

2017 BCNE Concessionaire Application

Please familiarize yourself with the "BCNE Rules and Regulations for Vendor/Concessionaire Space"

Set Up: Wednesday August 16, 2017 between: 9:00 am – 8:00 pm

Check In: The office will be open for Concessionaires to check in and for assistance with set up and to pick up packages (packages will not be mailed out). Please report here upon your arrival.

Dates and Hours of Operation for Concessionaires during the BCNE:

Thursday	August 17, 2017	10:00 am – 10:00 pm
Friday	August 18, 2017	10:00 am - 10:00 pm * option to stay open till midnight
Saturday	August 19, 2017	10:00 am - 10:00 pm * option to stay open till midnight
Sunday	August 20, 2017	11:00 am – 6:00 pm

Move out Times:

Sunday, August 20, 2017 (last day of the exhibition) 6:00 pm - 8 pmMonday August 21, 2017 (next day after the exhibition) 10:00 am - 5:00 pm *No Security after Noon*

Miscellaneous:

- Main Entrance Admission Gates may be open to the general public as early as *8:00 am all four days of the fair, for 4-H & Livestock competitions *to be confirmed.
- Friday August 18th and Saturday August 19th, Food Concessionaires may stay open till Midnight as the Midway will have extended hours on these days only.
- All concessions must be manned 30 minutes prior to daily opening.

Security:

 Security is provided beginning Wednesday at Noon August 16th through to Noon Monday August 21st

Booth Size and Space Rented:

Size: Booth spaces are maximum 20'width ("frontage") X 20' length (or "deep")

^{*}Spaces not occupied by <u>8:00 pm on Wednesday August 16</u>, at <u>8:00pm</u> will revert back to the BCNE with no refund. Sorry, there are absolutely no exceptions.

Concessionaires Spaces Include:

Your rented real estate (space) **Power and Tents are not included Call Central Display at 250-961-4006 should you require Power or Tent Rentals**

Five day (4) Admission per space General Exhibition Security An entire Exhibition around the Food Court & 40,000+ fairgoers©

Cost Structure:

For Profit Business: \$1,250.00 per space + GST (*Prices do NOT include *GST**)

Camping and Admission:

- Each Concessionaire will receive **5 Four Day Admission Passes**, per space booked.
- Please note that the BCNE will not be supplying name badges, as has been past practice; all concessionaires must wear their company/club/organization name tag at all times during the open hours of the fair to be identifiable to fairgoers.
- If additional Admission Passes are required (aside from your complimentary Five 4-day) they are sold at a greatly reduced cost to Concessionaires ONLY if purchased before <u>July</u> 1st, 2017:
- It is the Concessionaire's responsibility to ensure that staff and volunteers receive their passes.
- An order form for all passes is included in the attached **Application & Agreement**.
- Passes must be purchased in advance (<u>prior to July 1st</u>) to receive the discount prices as shown above and will be in your Vendor/Concessionaire package, which is to be picked up upon your arrival at the BCNE office.
- Passes lost or misplaced will not be replaced or refunded; Concessionaires will have to purchase to gain entry onto the grounds. Sorry, this will be strictly enforced.
- All vehicles will be checked for passes by Security prior to entrance into the parking area (marked gate #7) and again prior to admission onto the grounds (marked gate #6). Please note that <u>EACH person with you must provide an admission pass or be subject to full admission costs</u>. Sorry, absolutely no exceptions.
- Failure to stop for pass checks will result in the Concessionaire being removed from the fairgrounds, with no refund owed. Please respect the work of our volunteers.
- Camping facilities are very basic: there are no hookups in camping sites located at Exhibition Park. Please discuss your needs when booking, as BCNE staff is more than happy to help you arrange for the amenities you will need during your stay in Prince George. Further, if you are bringing your family, please advise us upon booking so that we can ensure that your stay during the BCNE is most enjoyable!

Food Safety, Insurance, Power, Fire Sticker, Menu & Sponsorship:

- 1. **PERMIT TO OPERATE:** Your application to Northern Health (attached) must be completed by you, and received by them directly, prior to <u>July 1st, 2017</u>. Upon approval, the original permit will be picked up from Northern Health by the BCNE, to ensure that we have it in our possession, on your behalf; the original copy will be provided for you, in your Package (Package is picked up by you, upon your arrival at check in at the BCNE). The original permit must be displayed in a conspicuous place in your work area. Concessionaires must ensure that they are following food safe regulations as per their food safety plan; failure to do so will result in your removal from grounds with no refund.
- 2. **LIABILITY INSURANCE**: The attached Certificate of Insurance must be completed by your insurance agent. This form adds the PGAHA and the City of Prince George as additional insured's to your policy for activities arising from your involvement in the BCNE. This form is due to be received in the BCNE office no later than <u>July 1st, 2017</u> at 5:00pm. The form must be the one provided in your package and it may be faxed to us via your insurance carrier at (250) 563-3088 Vendors may not participate/set up at the BCNE until this completed form has been received; no refunds will be issued and the BCNE may re-sell the space.
- 3. **CENTRAL DISPLAY**: If you require **power**, table(s), chairs, additional lighting, tents etc. be sure to order as soon as possible, directly from Central Display (attached).
- 4. The BCNE brings in an **OFFICAL BEVERAGE SUPPLIER**. The price list will be given to you in your packages. Only beverages, from this company may be purchased from the company's BCNE representatives and sold in your concession during the BCNE. Pre-purchased products are not allowed.
- 5. Menu must be attached with your application.
- 6. All equipment MUST have the **proper Fire Suppression Sticker** visible for Inspection a **copy of the sticker MUST also be attached to your application** (Ask your local Fire Department for an inspection to receive your sticker, if you haven't already done so)

FINAL PACKAGE: will include all passes (both complimentary and purchased), final grounds layout map showing gate and parking operations, daily schedule of events/program, receipt & confirmation of space(s) booked, list of all Vendors and Food Concessionaires, original Permit to Operate. Final Packages will be available for pick up on set up day (Wednesday August 16, 2017) office for Vendors & Concessionaires, between 9:00am and 8:00pm. FINAL PACKAGES WILL NOT BE AVAILABLE AFTER THIS TIME AND WILL NOT BE MAILED IN ADVANCE.

For your convenience, please check®

- ✓ **DEPOSIT:** A minimum of 50% Deposit (of the Total amount owed) is required with each *Application & Agreement* for the space to be considered booked, until <u>July 1st, 2017, 5pm</u>; after this date, only applications received with full payment will be processed.
- ✓ **Menu, prices and photo** of your operation (if we do not already have an updated one on file) must accompany your application, to be considered booked.
- ✓ **ADDITIONAL PASSES**: Must be ordered and purchased prior to <u>July 1st, 2017, 5pm</u> to receive the discounted cost for parking and admission. *See section 3.
- ✓ **FINAL PAYMENT** (less paid deposit) must be received in the BCNE Office no later than <u>July</u> 1st, 2017, 5pm or the space may be re-sold with no refund of any funds held on deposit.
- ✓ **LIABILITY INSURANCE**: The attached Certificate of Insurance must be completed by your insurance agent. This form adds the PGAHA and the City of Prince George as additional insureds to your policy for activities arising from your involvement in the BCNE. This form is due to be received in the BCNE office no later than July 1st, 2017 at 5pm.
- ✓ PERMIT TO OPERATE: Your completed application for a Permit to Operate as issued by Northern Health (application enclosed) must be received by the Northern Health office no later than Tuesday July 18th, 2017, 5pm to allow enough time for processing so that the actual approved permit is available for the BCNE to pick up from their office, on your behalf, by August 1st, 2017, 5pm.
- ✓ **Fire Safety Sticker:** Proper Fire suppression Equipment with a sticker of approval from the Faire Department

Cancellation Policy:

- 1. Spaces that are held with a deposit are considered to be booked (until <u>July 1st, 2017, 5pm</u> after which the cost is due in full).
- 2. Cancellation of any booked space, after <u>June 1st 2017, 5pm</u> will result in a \$200 cancellation fee being held from any monies paid; the space will be re-sold.
- 3. Cancellation of any booked space after July 1st 2017, 5pm will result in no refunds being owed by the BCNE; all monies paid will be held by the BCNE and the space will be resold.
- 4. OUTDOOR VENDORS and Concessionaires must be aware that inclement weather, including thunder, rain, wind and electrical storms can sweep the grounds at any time and will ensure that their tents/display/items are adequately secured and not pose any danger to any person or their property should inclement weather hit during the BCNE. The BCNE is NOT responsible for any items damaged due to weather. There are NO refunds for any misfortunate happenings due to weather, or any other "act of God".

FIRST CHOICE/PRIORITY BOOKING: First come first served!

- 1. Please complete the attached **Application & Agreement** form and return with your DEPOSIT (50% of total cost, including additional purchased passes, etc.), if booked prior to <u>July 1st</u>, <u>2017 at 5pm.</u> After July 1st, the full amount owed must accompany the application to be considered booked. Completed menu & price list and updated photo of your operation must accompany your initial application for space to be considered booked.
- 2. BCNE does not guarantee exclusivity to a product being sold.
- 3. Fax with a Visa or MasterCard number to: (250) 563-3088 or phone it in to: (250) 563-4096 OR E-Transfer: gmbcne@gmail.com or can be paid on our website www.bcne.ca
- ✓ Mail Certified Cheque payable to: Prince George Agricultural & Historical Association P.O. Box 955 Prince George, BC V2L 4V1

E-Transfer: gmbcne@gmail.com

Make a payment on our website: www.bcne.ca

✓ In Person: Sports Centre Building at Exhibition Park



2017 Concessionaire Application and Agreement

Company Name:	
Contact Name:	
	Title:
_	City:
Prov	
PC:	Phone:
Fax:	
Email:	Website:
Cell:	_
Indicate Booth Size: (20'frontage X 2	O' Depth Maximum)
Applicant Requirements	
remaining 50% must be paid by July 1 2. A Menu and Price list, and cur application to be considered. Those w you have acquired a new unit/modified 3. Unsigned applications will be Concessionaire Pass Order: 4. Please order your passes at the complimentary number) 5. Each Concessionaire receives and Tents are your reshould you require power or tent rental	rent picture of your Concession must accompany ho provided a picture last year— do not need to do so unless d a unit. rejected. A menu must accompany all applications. the time of booking (passes you need over and above the five complimentary four-day Admission punch passes sponsibility. Contact Central Display at 250-961-4006 als
Passes available for 2017: (tax inclu	ded)
Four Day Admission pass	X \$28.00
One Day Admission pass =\$	X \$7.00
Four Day Camping pass	X \$10.00
=\$	Total Passes:



INVOICE

		QTY:	COST:
Food Booth Price @ \$1250.00	X	\$	
		Sub Total Booth Space: \$	
		*5% GST on Sub Total: \$	
		Total Passes: \$	
		Grand Total: \$	
		Deposit (50%):\$	
		Balance \$	
		Final Payment Due July	1 st 2017
Company Name:			
Method of			
Payment: Coch Chague Vice	Magtawaand		
E-Transfer, Cash, Cheque, Visa Received 50 % Payment (Date)	i, Mastercaru	Daid in Full	
Date:	• <u> </u>	r ald in Fun	
Received by (BCNE Rep):			
Received by (BCNE Rep):			
If booked prior to July 1 st , 2017 a considered booked	t 5pm please ser	nd 50% of the Grand Total, for space	ce(s) to be
	pm please send	full Grand Total, for space(s) to be	considered
Don't forget to order your pass		Central Display at 250-561-7477 f	or Power
1 1	Prince George A	Agricultural & Historical Association	on OR
PGAHA – BCNE or E-Transfer : Visa and Mastercard Accepted by			
Signature:		Date:	



2017 Rules and Regulations for Vendors and Concessionaires

- 1. Contract for Space Rental: No space shall be reserved without the required 100% Payment in Full. No refunds will be made for any space not used or for space remaining unoccupied. The BCNE may rent or use it for other purposes with no obligation or refund. Once payment has been paid in full, your location and business name will be placed on our map and posted on the BCNE website for guests to find your business and your location. Once you are placed, that is your location and this will not change.
- 2. Allotment of Space: The allotment of space shall be at the discretion of the BCNE. Spaces are booked on first come first served (Paid in Full) basis. All efforts will be made to avoid duplicates; however, it is not guaranteed and there may be Vendors selling (some of) the same product/services. In all cases the BCNE reserves the right to reject or accept conditional applications at any time.
- **3. Use of Space:** The space contracted for, is to be used solely for the Vendor whose name appears on the application and only for those products listed on the application. The vendor agrees the allotted space shall not be assigned, shared, subleased in whole or part except by written approval of the BCNE.
- **4.** Payment Schedule & Space Cancellation: A minimum of a 50% deposit is due at the time the application is submitted. Payments must be paid in full on or before June 30th, 2017 at 5:00pm. Additional gate passes must also be purchased at this time or you will be required to purchase your gate admission right at the gates at full price. Payments can be made by Visa, Mastercard, or E-Transfer: gmbcne@gmail.com or a cheque can be mailed out or dropped off in person with your application.
- **5. Staffing of Booths:** Booths shall be manned by agents of the Vendor, wearing their business/company name tag, at all times the show is officially open.
- **6. Damage and Liability:** The Vendor is responsible for all damages to the BCNE facility, Show Property, or Display Equipment. The BCNE will maintain Security services and will take reasonable precautions to safe guard Vendor's property, however, the BCNE assumes no responsibility or liability for loss or damage through any cause of goods, exhibits or any other materials owned, rented or leased by the Vendor.
- 7. PURCHASED INSURANCE IS TO BE PLACED WITH A COMPANY LICENCED TO PROVIDE INSURANCE IN BRITISH COLUMBIA AND IN THE AMOUNT OF 2,000,000.00 and in Favor of The prince George Agricultural and Historical Association (BCNE) and the City of Prince George
- 8. The Vendor will accept the space in the condition in which they rented. The vendor will leave the space as they found it. Exhibitors/Vendors will be billed a fee up to \$200.00 for any clean up required by the exhibition. Garbage is to be disposed of by the Vendor/Concessionaires in the Bins Provided (NOT in the guest garbage bins)



- **9. Restrictions:** The exhibition has the right to limit the generation of noise, smell, dust, smoke, litter, and method of operation, creation of safety hazards or any other result, which may become objectionable or otherwise distract from or be out of keeping with the character of the show as a whole. Booths must be maintained in a neat and orderly manner throughout the show. Preparation and or serving of food and beverages of any kind without written permission of the BCNE is strictly prohibited.
- **10. The Consumption of Alcohol or Illicit Drug use** or any related illegal activity will result in immediate expulsion from the grounds with NO REFUND and Legal action may apply.
- **11. Raffles** of any type must be cleared through the BCNE except free draws by the Vendors
- 12. Interpretation and Enforcement The management of the BCNE rests with the Prince George Agricultural and Historical Association (PGAHA). These conditions of contract, display rules and regulations form part of the contract between The Vendor and The BCNE. All matters in question not covered by these regulations are subject in the first instance, to the decision of the President and or the Manager of the PGAHA, or their duly authorized representative(s). All decisions made shall be adhered to by all parties. It is the responsibility of the Vendor or their designated representative to familiarize themselves with the rules and regulations.
- 13. Outdoor Vendors and Concessionaires: are aware that inclement in weather, including thunder, rain, wind and electrical storms can sweep the grounds at any time and must ensure that their tents/display/items are adequately secured and do not pose any danger to any person or their property should inclement weather hit during the BCNE. The BCNE is not responsible for any items damaged due to weather. There are NO REFUNDS for any misfortunate happenings or Loss of Revenue due to weather or any other "act of God".
- **14.** The sale or display of any item deemed a "Weapon" or that could potentially be used to cause harm to others, including swords, knives, batons, guns or any other firearm whether fake or real. An item that is deemed a weapon by the BCNE is strictly prohibited from being displayed or sold on the grounds during the British Columbia Northern Exhibition.
- **15.** The sale and display of any item that is deemed as "Drug Paraphernalia" including pipes, rolling papers, roach clips and the like, or in any event, any item being deemed by the BCNE to be "Drug Paraphernalia" is strictly prohibited from being sold or displayed on the grounds during the BCNE.
- **16. Electrical Outlets** must be installed by an approved designate of the BCNE. Each space booked is responsible or their power outlet. BCNE will not be responsible for loss or damage occurred in the event of an overload in power due to sharing an outlet or insufficient wattage in power.



- 17. The sale or display of any item that is not suitable for a "Family Show" i.e. T-Shirts with degrading or vulgar slogans or, in any event any item that is deemed by the BCNE to be inappropriate, is strictly prohibited from being displayed or sold on grounds during the annual Prince George Exhibition.
 - a. **During the BCNE, the President or the General Manager or the Designate** of them may be called upon to deem an item, in the case of #15, #16 and #17, as being prohibited from being sold on grounds during the annual Prince George Exhibition.
 - b. **Any Vendor** found in non compliance with this Policy may be directed to leave the grounds immediately and for the duration of the event, with no reimbursement of funds due to them and may be banned from future years at the BCNE
- **18. Signs advertising** your business, must remain within your rented space.
- 19. If you require Power or Tent Rentals, please order via Central Display at 250-961-4006. The BCNE will not be responsible for a Vendor/Concessionaire who may share the power outlet.
- **20.** Spaces are subject to an **additional \$200.00** environmental fee. If the space is left with garbage, oil, oil containers or drain water on the ground.

Signature:	Date:	

I have read and agree to all the rules and regulations: