



The Interior Provincial Exhibition & Stampede 2024 Inside Vendor Application & Agreement

This agreement made this 1st 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
<https://www.armstrongipe.com>

-And-

Company Name:_____ Non-Profit 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 1st, 2024.
(DO NOT send insurance expiring before event).

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BOOTH SIZE AND RATES:

\$12 per square foot. Minimum size is 10 ft x 10 ft

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 Performance bond will be returned within 30 days of the event. Performance bond will be kept the by IPE if vendor does not comply to the vendor agreement or vendor has an outstanding balance.

-MANDATORY FIELDS-

10' X 10' = \$1,200

15' X 10' = \$1,800

20' X 10' = \$2,400

Corner Booth = Extra \$300

Other Notes or Requests:

PRODUCT LIST/SERVICES :

Information Only

Electrical Hook-Up

- Each inside 10' x 10' booth comes equipped with 1 outlet.

For extra electrical contact Central Display Office (250) 561-7477 or Sheldon after hours at 250-961-4006 for more information.

Other:

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

INSIDE VENDOR GUIDELINES

IF YOUR APPLICATION IS ACCEPTED, THE FOLLOWING GUIDELINES WILL APPLY

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 any of 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/decor must 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 other market participants while selling or promoting.
- Vendors are required to stay in their allocated space during market hours and have at least one staff / person always manning their space.
- Vendors will refrain from any behavior that interferes with the rights of working/selling/promoting opportunities of other vendors.

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3. HOURS OF OPERATION:

Wednesday August 28th - Sunday September 1st, 2024, 10:00 a.m. - 9 :00p.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 vendor may forfeit the contract and rental fee
- Closing early/opening late may result in fine or loss of all 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 9:00am.
Vehicles will be towed, and the vendor is responsible for all costs incurred.

SET UP TIMES:

- Monday August 26th – Tuesday August 27th 9:00 am to 9:00pm
- Wednesday August 28th 6:00am to 8:30am

BOOTH INCLUSIONS:

- Booth space (All inside booths are draped according to the floor plan)
- 8ft draped back wall.
- 4ft draped sidewalls.
- Free Shaw Open Wi-Fi/Internet (can be slow)
- 1 Outlet

Need extra power or different draping? Contact Central Display Office (250) 561-7477 or Sheldon after hours at 250-961-4006 for more information.

5. WHAT TO BRING:

- Tables
- Chairs
- Extension cords
- Wifi (DATA)
- Fire extinguisher

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.

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

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

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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 1st at 9pm.
- No Motorized Vehicles will be allowed on the grounds before 10:30pm Sept 1st. 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 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 vendor shall keep all booths in clean and tidy .
- DO not leave cardboard behind booths or in corners of Hassen Hall. 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 or outstanding balances.

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

- Canceled 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.

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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 inside 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 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: _____