date, prize, and value. Draw of all prizes must be completed before end of Fair on Sunday, September 4, 2022, at 10pm.

**PRIZES AND GIVE-AWAYS** – All prizes and give-a ways must be completely free with no ‘strings attached’ and should reflect the product or services exhibited by Vendor. Prizes and give-away items should not conflict with merchandise sold by other Vendors. Must not be used in any promotional campaigns after Sunday, September 4<sup>th</sup>, 2022.

## EXCLUSIVITY CONTRACTS

The following Companies have Sponsorship agreements with the IPE. Any Vendor selling like products 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:

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