



August 15-18 2019

Concessionaire Application

Company Name: _____
Contact Name: _____ Title: _____
Mailing Address: _____ City: _____ Prov: _____
PC: _____ Phone: _____ Cell: _____
Email: _____ Website: _____

Indicate Booth Size:

Applicant Requirements

1. 50% of the total funds owing are due for this application to be processed. The remaining 50% must be paid by **July 5, 2019, before 5pm.**
2. Applications without complete contact information will not be processed.
3. **Unsigned applications will not be processed.** By signing, you acknowledge and agree to follow all rules and regulations.
4. **A Menu and Price List, and current picture of your Concession must accompany the application to be considered.**

PLEASE NOTE THIS YEAR'S CHANGES:

Prices have changed; however, we have introduced a new loyalty program. Prices will be \$1500.00 plus 5% GST. Every third consecutive year that you return to the BCNE as a food vendor you will be given a discount of \$300. For example, if you return as a food vendor for the next four years your prices would be:

2019—\$1500.00 plus GST

2020—\$1500.00 plus GST

2021—\$1200.00 plus GST

2022—\$1500.00 plus GST

Thank you for participating at the BCNE's Fair.

Concessionaire Invoice 2019



Food Booth Price: **Frontage X Depth** **Quantity:** **Cost:**
 Concessionaire _____ \$1500.00 X _____ \$ _____

Power and tents are not included. If you require **power or tent rentals** as a Concessionaire, please order via Central Display at 250-961-4006. The BCNE will not be responsible for a Concessionaire who may share a power outlet.

PASS ORDER:

Please order your passes at the time of booking (passes you need over and above the complimentary number) on or before July 5, 2019. Each Concessionaire receives 5 complimentary four day wristbands.

Passes:	Quantity:	Cost:
One Day Admission Pass	\$7.00 X _____ =	\$ _____
Four Day Admission Pass	\$28.00 X _____ =	\$ _____
Four Day Camping Pass	\$10.00 X _____ =	\$ _____

The BCNE is not responsible for lost or stolen passes.

Cost for Booth Space: \$ _____
 5% GST on Booth: \$ _____
 Total Passes: \$ _____
GRAND TOTAL: \$ _____
 Deposit: \$ _____
 Remaining Total: \$ _____

PAYMENT:

Please make cheques payable to: Prince George Agricultural and Historical Association OR PGAHA

Mail to: PO Box 955 Stn A, Prince George, BC, V2L 4V1

Visa/Mastercard accepted via phone: (250) 563-4096

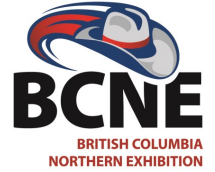
E-transfer: gmbcne@gmail.com

Company Name: _____

Signature: _____ Date: _____

Method of Payment: _____ Date Received: _____

Concessionaire 2019



Set Up: Wednesday, August 14, 2019 between 9:00am—8:00pm

*Spaces not occupied by 8:00pm on Wednesday August 14, 2019 will revert back to the BCNE with no refund. Sorry, there are absolutely no exceptions.

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 to the office upon arrival.

Dates and Hours of Operation for Concessionaires during the BCNE:

Thursday	August 15, 2019	10:00am-10:00pm
Friday	August 16, 2019	10:00am-10:00pm *option to stay open till midnight
Saturday	August 17, 2019	10:00am-10:00pm *option to stay open till midnight
Sunday	August 18, 2019	10:00am-6:00pm

Move Out Times:

Sunday	August 18, 2019	6:00pm-8:00pm
Monday	August 19, 2019	10:00am-5:00pm *no security after 12:00pm

Food Safety, Insurance, Power, Fire Sticker, and Menu:

1. **Permit to Operate:** Your application to Northern Health must be completed by you, and received by them directly, prior to July 5, 2019. 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. 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 to your policy for activities arising from your involvement in the BCNE. This form is due to be received by the BCNE office no later than July 5, 2019. Concessionaires 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 250-961-4006.
4. The BCNE's **Official Beverage Supplier** is **Pepsico**. 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 beverages are not permitted.
5. **Menu list must be attached with your application.**
6. All equipment **MUST** have the **proper Fire Suppression Sticker** visible for inspection and 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).

Rules and Regulations 2019



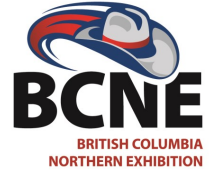
1. **Contract for Space Rental:** No space shall be reserved without the required 100% Payment in Full. No refunds will be made for any space not used or for space remaining unoccupied during the fair. The BCNE may rent or use it for other purposes with no obligation of refund. Once payment has been 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 more than two main products being sold; however, it is not guaranteed and there may be Concessionaires 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 Concessionaire whose name appears on the application and only for those products listed on the application. The Concessionaire agrees the allotted space shall not be assigned, shared, subleased, in whole or part except by written approval of the BCNE. The Concessionaire agrees to occupy the space for the full four days of the BCNE. No one, two, or three day concessionaires will be accepted.
4. **Payment Schedule:** A minimum of 50% deposit is due at the time the application is submitted. Payments must be paid in full on or before July 5, 2019. 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, E-transfer: gmbcne@gmail.com, or cheque payable to PGAHA.
5. **Cancellations:** Cancellation of any booked space, after June 1, 2019 will result in a \$200 cancellation fee being held from any monies paid; the space will be re-sold. Cancellation of any booked space after July 5, 2019 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.
6. **Staffing of Booths:** Booths shall be manned by agents of the Concessionaire wearing their business/company name tag while the show is officially open.
7. **Damage and Liability:** The Concessionaire 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 Concessionaire'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 Concessionaire.
8. **Purchased Insurance:** To be placed with a company licenced to provide insurance in British Columbia and in the amount of 2,000,000.00 and in the Favour of The Prince George Agricultural and Historical Association (BCNE) and the City of Prince George.
9. **The Concessionaire** will accept the space in the condition in which they rented. The concessionaire will leave the space as they found it. **Exhibitors/Concessionaires 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 Concessionaire in the Bins provided (**NOT in the guest garbage bins**).

Rules and Regulations 2019



10. **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 permission of the BCNE is strictly prohibited.
11. **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.
12. **Raffles** of any type must be cleared through the BCNE-except free draws by the Vendors.
13. **Electrical Outlets:** must be installed by an approved designate of the BCNE. Each space booked is responsible for 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.
14. **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 Concessionaire 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 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 Concessionaire or their designated representative to familiarize themselves with the rules and regulations.
15. **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/displays/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”.
16. **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, or in any event, 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.
17. **The sale or display of any item that is deemed as “Drug Paraphernalia”** includes pipes, rolling paper, 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.

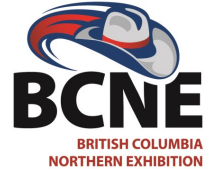
Rules and Regulations 2019



18. **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 BCNE.
- 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 #16-18, as being prohibited from being sold on grounds during the annual BCNE.
- B. Any concessionaire** 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.
19. **Signs advertising** your business, must remain within your rented space.
20. **If you require Power or Tent Rentals:** Please order via Central Display at 250-961-4006. The BCNE will not be responsible for a Concessionaire who may share a power outlet.
21. **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 grounds.

I HAVE READ AND AGREE to all the rules and regulations:

Signature: _____ Date: _____



CERTIFICATE OF INSURANCE

PROOF OF INSURANCE COVERAGE FOR THE INSURED SPECIFIED BELOW

This is to certify that policies of Insurance, subject to their terms, conditions and exclusions, are at present, in force for the Insured specified below with the insurer indicated below.

NAME OF INSURED: _____

ADDRESS OF INSURED: _____

ACTIVITIES COVERED: _____

INSURER	POLICY NO.	EXPIRY DATE	LIMITS OF LIABILITY
_____	_____	_____ (MM / DD / YYYY)	\$ _____ (\$2,000,000 Min.)

COMMERCIAL GENERAL LIABILITY COVERAGE INCLUDING:

Products and Completed Operations, Blanket Written Contractual, Owners and Contractors Protective, Severability of Interest or Cross Liability.

Aggregate Limit, Products and Completed Operations \$ _____

NON-OWNED AUTOMOBILE LIABILITY \$ _____

This is to certify that Prince George Agricultural and Historical Association and the City of Prince George has been added as an additional insured to the Commercial General liability Policy but ONLY with respect to liability arising out of operations by or on behalf of the named Insured.

This is also to certify that Policies (including endorsements) or insurance as described above have been issued by the undersigned to the named insured above and are in full force at this time. If cancelled, not renewed, or changed in any manner for any reason, thirty (30) days prior written notice will be given by this Insurance Company by registered mail to:

Prince George Agricultural and Industrial Association P.O. Box 955, Prince George, BC V2L 4V1 and the City of Prince George, 1100 Patricia Blvd., Prince George, BC

Date: _____

Signed by: _____

Name of Brokerage: _____

*** THIS FORM MUST BE COMPLETED BY YOUR INSURANCE BROKER ONLY ***