

# COMOX VALLEY EXHIBITION

201-580 Duncan Avenue, Courtenay, BC V9N 2M7

250.338.8177

[cvex.ca](http://cvex.ca)

[info@cvex.ca](mailto:info@cvex.ca)

**AUGUST 25, 26 & 27, 2017**

## FOOD VENDOR APPLICATION

Booth (Company) Name:	
Contact(s) Name:	
Address:	
City:	Postal Code
Phone:	Email:
Type and Size of Booth (tent, booth trailer, motor home)	

**By submitting this application, I here by acknowledge, that I have read the Rules and Regulations and agree to abide with them, plus this application, once accepted by CVEX, is considered a contract between myself and CVEX. I also agree to hold safe and absolve the Comox Valley Exhibition Association from any loss or damage to persons or property arising out of my participation that is the result of my actions, booth or equipment.**

**I also grant permission to correspond via e-mail regarding this application**

Signature \_\_\_\_\_ Date \_\_\_\_\_

VENDOR BOOTH	Fee	GST	PRICE
Includes Power, water & 3 – 3 day vendor passes Complete page 2 for power & water	\$ 547.62	\$ 27.38	\$ 575.00
Conditions Adherence & Damage deposit	\$ 100.00		\$ 100.00

ADDITIONAL 1 DAY VENDOR PASSES	FEE	GST	NUMBER	PRICE
Additional Vendor One Day Passes at \$5 each <i>Additional passes requested after the payment deadline must be purchased at gate or at regular admission price.</i>	\$ 4.76 each	\$ 0.24		

CAMPING	FEE	GST	NIGHTS	PRICE
Camping (no services) @ \$20 / night + tax	\$ 20.00	\$ 1.00		
Camping with Electricity @ \$25 / night + tax	\$ 25.00	\$ 1.25		
TOTAL COST (Cheque payable to Comox Valley Exhibition)				\$

**DEADLINE:** Application, with payment, to be received no later than June 15.

**Note:** If your application is received and accepted prior to April 30, your attendance will be listed in our Participant Entry Book.

Mailing address: Food Vendor Application  
Comox Valley Exhibition  
201 - 580 Duncan Avenue  
Courtenay, B.C. V9N 2M7

Phone: 250.338.8177

Email: [info@cvex.ca](mailto:info@cvex.ca)

CVEAFF USE ONLY

Approved:

Contacted:

## FOOD BOOTH REQUIREMENTS

### Payment:

- Full payment, deposit cheque and all documents noted on page 3 must be received by June 15<sup>th</sup> or booth space will not be considered approved and reserved.
- Your \$100.00 deposit cheque will be held until after the CVEX event to ensure Terms & Conditions were adhered to, at which time it will be either cashed or destroyed.
- Acceptance at previous CVEX does not guarantee participation this year.
- All NSF cheques are subject to a \$ 75.00 service charge

**Fire Extinguisher:** The Courtenay Fire Department requires that you have a fire extinguisher (minimum rating of 2A10BC (5 lb) on site. If a deep fryer is being used in your booth a minimum 40 BC rated fire extinguisher is required.

All booths will be inspected by the Courtenay Fire Department and those not meeting code will not be allowed to operate.

**Electricity:** Electricity required  yes  no If yes:

**120 volt** – number of 15 amp 3 prong plugs \_\_\_\_\_

Extension cords to be 3 conductor 12 gauge. (electrical code requirement) and min.100 feet long.

**240 volt** – amps \_\_\_\_\_

Type of plug end:  dryer  stove (range)

Cords must meet electrical code for plug type:

Dryer plug (30 amp) – 4 conductor 10 gauge.

Stove plug (40 amp) – 4 conductor 8 gauge

Vender responsible to provide any necessary adaptor to range plug (grounds standard).

### **APPROVALS FOR MOBILE FOOD VENDORS**

Process for approval can be obtained from an electrician or local BCSA office.

[www.safetyauthority.ca](http://www.safetyauthority.ca) for a list of these offices or call 1-866-566-7233

All booths that have an electrical panel and/or internal wiring must display an approved Electrical Decal proving they have been inspected and approved by an Electrical Inspector:

**Unapproved booths will not be energized**

All booths, cords and plugs will be inspected by an electrician and/or electrical inspector and any not meeting the electrical code will be rejected. This includes ends not properly attached to the cord and cord damages.

**Propane equipment:**  yes  no

**Water hose hook-up:**  Yes  No

If yes hose must be approved potable water type.

If no, please specify what water you will be using for food prep, etc.

### **Products:**

- On a separate sheet list all your menu items and prices (regular coffee, tea, bottled water and canned pop are exempt) and subject to CVEX approval.
- Sales will be restricted to those listed on your submitted menu .
- CVEX reserves the right to adjust menu prices and/or set prices for exempt items.
- **No glass bottles, containers, plates, etc. may be served to customers.** (Regional Board by laws)
- Show management reserves the right to limit or terminate sale of any product that is objectionable, inappropriate to display, toxic fumes, exhaust, or detrimental to the character and nature of the show.
- Raffle tickets may not be sold unless approved by CVEX.

**Please note:** A by donation, pancake breakfast by Ricky's will be part of the Food Court.

**COMPLETE FOOD BOOTH APPLICATION MUST INCLUDE**  
**THE FOLLOWING DOCUMENTATION**

**Please use this as a check list and  
Include with application**

- CVEX Application (Pages 1, 2 & 3 only)
- Cheque for booth (including additional passes & camping if required)
- A separate Cheque for Deposit - \$100 (refundable)
- Certificate of liability insurance with CVEX named as co-insured
- Electrical approval (send photo of Label)
- Copy of menu c/w pricing
- Photo of booth
- VIHA Temporary Food Permit
- Server - Food Safe Certificate

***Any Exhibitor / Vendor, who violates any of the TERMS & CONDITIONS or any of the rules printed herein, or any part of their contract, may be barred from further attendance for such a period as may be decided by the Board. Terms & Conditions are subject to change for legal reasons or to improve the quality of the CVEX. You will be advised of those changes as soon as possible***

## FOOD BOOTH RULES AND REGULATIONS

### 1. CVEX FOOD VENDOR HOURS

- **Friday**, ----- 12 noon - 7 pm
- **Saturday**, - 8 am (if serving breakfast 10 am for all others) to 7PM
- **Sunday**, - 8 am (if serving breakfast 10 am for all others) to 5PM
- Exhibitors/Food vendors must be ready to open ½ hour prior to CVEX opening and close at event closing time each day.

### 2. GENERAL RULES & CONDITIONS

- All booths must be clean and attractive.
- All booths must be staffed during opening hours of the event.
- Space contracted by the exhibitor may not be sublet, resold or shared without the prior written permission of the CVEX.
- Vendor must display all appropriate permits. (health, electrical , etc)
- Vendors must have a Food Safe Certified personnel on premises at all times.
- Vendors must have all appropriate safety devices (fire extinguishers, etc.)
- The Exhibitor shall repair, at their own expense, any damage to the space occupied by them.
- CVEX reserves the right to alter or change the space assigned.
- Vendor identification must be worn at all times. Security will not allow exhibitors access to the facility prior to public hours without identification.
- Participation in previous CVEX does not guarantee participation for this year.

### 3. GATE ADMISSION

- Exhibitor gate passes will permit in and out privileges to the grounds only. Additional passes can be ordered with your application. Additional passes requested after the payment deadline will be full gate price.

### 4. SECURITY

- Security personnel will be on duty during the Fair.
- Exhibitors are advised to adequately insure their merchandise. It is suggested that any movable, valuable materials be taken out each evening immediately after show closing.

### 5. THEME

- Canada 150 and growing

### 6. MOVING IN AND OUT

- Move In – Thursday prior to the Fair from 10:00 am to 8:00 pm
- All /booths must be completely set-up and all vehicles off the grounds by 11:00am Friday
- **NO vehicle movement on the grounds during opening hours and no move out on Sunday until all guests have left.**
- If an alternate move-out time is required, it must be with the written permission of the President, Vice President or Director in charge and the escort of a member of the Security or Parking team.
- Your designated area must be left in the same condition as when you arrived. You must deposit any and all refuse generated into the dumpsters provided.
- To ease movement you may be allotted a specific move-in time. This will be determined and you will be advised by the Director in charge.

## 7. PARKING

- All vendors will receive one parking pass which must be displayed prominently on the windshield at all times. Vehicles not displaying passes will be towed at the owners' expense. Exhibitors MAY NOT bring their vehicles in to the public areas.
- Park in the vendor designated areas as directed by the parking attendants.
- Coming & Going throughout the day: Dove Creek Road Field
- Do not leave vehicles blocking entrances, driveways or handicapped parking areas.
- In the event an exhibitor must bring inventory onto the grounds during CVEX times, the CVEAFF will endeavour to provide assistance with a golf cart.

## 8. INSURANCE / LIABILITY

- Vendor is responsible for liability insurance related to their booth and participation at the Fair.
- Vendors selling food, or their agents, must provide at least \$ 1,000,000
- A certificate of liability insurance must be attached to your application showing CVEX as co-insured.

## 9. LATE COMERS / No SHOWS

- Any space not claimed or occupied, or for which no special arrangements have been made prior to 4:00 PM Thursday may be resold or reassigned by Show Management and any monies paid will be forfeited. Cancellations made up to July 1, 2015 will be subject to a \$75.00 administration fee.
- No refunds will be made on cancellations made after July 1, 2015, unless approved by the Board of Directors

## 10. SOUND LEVELS

- Sound level of any device must be kept at volume that does not interfere with other exhibitors and the CVEX entertainment.

## 11. TRASH

- Trash bins are only for trash generated during the three days of the CVEX.
- Use the large commercial bins behind the curling rink. Do not overfill bins in public view. Please be responsible for taking your trash to assigned areas before, during & after event.
- Grey water must be disposed of in designated area only – ***no dumping on the ground!***

## 12. DOGS / PETS

- Dogs are not permitted with the exception of Certified Assistance Dogs or dogs registered in the Exhibition dog show
- Dogs running at large will be impounded.
- Giving away or selling any animal is not permitted.

## 13. OVERNIGHT CAMPING (This fee is required as the Regional Board levies a fee to CVEX for all camping)

- All campers must register in advance. Camping Forms available at [www.cvex.ca](http://www.cvex.ca). Minors must be accompanied by an adult.
- Per night camping unit fee is \$20.00 and \$25.00 plus taxes, per night if electrical is required unit is a tent, trailer, motor home or camper. (Example - parents in a trailer and children in a tent are 2 units)
- Check in with the CVEX office is required when you move in.
- The camper will be in the camping area unless advance written permission is received from the Director in charge.
- Campers not displaying the camping pass provided by the CVEX will be asked to leave.

## 14. SMOKING / ALCOHOL / FIREARMS

- Smoking is prohibited in barns and public display buildings and throughout the grounds except for designated smoking areas.
- Consumption of alcoholic beverages is prohibited on the Exhibition Grounds except in approved Beverage Garden
- With the exception of R.C.M.P., firearms, ammunition and explosives are prohibited on the Exhibition Grounds.