Armstrong IPE
Interior Provincial Exhibition & Stampede

VENDOR INFORMATION PACKAGE

INCLUDES RULES, REGULATIONS AND GENERAL INFORMATION IN REFERENCE TO ALL COMMERCIAL EXHIBITS AND CONCESSIONS

IMPORTANT CHANGES RE: ALL VENDOR PAYMENT SCHEDULE

September 2nd – September 6th, 2020

IPE FAIRGROUNDS

ARMSTRONG, B.C.

Theme 2020 – Haystack salutes our Vegetable Division

With "OUR ROOTS RUN DEEP"

VISIT OUR WEB SITE: 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*. 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 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 or walkways. Exhibitors must confine their exhibits and all other exhibit activities within their allotted space. This includes, but is not limited to, salespeople and demonstrators are prohibited from operating in the aisles or any other location other than said allotted space. No advertising material may be distributed from outside the exhibitor's space. This action could lead to forfeiture of paid space with no refund and forfeiture of performance bond. In addition, the exhibitor acknowledges that they are one of many exhibitors and agrees to reasonably cooperate with the other exhibitors and not to interfere or create any nuisance to them.
   Undue noise, offensive language and or inappropriate behaviors will not be accepted or tolerated.
   Fair management will decide what constitutes a breach and their decision will be final and non-negotiable.

5. **PAYMENT SCHEDULE: Full payment must be paid** A Performance Bond of $**300.00 PER BOOTH** is due with the application **Please note: Performance bonds paid by visa or master card will be returned earlier than if paid by cheque/cash. A bond paid by cheque will take a minimum of eight weeks to be returned.** 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.

   ** **NOTE** **- As a result of increasing fees at our landfill, due to cardboard and other recyclables not being properly sorted, we are implementing a <u>non-refundable</u> $50.00 recycling/environmental fee for all vendors.

6. **SPACE CANCELLATION:** Upon acceptance of this application by Show Management, the application 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.
   - Cancelled June 15th or prior - FULL Refund
   - Cancelled June 16th to July 20th - 50% of fee refunded.
   - Cancelled after July 20th, 2020- NO REFUND.
   - Opening date of show is Wednesday, September 2nd, 2020.Charges will apply uniformly and will apply even if the space is resold.

7. **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.

8. **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 and their employees, and members, 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.

9. **INSURANCE:** All exhibitors/vendors are required to carry their own comprehensive general liability policy and must provide the Interior Provincial Exhibition with a certificate of insurance providing proof of coverage with limits of not less than $1,000,000. The IPE must be named as "additional insured" for the period of occupancy including set-up and removal. The IPE has event liability insurance available through their provider at a competitive rate and can provide details if so needed. Prices are $105.00 for 2 million and $125.00 for 5 million which gives coverage for 5-8 days.

10. **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. Vendor space must always be staffed during official show hours. These spaces 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 seventeen (17) 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.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.

11. **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, HORTICULTURE HALL & OUTSIDE BOOTHS

SHOW HOURS:

Wednesday, September 2nd	10 a.m. - 10 p.m.
Thursday, September 3rd	10 a.m. - 10 p.m.
Friday, September 4th	10 a.m. - 10 p.m.
Saturday, September 5th	10 a.m. - 10 p.m.
Sunday, September 6th	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.

GENERAL BOOTH - POWER AND ELECTRICAL: Power is included in the price of most standard booths. If your lights, equipment, or product draw more power than the 30 amps that we provide **or** if any of your electrical cords, plug-ins or equipment are not compliant with the BC Safety Authority Electrical Standards ie: visibly damaged, faulty, not approved or permitted. **We will NOT provide you with power until the situation is corrected and inspected.**
Random inspections will take place daily during the event in order to ensure the safety of both the exhibitor, patrons and facility.
If you require additional power to meet your needs and only if the power is available a pre-paid daily surcharge will be required.
*****IMPORTANT INFO- ALL** outside booths must bring their own 100 ft. heavy duty extension cord.

GENERAL 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 4 feet high. Each booth has a 1-1200-watt duplex electrical service, lighting standards will be available on request for a nominal fee, excluding inside Horticulture building space where 2-65-watt flood bulbs will be included. Should you require help in outfitting your booth Central Display Tent & Rental Sales will be in attendance and can assist you with tables and chairs at reasonable rates? Phone Central Display Office (250) 561-7477 office or Sheldon after hours at 250-961-4006 or Fax (250) 561-7406 for details.

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 companies that we have under contract for this year. **Booths placed on grass and food booths should have a sub floor in case of inclement weather.**
**** NEW**** ALL outdoor commercial vendors must have a fire extinguisher that has been purchased within one calendar year of the date of the event or has been examined and inspected annually and has the maintenance tag available for inspection.

*****IMPORTANT - INFORMATION FOR FOOD VENDORS**

A copy of your health permit clearly showing valid fiscal decal with expiry date: **must** accompany your application. If your permit is temporary or pending provide us with this information when applying, including expected time line for receiving. **A COPY OF VALID HEALTH PERMIT AND OR A COPY OF APPLICATION FOR HEALTH PERMIT MUST BE INCLUDED WITH ANY FOOD APPLICATION FOR THE IPE. NO EXCEPTIONS**

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 master card than if received by cheque or cash. Performance Bonds paid by cheque will not be returned for 8 weeks. **If you cease to be a vendor, it's your responsibility to request the performance bond to be returned within five years**.

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

There will be two – 5-day concession passes issued per booth, additional 5-day passes are available at IPE office for $50.00 each. You will receive one five-day parking pass per booth, additional passes if available can be purchased at the IPE office for $8.00 per day rate. Overnight rate is $10.00 per vehicle, trailer or camping spot.

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

All Inside Booths: Monday, August 31st from 4:00pm to 8:30pm and/or Tuesday, September 1st from 8:00am to 9:00pm and/or Wednesday September 2nd 7:00am until 9:00am

Outside Commercial Booths: Monday, August 31st from 7:00am until 10pm and/or Tuesday, September 1st 7:00am until 10pm and/or Wednesday September 2nd 7:00am until 9:00am

Exceptions Will be limited to food concessions and vendors with difficult set-up or location that have been granted permission by management ONLY.

ALL BOOTHS MUST BE FULLY SET UP BY 9:00am. WEDNESDAY, September 2nd, 2020. NO EXCEPTIONS TO THIS RULE.

REMOVAL OF EXHIBITS The exhibitor agrees that no booth or exhibits shall be dismantled during the **operation of the fair and that the display will remain intact until fair closing –** MOVE OUT shall not begin before 10:30pm. Sunday, September 6th or Monday, September 7th from 7:00am. **NO MOTORIZED VEHICLES** will be allowed on the grounds BEFORE 10:30pm to allow the crowds to disperse.

VIOLATION OF THIS RULE WILL RESULT IN FORFEITURE OF THE $300.00 PERFORMANCE BOND PER BOOTH and/or FUTURE ACCEPTANCE MAY BE DECLINED.

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.

Environmental Concerns - Please make prior arrangements to not have your stock left in cardboard and the cardboard left for the IPE to dispose of. The IPE will not tolerate cardboard disposed in or around garbage bins. Cardboard can only be taken to designated cardboard bin area located in pre-determined location. No exceptions and this will be strictly enforced.

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." Please note if cheque needs to be re-issued due to name change or error in filing a service charge of $25 will be issued.

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 IPE

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 6th, 2020.

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:

- **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

Price List for Retail Vendors 2020

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

Inside Commercial $8.00 per square foot PLUS $200.00 for any extra frontage on corner booths

Hassen Hall
Booth sizes range from 10x10 or larger
Price includes power, skirted booth

Horticultural
Booth sizes are 10x10, 10x20
Price includes power, skirted booth

Outside Commercial

Outside Commercial
Most area outside including Commercial Rows, Barn Row, Kids World, Agri-Area
$32.00 per frontage foot (most booth spaces are 20' in depth)

$200.00 for frontage on corner/end booths
Booth sizes range from 15x20 to 20x60 (5-foot increments)

All booths are on pavement or grass with power available

Agricultural
Flat rate of $750.00 (regardless of space size required)
Display areas up to 2,000 square feet. Limited locations.
Electrical included
IPE reserves complete right to discern who is or is not an agricultural vendor

Food Vendors
$32.00 per frontage foot PLUS 17% sales commission of daily gross sales.
Booth sizes from 15x20 to 60x20 (includes awnings, storage etc)
30 amp electrical may be available-You may be charged extra if you require additional power.
$ 25.00 Cafe Levy- **CAFE is the Canadian Assoc. of Fairs and Exhibitions**

******CAFE LEVY**-Mandatory Fee charged to all vendors paying percentage to IPE. Exemption for CAFE members with proof of valid memberships. Please put CAFE membership # on request for space form, OR Levy will be included in your booth fee.**

Recycling/Environmental Fee $50.00 to all vendors.

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 if 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 2020

Armstrong IPE Interior Provincial Exhibition & Stampede

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

Office use only

Com+pany Name _____ **Contact Name** _____

Mailing Address_____ **City** _____

Province _____ **Postal** _____ **Work Phone** _____

Cell Phone _____ **Fax** _____ **Email** _____

CLASS OF VENDOR (Check one) **FOOD/SERVICE VENDORS CAFÉ-`/*- MEMBERSHIP #**_____

FOOD ☐ **AGRICULTURAL** ☐ **OUTSIDE COMMERCIAL** ☐ **INSIDE RETAIL** ☐

MUST provide a full description of the products/service you wish to sell. P*lease provide brochures and/or photos of your products/display as it would appear at the fair and attach separate page if more space is needed.*

Only those items listed will be permitted.

_____

_____

_____

PREFERRED LOCATION (Check one)

Office use only

NOTE: FOOD VENDORS: THIS REQUEST IS NOT COMPLETE WITHOUT COPY OF HEALTH PERMIT WITH VALID FISCAL DECAL AND EXPIRY DATE INCLUDED/OR COPY OF HEALTH PERMIT APPLICATION.

FOOD		INDOOR		OUTDOOR	
Main Food Court	☐	Hassen Hall	☐	Outside Commercial	☐
Secondary Food Court	☐	Horticulture Building	☐	Barn Row	☐
Other Food Area	☐			Kids World	☐

SPACE REQUIRED *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.*

Indoor Space: 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 ☐ 40 x 50 ☐ Other ☐

Electrical needs required (amps) _____ ***Please note: (Max. 30amp) 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). **You can purchase reasonable insurance through the IPE – please ask for information.***

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 in Vendor Information Package.

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 & regulations. 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 postdated cheques please. We accept Mastercard, Visa and Debit. The bond can be returned sooner if received on Visa or Mastercard. **Credit Card Authorization form available for download***Send completed forms to: Email: terry@armstrongipe.com or FAX: (250) 546-6181 or Mail: Box 490 Armstrong, BC V0E 1B0 Questions? Phone IPE office: (250) 546-9406 Web: www.armstrongipe.com