

# **ROCK CREEK AND BOUNDARY FAIR**

## **APPLICATION CHECKLIST FOR COMMERCIAL/RETAIL VENDORS**

Please **read and review** all documents thoroughly. Incomplete applications and/or missing documentation will result in a processing delay.

**NEW THIS YEAR:** If you do not have your own insurance Rock Creek and Boundary Fair Association (RCBFA) can provide \$2,000,000.00 liability insurance to you through our insurance carrier for four (4) days (Sept 17-20, 2015). This is not “loss” insurance. All fees and paperwork are done through RCBFA. The Cost is listed on Application Form. A form is included with the application package. If you have your own insurance, the RCBFA must be listed as an additional named insured on your policy.

### **All requests for the 2015 Rock Creek and Boundary Fair *MUST* include the following:**

1. Signed Application Form completed in full.
2. Signed Rules and Regulations.
3. Payment of fees by cheque or money order made payable to the Rock Creek and Boundary Fair Association or R.C.B.F.A. **NO POST-DATED CHEQUES**
4. Copy of Insurance Policy with a minimum of \$2,000,000.00 public liability insurance naming the Rock Creek and Boundary Fair Association as an Additional Named Insured or completed Liability Insurance Application Form.
5. All applicable permits and licenses, including Health and Food Safe Certificates, if applicable.
6. Itemized list detailing all products/services you wish to sell/display.

Please ensure to follow up with the Vendor Co-ordinator within two weeks of submitting your application to ensure that your paperwork has been received.

All business contact information, forms, applications and rules and regulations referred to for part of the Vendor contract package. All information is for the sole use of the Rock Creek and Boundary Fair Association (“RCBFA”) and will be protected in accordance with BC Privacy Act Legislation.

Completing and submitting the application and associated documents does not necessarily imply or guarantee space at the RCBFA. RCBFA reserves the right to limit or specify the products or services to be sold or displayed.

Vendors are responsible for their own tables, chairs, umbrellas, tent floors and tent covers. Vendors are not permitted to encroach on adjoining and/or adjacent space.

Applications are to be submitted to Jodi Klein, RCBFA Vendor Coordinator, PO Box 83, Rock Creek, BC V0H 1Y0

Questions and/or inquiries can be directed to Jodi Klein, RCBFA Vendor Coordinator as follows:

Mail: PO Box 83, Rock Creek, BC V0H 1Y0  
Telephone: 250-446-2465  
Fax: 250-446-2639  
Email: [rcfair.vendor@gmail.com](mailto:rcfair.vendor@gmail.com)

# **ROCK CREEK AND BOUNDARY FAIR ASSOCIATION**

## **2015 COMMERCIAL/RETAIL VENDOR SIZES & RATES**

### **Covered Booths**

Under Bleachers – **NO POWER AVAILABLE**

8' X 10'                      \$150.00 plus GST

Under Grandstands – POWER AVAILABLE

8' X 10'                      \$150.00 plus GST

### **Retail Vendors**

10' x 20'                      \$125.00 plus GST

20' x 20'                      \$175.00 plus GST

30' x 20'                      \$225.00 plus GST

40' x 20'                      \$275.00 plus GST

60' x 20'                      \$325.00 plus GST

### **Large Vendors (Machinery/Vehicles/RV etc)**

30' x 40'                      \$325.00 plus GST

40' x 40'                      \$375.00 plus GST

40' x 50'                      \$425.00 plus GST

40' x 60'                      \$475.00 plus GST

40' x 75'                      \$500.00 plus GST

60' x 60'                      \$525.00 plus GST

Power is available, unless otherwise indicated, at a rate of \$25.00 for the weekend. **Power is only available for display lights, cash registers and credit card machines.**

If you plan to camp on your space please ensure that your camping unit, including hitch, awning(s) and overhangs, will fit with ease on the size of space you are renting. Please indicate the exact measurement of all units to be parked on your space. **Power is not available for camping units.** Camping fees are \$19.05 +GST per night whether you camp within your space or in the RCBFA campgrounds. Camping spots in the RCBFA campgrounds cannot be reserved.

**ROCK CREEK AND BOUNDARY FAIR ASSOCIATION**

**2015 APPLICATION/CONTRACT**

**COMMERCIAL/RETAIL VENDOR**

**\*\*\*APPLICATION DEADLINE: MARCH 31, 2015\*\*\***

**This application in no way implies or guarantees that space will be offered to you. All applications are subject to review and approval. Applications not accepted will have their application fee fully refunded.**

**Please Print Clearly**

BUSINESS NAME: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELLULAR: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PRODUCTS/SERVICES SOLD OR DISPLAYED:**

(MUST provide a full description of the products/service you wish to sell/display. (Attach a separate sheet if more room is required)

NOTE: Only those items **listed** will be permitted. *If this is your first application with the Rock Creek & Boundary Fair Association please provide brochures and/or photos of your products and your display booth as it would appear at the Fair.*

\_\_\_\_\_  
TYPE OF MACHINERY OPERATED (if applicable): \_\_\_\_\_

POWER REQUIREMENTS<sup>(1)</sup>: \_\_\_\_\_

8' x 10' Covered Booth \$ \_\_\_\_\_ (a)

Retail Vendor Size: \_\_\_\_\_ x 20' deep \$ \_\_\_\_\_ (b)

Large Vendor Size: \_\_\_\_\_' x \_\_\_\_\_' \$ \_\_\_\_\_ (c)

Power<sup>(1)</sup>, if requested: \$25/2 days only (Sept 19 & 20) \$ \_\_\_\_\_ (d)

Weekend Gate Entry Wristbands/Passes (See Note 2 Below)

# required \_\_\_\_\_ x \$10.00 each \$ \_\_\_\_\_ (e)

Camping (\$19.05/ night) (Please check all that apply)

Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_ \$ \_\_\_\_\_ (f)

SUBTOTAL (a+b+c+d+e+f) \$ \_\_\_\_\_ (g)

GST ( g x 5%) \$ \_\_\_\_\_ (h)

SUBTOTAL (g + h) \$ \_\_\_\_\_ (i)

Insurance - \$2,000,000 Liability Insurance Only - \$55.00 for 4 days \$ \_\_\_\_\_ (j)

TOTAL (i + j) \$ \_\_\_\_\_

I/We understand that this application request becomes a contract once signed by the applicant and accepted by the RCBFA. We have read and agree to comply with the Rules and Regulations of the Rock Creek and Boundary Fair Association, as attached.

VENDOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This application does not necessarily imply or guarantee space at the RCBFA. We do not guarantee exclusivity of products. We reserve the right to limit or specify the products or services to be sold or displayed. Your application must include payment of fees. No post- dated cheques please.

<sup>(1)</sup> Power is only available for display lights, cash registers and credit card machines. Power is not available for RV/Camping Units.

<sup>(2)</sup> Weekend Gate Entry Wristbands must be purchased **for each person/employee working/operating within the Vendor space**. This price is an advance purchase price only. Wristbands purchased on arrival will be at the daily posted Gate Admission price.

# ROCK CREEK AND BOUNDARY FAIR ASSOCIATION

## 2015 VENDOR RULES & REGULATIONS

In consideration of being granted a license to use specified facilities or space of the Rock Creek and Boundary Fair Association ("RCBFA"), the licensee (Vendor) agrees to all the terms, conditions and covenants herein contained.

### Terms & Conditions:

1. All licensee's (Vendors), their agents, employees, affiliates, invitee's, contractor, subcontractors, or workmen are subject to the General Rules and Regulations of the Rock Creek and Boundary Fair Association.
2. The RCBFA, its Directors, Committee Members, Management, Contractors or Employees shall not be responsible in any way for any injury to any person or for any loss of or damage to any property belonging to, or rented or leased by the licensee, or other such person contracting herein for the use of the property or premises of the RCBFA. Their invitee's, licensees, agents, contractors, subcontractors, affiliates, employees or workers while such person in or about the premises, or any truck ways, platforms or corridors in connection therewith, including (without limiting the foregoing) any loss or damage to any property caused by theft or breakage, or by steam, water, rain or snow which may leak into, issue or flow from any part of the premises, or any adjacent or neighbouring land or from water, steam or drainage pipes or plumbing works thereof or from any other place or corridor or for any loss or damage caused by or attributable to the conditions or arrangement of any electric or other wiring or for any other loss whatsoever arising out of the occupancy of the premises or any operations or activities conducted therein by such person as aforesaid and the licensee and such other persons contracting herein for the use of the property or premises of the RCBFA covenants to indemnify the RCBFA, its Directors, Committee Members, Management, or Employees against all loss, cost, claims or demands in respect of any injuries, loss or damage referred to in this paragraph.
3. The licensee (Vendor) expressly covenants and agrees to obey all Municipal, Provincial and Federal statutes, Bylaws and Regulations and to obtain such necessary permits, licenses or other authorization as may be required by Federal, Provincial and Municipal regulations.
4. Please be aware, if your intent is to cook food for sale, sampling or demonstration purposes, you are required to meet all BC Health Services regulations.
5. No portion of the property or premises covered by this agreement may be sublet or assigned by the licensee (Vendor), unless agreed to in writing, by the RCBFA, prior to the event.
6. The licensee (Vendor) shall be responsible for all damage to or loss of RCBFA property (normal wear and tear excepted) which will result from the licensee's use of the property.
7. The RCBFA reserves the right to relocate or alter the space assigned to the licensee (Vendor).
8. Licensee will NOT have a prize draw or raffle, unless approved, in advance by RCBFA. If approved by RCBFA, Licensee must comply with the regulations of the British Columbia Gaming Policy and Enforcement Branch. Such evidence of compliance must be provided to RCBFA.
9. **No pets permitted on Fair Grounds or the Riverside Jim Blaine Park Campground.** Pets are permitted in the wilderness campground on the North side of the Road however pets must be leashed at all times and not left unattended.

### **10. Insurance Requirements – Very Important**

The licensee (Vendor) is responsible for the placement and all insurance related to the participation in the Rock Creek & Boundary Fall Fair. The licensee (Vendor) will provide to the RCBFA, a Certificate of Insurance which names the RCBFA as an Additional Named Insured **OR** complete the Liability Insurance Application.

- a) Non-food Vendors – minimum \$2,000,000.00 public liability insurance
- b) Food & Beverage Vendors – minimum \$5,000,000.00 public liability insurance.

11. The licensee (Vendor) is permitted to exhibit or sell only those products and services approved by the RCBFA and as listed on the application form. **NON-FOOD VENDORS ARE NOT PERMITTED TO SELL BEVERAGES OF ANY SORT. (STRICTLY ENFORCED)**

12. The licensee (Vendor) covenants and agrees to pay such fees and charges as determined by the RCBFA.
13. The licensee (Vendor) agrees to staff the licensed space at all times. The licensee shall not employ a child under the age of 14 years.
14. The licensee (Vendor) shall not conduct a lottery or sell lottery and/or break open tickets.
15. No soliciting for any purpose will be permitted except from with the space licensed for that purpose.
16. The licensee (Vendor) agrees **to maintain clean premises** and observe sanitary food handling practices. All food vendors are subject to inspection by the Community Health Unit.
17. Waste/Refuse – absolutely no Styrofoam containers of any sort permitted on the RCBFA grounds. Refuse containers for use inside the licensed space are the responsibility of the licensee (Vendor). Licensee (Vendor) is responsible for removing all cardboard and other items from the RCBFA grounds. Gray and hot water must not be dumped on the Grounds, these can be disposed of in the flush toilets or the portable toilets. Food waste, grease, oil or fat is NOT permitted to be dumped in the flush toilets or the portable toilets. Grease, oil, fat must be stored in pails or containers and removed from the Grounds upon departure.
18. Mobile or self-contained units may not disturb the ground to level the unit.
19. Cancellation or failure to appear on the event dates shall result in forfeiture of deposit and/or fees paid.
20. The licensee (Vendor) shall be charged for electrical services to connect to power sources owned and operated by the RCBFA.
21. Undue noise will not be tolerated. Sound levels of radios, public address systems and all other sound amplification equipment must not interfere with other licensee's (Vendors) or event patrons. The decision of what constitutes undue noise shall rest with the management of the RCBFA.
22. The licensee (Vendor) agrees to abide by all rules and regulations adopted by the RCBFA in the best interest of the event and agrees that RCBFA management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the Fair.
23. Any monies or deposits paid to the RCBFA shall not bear interest to the benefit of the licensee (Vendor). Monies paid by the licensee (Vendor) to the RCBFA shall be non-refundable.
24. These rules and regulations form part of the Agreement between the licensee (Vendor) and the RCBFA.
25. Set Up/Move In Times – **NO EXCEPTIONS –ENTRY THROUGH MAIN GATE ONLY.**

Thursday, September 17, 2015 between 3:00 PM and 7:00 PM  
 Friday, September 18, 2015 between 12 Noon and 7:00 PM  
 Saturday, September 19, 2015 between 6:30 AM and 8:00 AM

26. Tear Down/Move Out Times –Move out shall not begin before 4:00 PM on Sunday, September 20, 2015 - **NO EXCEPTIONS.**
27. Camping permitted in designated areas only.

**I/We have read and agree to comply with the above-stated rules and regulations of the Rock Creek and Boundary Fair Association.**

NAME: \_\_\_\_\_  
 (Please print name)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Fair Office Use Only**

Date Received \_\_\_\_\_ Amount Received \_\_\_\_\_

Method of Payment: Cheque # \_\_\_\_\_ Cash \_\_\_\_\_ Money Order # \_\_\_\_\_

Receipt # \_\_\_\_\_ Receipt sent via \_\_\_\_\_ Date: \_\_\_\_\_  
 Email/Mail/Other



# FAIR, EXHIBITION & RODEO EXHIBITOR LIABILITY INSURANCE APPLICATION

**ALL QUESTIONS MUST BE ANSWERED**

1. Exhibitor's Name \_\_\_\_\_

2. Exhibitor's Address \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Contact Person \_\_\_\_\_

3. Name & Address of Fair, Exhibition or Rodeo where you are an Exhibitor  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Dates the Fair/Exhibition/Rodeo is being held:

Starting Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ AM  PM   
MONTH DAY YEAR

Ending Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ AM  PM   
MONTH DAY YEAR

5. Booth dimension(s) \_\_\_\_\_ Number of booths \_\_\_\_\_

6. Type of product sold/handled (if more than one booth, specify what is sold/handled at each booth)  
Booth #1: \_\_\_\_\_  
Booth #2: \_\_\_\_\_

7. Are product demonstrations given?  Yes  No If 'yes', describe \_\_\_\_\_

8. Is public allowed into the booth(s)?  Yes  No If 'yes', describe \_\_\_\_\_

9. Do you have a valid Health Food Board Certificate and Food Safe Certificate?  Not Applicable  Yes  No

10. Commercial General Liability Limit requested  \$2,000,000  \$5,000,000

Coverage provided under this program is fully earned at inception. This means that in the event you wish to cancel the insurance coverage during the term of the policy, no premium will be refunded.

NOTE: Coverage excludes Products and Completed Operations.

Signing this application does not bind coverage. Insurance will be affected by Capri Insurance Services Ltd. only after receipt of this fully completed and signed application and confirmation of the premium payment by the Fair, Exhibition or Rodeo.

Signature of Exhibitor \_\_\_\_\_ Date Signed \_\_\_\_\_