



Food Vendor Information Guide

August 31st – September 4th, 2022

www.armstrongipe.com

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Mailing address:

Interior Provincial Exhibition

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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
- A reference letter indicating previous trade shows/fairs/retail experience and performance
- All food vendors must meet the standards under the **BC Health Temporary Food Service Regulations** and must display a valid **BC Temporary Food Concession Permit**.
- All vendors must also comply with **BC Fire code required – CAN/ULC 1254**

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.** Please contact Interior Health well in advance to ensure entry to the festival – all permits must be current. CONTACT – Vernon Area Inspector at 250-549-5714 or Interior Health website with questions or concerns.

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** signs 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 in full 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 15th or prior - FULL Refund
 - Cancelled June 16th to July 31st - 50% of fee refunded.
 - Cancelled after July 31st, 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. Cooking oils and grease must be properly discarded. Oil and grease residue found on the vendors rented space will result in a \$500 fine.
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. **FOOD/BEVERAGES:** Preparation and/or serving of food or beverages of any kind will only be permitted if food and beverage is included in the Vendor contract. **An eighteen (18) percent commission will be paid to the IPE office from any booth selling food/beverages by 9am the following day.** All beverages sold within the grounds of the IPE will correspond with aligned sponsors of the IPE. No other beverages will be allowed to be sold on site.
9. **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.
10. **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.
11. **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.
12. **VIOLATION** of any rule broken by a Vendor will result in the forfeiture of the \$500 performance bond.
13. **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.

REMEMBER – WEDNESDAY 9am Food Vendors meeting (Food Court)
***At least (1) staff must attend!**

FOOD BOOTHS (Minimum hours of Operation) *can be open for breakfast or late night

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

All booths must be staffed 15 minutes prior to opening.

*Inside food vendors must be out by 10:30pm for security personal to secure the facilities.

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

Food Vendor RATES 2022

- Rates are for the full 5-day Fair, not inclusive of applicable taxes
- 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 square footage and Amp usage.
- 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

Commercial Food Vendors.....\$40/frontage foot
(plus 18% of daily gross sales)

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

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.

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. For the past 5 years we have implemented a composting program that includes our volunteer, vendor, and food areas. This year we are asking that the use of **plates, cutlery, napkins, straws, and cups be either recyclable, biodegradable, or compostable. The use of Styrofoam and non-environmentally friendly packaging such as aluminum foil is not to be used.**

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:

Inside Food

Mon. Aug. 29th 4:00pm to 8:30pm

Tues. Aug 30th 8:00am to 9:00pm

Wed. Aug 31st 7:00am to 9:00am *MUST be set up by 9am

Outside Food

Sat. Aug 27th Sun Aug 28th 7am-10pm

Mon. Aug 29th 7:00am to 10pm

Tues. Aug 30th 7:00am to 10pm

Wed. Aug 31st 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. 4th 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.

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 4th, 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

