

COMOX VALLEY EXHIBITION

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

250.338.8177

cvex.ca

info@cvex.ca

AUGUST 25, 26 & 27, 2017

2017 Exhibitor Booth Application

Application Deadline July 30th, 2017

Booth Name:	Contact Person:
Address:	City:
Postal Code:	E-mail:
Phone:	Cell Phone:
<input type="checkbox"/> Yes <input type="checkbox"/> No I would (not) like to receive informational emails	<input type="checkbox"/> Yes <input type="checkbox"/> No Electricity Required; # of Plugs: ____
Booth Size: [] 10X10, [] 10X20, [] 20X20	<i>Tents, tables, chairs, extension cords etc. must all be provided by vendor</i> All tents MUST be secured (weighted or pegs)

Description of Products Sold:

BOOTH TYPE (10' X 10' space) <i>All booths include 2 weekend passes</i>	Quantity	FEE <small>(including GST)</small>	TOTAL PRICE
Non-Profit Info Booth		\$ 80.00	\$
Non-Profit (Selling Goods)		\$ 150.00	\$
Commercial Info Booth		\$ 200.00	\$
Commercial (Selling Goods)		\$ 250.00	\$
Additional One Day Passes Additional passes requested after deadline must be purchased at gate		\$ 5.00	\$
TOTAL COST (Cheque payable to Comox Valley Exhibition)	\$		

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

Phone: 250.338.8177
Email: info@cvex.ca

CVEX USE ONLY

Approved:

Contacted:

By submitting this application form, I hereby agree to comply with the attached Terms & Conditions and absolve the Comox Valley Exhibition Association Fall Fair from any loss or damage to persons or property arising out of my participation that is the result of my action, booth or equipment.

Signature _____

Date _____

Parental Signature required If Applicant is under the age of 19 _____

COMOX VALLEY EXHIBITION

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

250.338.8177

cvex.ca

info@cvex.ca

AUGUST 25, 26 & 27, 2017

1. 2017 CVEX EXHIBITOR/FOOD VENDOR HOURS

- **Friday**, August 25 – 12 noon - 7 pm (9 pm for Food Vendors)
- **Saturday**, August 26 – 10 am breakfast can be served by all food vendors
Exhibits open from 10 am - 7 pm (9 pm for Food Vendors)
- **Sunday**, August 27 – 10 am breakfast can be served by all food vendors
Exhibits open from 10am - 4 pm.

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 displays must be clean and attractive.
- Space contracted by the exhibitor may not be sublet, resold or shared without the prior written permission of the CVEX.
- All vendors selling food must obtain and display the appropriate health permit. Food vendors must have a Food Safe Certificate displayed on premises.
- 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.
- Exhibitor 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 2017.
- Tents, tables, chairs must all be provided by vendor
- Ensure all equipment is secured and safe from all weather conditions. ALL TENTS/TARPS MUST BE SECURELY STAKED AND FASTENED.

3. PAYMENT REQUIREMENTS

- **Food Vendors** – Full payment and deposit must be received by June 15th, 2017. Photos of your booth, vendor application, a copy of your insurance policy and a copy of your BC Health Permit, Food Safe Certificate must be included.
- **Exhibitors** – Full payment must accompany your application. Late or incomplete applications are not guaranteed a place.

4. GATE ADMISSION

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

5. STAFFING OF EVENTS

- All booths must be staffed at all times during the hours of the show. Unmanned booths must receive prior written approval.

6. SECURITY

- Security personnel will be on duty from Thursday August 24 until closing Sunday August 27, 2017.
- Exhibitors not wearing their pass will not be permitted on the grounds without paying full admission.
- 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. CVEX is not responsible for articles left in booths.

7. THEME

- Theme for 2017: Canada 150 & Growing

8. MOVING IN AND OUT

- Move In – Thursday, August 24th from 10:00 am to 8:00 pm
- All exhibits must be completely set-up and approved before 11:00am Friday, August 25.
- **There is NO vehicle movement on or off the grounds Friday 11:00 am to 10:00 pm., Saturday 8:30 am – 10 pm, and Sunday 8:30 am – 4:30 pm (during CVEX operational hours).**
- Move Out – Sunday, August 27th from 5:00 pm to 8:00 pm, and must be completed no later than noon Monday, August 28.
No vehicle movement until event guests have left.

COMOX VALLEY EXHIBITION

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

250.338.8177

cvex.ca

info@cvex.ca

AUGUST 25, 26 & 27, 2017

- If an alternate move-out time is required, it must be with the written permission of the 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.
- No vehicles will be allowed to leave the grounds until all paying visitors have left the grounds without the permission of the President or Vice President, under the escort of a member of the Security or parking team.
- Vendors will be shown their location upon arrival.

9. RAIN

- In the event of rain, the President, Vice President and two other members of the Board may set an earlier closure time than scheduled.
- No vehicles will be allowed to leave the grounds until paying visitors have left the grounds without the permission of the President or Vice President, and the escort of a member of the Security or Parking team.

10. PARKING

- All vendors will receive one parking pass which must be displayed prominently on the windshield at all times.
- Park in the designated areas only following the direction of the attendants.
- Coming & Going throughout the day: Dove Creek Road Field
- Moving vehicles are not permitted on the Exhibition Grounds during the open hours of the CVEX.
- All vehicle passes issued must be affixed to the windshield of the vehicle. During the Exhibition, vehicles not displaying passes will be towed at the owners' expense. Exhibitors MAY NOT bring their vehicles in to the public areas.
- Do not leave vehicles blocking entrances or driveways.
- Parking is not permitted in the handicapped parking area.
- 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.

Any infraction of the above regulations may result in the towing of your vehicle at your expense.

11. INSURANCE / LIABILITY

- CVEX will not accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations by fire, accident, theft or any other cause, during the event, move in or move out. The exhibitor is responsible for obtaining any / all insurance related to the participation and requirements of exhibits in the show.
- Vendors selling food, or their agents must provide proof of at least \$ 1,000,000 (specific agreements may vary) of liability insurance with the CVEAFF named as co-insured.
- ALL vendors are responsible for their own insurance
- A copy of your proof of insurance must be attached to your application

12. PRODUCTS EXHIBITED / EXHIBITOR RESTRICTIONS

- Products exhibited are restricted to those products identified and approved on the exhibit space contract. Exhibitors are not permitted to demonstrate their products outside of their exhibit space.
- Show management reserves the right to limit or terminate any demonstrations which, in their opinion, are objectionable or inappropriate due to: theme, toxic fumes, exhaust, or detrimental to the character and nature of the show.

13. 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 August 24, may be resold or reassigned by Show Management and any monies paid will be forfeited. Cancellations made up to July 1, 2017 will be subject to a \$50.00 (\$75.00 for food vendors) administration fee.
- No refunds will be made on cancellations made after July 1, 2017.

14. SOUND LEVELS

- Any attention arousing devices such as music, televisions, voice amplification, etc. must be kept at levels that do not interfere with other exhibitors and the CVEX entertainment.

COMOX VALLEY EXHIBITION

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

AUGUST 25, 26 & 27, 2017

250.338.8177

cvex.ca

info@cvex.ca

15. 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!**

16. DOGS / PETS

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

17. OVERNIGHT CAMPING

- All campers must register in advance. Minors must be accompanied by an adult.
- Per night camping fee is \$20.00 + GST, per tent, trailer or RV.
- Electrical services may be available during the CVEX for an additional cost of \$5.00 plus GST per night. Check in with the CVEX office 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.

18. SMOKING / ALCOHOL / FIREARMS

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

19. MISCELLANEOUS

- Sale of raffle tickets is restricted to rented booths only, and must meet with the approval of the CVEX. Organizations are responsible for their own lottery licenses.
- "For Sale" signs are not permitted.
- The CVEX reserves the right to refuse anyone entry and to remove anyone for cause.
- All vendors will receive a confirmation of acceptance of their application via telephone or email.

20. ADDITIONAL FOOD BOOTH POLICIES

- Food booths must have a fire extinguisher, size regulated by fire inspector rules and regulations.
- NO glass bottles or glass containers to be served to customers.
- CVEX reserves the right to adjust menu pricing. This will take place once all menus and price lists are in and a decision has been made on booths attending the CVEX.
- All regular coffee, tea, canned pop and bottled water are to be sold for a set price as will be advised by the Director in charge.
- Only food items at the prices you list on your application can be sold at the festival.
- A copy of your Comox Valley VIHA (Vancouver Island Health Association) for a temporary food vendor permit must be attached with your application.
- A copy of your BC Health Permit and Liability Insurance must be attached with your application.

21. DEPOSIT CHEQUE

- A \$100.00 deposit cheque (Food Booths only) will be held until after the CVEX event to ensure Terms & Conditions are adhered to at which time it will be either cashed or destroyed.

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