



# The Interior Provincial Exhibition & Stampede 2024 Outside Vendor Application & Agreement

This agreement made this 1<sup>st</sup> day of February ,2024 by and

### BETWEEN

The Interior Provincial Exhibition  
Box 490, 3010 Wood Ave  
Armstrong, B.C. VOE 1B0  
Phone:250-546-9406  
Email: [kenzie@armstrongipe.com](mailto:kenzie@armstrongipe.com)  
<https://www.armstrongipe.com>

-And-

Company Name:\_\_\_\_\_ Non-Protit Organization    Yes    No  
Contact Name:\_\_\_\_\_ Title  
Mailing Address:\_\_\_\_\_ City:\_\_\_\_\_ Postal code:\_\_\_\_\_  
Mobile Phone \_\_\_\_\_ Alternate Mobile # \_\_\_\_\_  
Email: \_\_\_\_\_ \*Compatible with E-Transfer    YES    NO  
Website:\_\_\_\_\_

### 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 REFUNDS. No refunds for space that is not used.

### Application Requirement Checklist

The following must be submitted with your application:

List of all products/services to be sold.

Photos and/or brochure of products/services

\$500 Performance Bond

All vendors must also comply with BC Electrical Code and BC Fire code – CAN/ULC 1254

Copy of Insurance with additional insurers listed. Must be valid for August 28 - September 1<sup>st</sup>, 2024. (DO NOT send insurance expiring before event).

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**BOOTH SIZE AND RATES:**

Minimum size is 15 ft x 20 ft, \$40 per linear foot.

A Performance bond of \$500 is to be sent to Interior Provincial Exhibition once application is accepted. Once final inspection of rented area is complete, the IPE will return Performance bond within 30 days of the event. Performance bond will be kept by the IPE if vendor does not comply to the vendor agreement or vendor has an outstanding balance .

**-MANDATORY FIELDS-**

15' X 20' = \$600

20' X 20' = \$800

25' X 20' = \$1000

50' x 50' Agriculture Space (Confirm with office)

Corner Booth = Extra \$300

Other Notes or Requests:

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**PRODUCT SERVICES:**

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**Electrical Hook-Up**

15 Amp = \$150

30 Amp = \$275

50 Amp = \$375

Other: \_\_\_\_\_

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**Electrical Trouble calls:** 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.

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## INTERIOR PROVINCIAL EXHIBITION & STAMPEDE

### OUTSIDE VENDOR GUIDELINES

IF YOUR APPLICATION IS ACCEPTED, THE FOLLOWING GUIDELINES WILL APPLY

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#### 1. APPROVED PRODUCTS

- Only those individual products approved by the IPE and listed on the license Agreement may be sold.

The IPE will not accept applications which include the following:

- Obscene/offensive products (as per the IPE) We are a 'family fair' and require vendors to abide by this principle.
- Products not CSA approved, or illegal in Canada.
- Counterfeit (knock-off) products
- Electronic cigarettes/drug paraphernalia/weapons (ie: brass knuckles, nunchucks, etc.)

If said products are discovered being sold or promoted while on site, the vendor will be asked to leave, no refunds will be issued.

#### EXCLUSIVE CONTRACTS ARE:

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.

- 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.
- Dodge Ram – DCCI logos and trademarks and automotive /truck vehicles

#### 2. VENDOR SPACE

Every effort will be made to accommodate requests for specific booth spaces; however, spaces will not be allocated based on early payment or previous years allocation. Final allocations will be made by the IPE. In addition, should adjustments to the floor plan be deemed necessary the IPE reserves the right to relocate booths as required at any time.

- Subletting of booths is not permitted.
- Merchandise/décor is to be displayed within rented space. Not beyond the front edge of the booth.
- Vendors will conduct themselves in a courteous and respectful manner towards the public and all market participants.
- Vendors are required to stay in their allocated space during market ours and have at least one person always manning their space.
- Vendors will refrain from any behavior that interferes with the rights of working/selling opportunities of other vendors.
- No sandwich boards

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**3. HOURS OF OPERATION:**

Wednesday August 28th - Sunday September 1st, 2024, 10:00 a.m. - 9:00 p.m.

- Vendors must be in place and fully operational no later than Wednesday, August 28, 2024, at opening time 10:00am listed above or the exhibitor may forfeit the contract and rental fee.
- All booths must be staffed 15 minutes prior to opening.
- Closing early/opening late may result in fine or loss of or portion of Performance bond

**4. MOVE IN:**

Prior to set up, please pick up your move-in package in the Hassen Hall reception area. NOT the IPE office.

- Vehicles must be off ground and any deliveries must be made prior to 9am. Vehicles will be towed, and the vendor is responsible for all costs incurred.

**SET UP TIMES:**

- Saturday August 24<sup>th</sup> – Tuesday August 27<sup>th</sup> 8:00am to 9:00pm
- Wednesday August 28<sup>th</sup> 6:00am to 8:30am

**BOOTH INCLUSIONS:**

- Free Shaw Open Wi-Fi (Slow)
- Booth Space

**5. WHAT TO BRING:**

- Tables
- Tents
- Chairs
- Extension cords
- Garden hoses (water)
- Wifi (DATA)
- Fire Extinguisher

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).

**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.

- Bracelets are to be worn on wrist at all times for gate access and proper identification.
- I require \_\_\_\_\_ additional 5-day passes.
- I require \_\_\_\_\_ additional 1- day passes.

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)

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## 6.MOVE OUT:

- 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 1<sup>st</sup> at 9:00pm.
- No Motorized Vehicles will be allowed on the grounds before 10:30pm Sept 1<sup>st</sup> The safety of our guests, animals, and exhibitors is of utmost importance.

## 7.FOOD & BEVERAGE

- **Rate:** Required to pay 18% of gross sales. Pay the previous day's sales before 9:00 am @ IPE remote office
- 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.
- 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.

## 8.ALCOHOL

Serving 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.ENVIRONMENTAL UNDERSTANDING

- The vendors shall keep all booths in clean and tidy condition.
- DO not leave cardboard behind booths or in service alleys. Flattened Cardboard must be taken to the designated cardboard bin area between barns beside the Agriplex (Wood Ave. side).
- Cornstalks are organic and must be taken to the designated compost bin. To keep safe and comply with local fire regulations this policy will be strictly enforced. Fines will be applied. Service Alleys must be kept clear!

## 10.PRIZES & GIVE-AWAYS

All prizes and giveaways 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. All prizes, draws, raffles, and giveaways must be drawn for and or given away by 9:00pm Sunday September 1st.

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**11. INTERIOR HEALTH & FIRE SAFETY**

The Interior Provincial Exhibition will abide by all current Provincial Health Orders, Electrical Safety Authority of Health Canada, and Local Fire regulations of The City of Armstrong.

- Current BC Health Permit to operate.
- All vendors must also comply with BC Electrical Code and BC Fire code – CAN/ULC 1254

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 Health Inspector at 250-549-5714 or Interior Health website with questions or concerns.

**12 INTERPRETATION & ENFORCEMENT:**

Vendor agreement may be cancelled by the IPE at any time for any reason, including but not limited to unlisted items, outstanding balances.

See dates bellow, if for any reason, a contract is cancelled by either party:

- Cancelled June 16th or prior - Full Refund
- Cancelled June 17th to July 31st - 50% of Fee Returned
- Cancelled after July 31st - No Refund

**13. INSURANCE NOTE:**

The following information must be included in the Certificate:

- \$2 Million minimum coverage per occurrence including \$2 Million for bodily injury and death or property damage.

**Must name the following as additional Insured to be valid:**

- Interior Provincial Exhibition – 3371 Pleasant Valley Rd Armstrong BC, V0E 1B4
- The City of Armstrong – 3570 Bridge St Armstrong BC, V0E 1B0
- Township of Spallumcheen – 4144 Spallumcheen Way Spallumcheen BC V0E 1B6
- Armstrong Spallumcheen Parks and Recreation Commission – 3351 Park Dr Armstrong BC, V0E 1B0

The insurance broker/company used must be licensed to conduct business within the province of B.C. The original insurance certificate for \$2 million for each public liability and property damage must be provided to the IPE by July 31st, 2024, or you may not be allowed to open your exhibit and subject to a late fee. The insured name must be the same as the Licensee Company name on your License Agreement.

**14. DAMAGE & LIABILITY:**

- The IPE is not liable to any vendor/licensee for any damage it may suffer because of its participation in the IPE.
- 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.

The vendor is responsible for all damage caused by them to the exhibit facility, show property or display equipment 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.

**AGREEMENT**

I agree to follow the rules and regulations set out in the vendor application/agreement. The IPE reserves the right to cancel the contract and ask for immediate removal if I do not comply. The IPE determines what constitutes a breach or default and its decision is final.

This agreement shall only take effect and be considered valid upon signature of both parties.

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(Vendor)*

Mackenzie McIntyre

Interior Provincial Exhibition

Event Coordinator

Signature: \_\_\_\_\_

Date: \_\_\_\_\_