IMPORTANT - NEW FOR 2020

We are look forward to having you join us as we celebrate our Diamond Jubilee in honour of the 75th Annual Rock Creek & Boundary Fair. Please ensure you read the information below as it contains important information for the 2020 Fair.

HEALTH INSPECTIONS

The Interior Health Food & Safety Inspector has advised that they will be inspecting all Food Booths and Food Trucks at the 2020 Fair. Please ensure that all permits and licenses and certifications are up-to-date and that you meet all the health, safety and sanitation requirements. Failure to comply with health regulations may result in a closure of your booth/truck. The Rock Creek & Boundary Fair Association shall not be responsible for any actions or closures resulting from the Food and Safety Inspection.

If you have any questions or concerns regarding compliance, please contact the Interior Health Authority.

CONTINUING WITH "GREEN INITIATIVE"

The Rock Creek Fall Fair is continuing its commitment to educate and encourage more eco-friendly practices following the guidelines of Reduce, Reuse and Recycle ♻ and we invite you to become part of the solution

It is MANDATORY that you continue to follow the existing rules *prohibiting the use of Styrofoam products, plastic straws, plastic stir sticks, and single use plastic bags* AND IN 2020 the use of plastic cutlery is also prohibited. There is a water station located beside the First Aid Booth and we will be encouraging our Fair-goers to bring re-useable water bottles rather than purchasing plastic, single use, bottled water.

ELECTRICAL CORDS

For those of you who run electrical cords for your display and/or equipment, if those cords present a safety or tripping hazard within your space you are required to have an electrical cord cover. You are not permitted to run any electrical cords in public areas, walkways or thoroughfares, without the express written permission of the RCBFA, and if permission is granted you must provide electrical cord covers to ensure the electrical cord does not pose a safety or tripping hazard to the public.

FIRE EXTINGUISHERS

Fire Prevention and Control: Vendors agree to observe all fire regulations and maintain acceptable fire prevention practices as required by the Provincial and Civic authority having jurisdiction over these matters. Food Vendors are required to provide and place appropriate fire extinguishers.

CASH REGISTERS & REPORTING DAILY SALES

Cash registers **WILL BE REQUIRED FOR 2020**. The reporting requirements will be the same as 2019. On the sales reporting form there will be three lines for daily sales (Friday, Saturday, and Sunday) and you must report your daily sales on each line. **ALL SALES TRANSACTIONS MUST BE ENTERED ON A CASH REGISTER CAPABLE OF PRINTING DAILY SALES REPORTS** and the Sales Reporting Form included with your Vendor package must be accompanied by the daily cash register report confirming the daily sales as reported. **NO EXCEPTIONS WILL BE PERMITTED.**

ROCK CREEK AND BOUNDARY FAIR
APPLICATION CHECKLIST FOR FOOD VENDORS

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

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

NEW THIS YEAR: A copy of your health permit clearly showing valid fiscal decal with expiry date **MUST** accompany your application. If your permit is temporary or pending provide us with this information with your application along with expected time line for receiving.

REMINDER: ***ALL Food Vendors are required to submit a SEPARATE CHEQUE in the amount of $50.00 post-dated to September 19, 2020 for a Cleaning Deposit. This cheque will be destroyed, after inspection, if the booth/area occupied is found to be clean and free from waste, including recycling. Inspection will take place during the week following Fair weekend.***

All requests for the 2020 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, money order or e-transfer made payable to the Rock Creek and Boundary Fair Association or R.C.B.F.A. **NO POST-DATED CHEQUES**
4. Separate Cleaning Deposit MUST be in cheque form in the amount of $50.00 dated September 19, 2020.
5. Copy of Insurance Policy with a minimum of $5,000,000.00 public liability insurance naming the Rock Creek and Boundary Fair Association as an Additional Named Insured
6. All applicable permits and licenses, including Health and Food Safe Certificates.(See above "NEW THIS YEAR")
7. Menu detailing a complete list of food items for sale, including beverages, and the prices for each item.

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.

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 RCBFA Vendor Coordinator, PO Box 83, Rock Creek, BC V0H 1Y0

Questions and/or inquiries can be directed to 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

ROCK CREEK AND BOUNDARY FAIR ASSOCIATION
2020 APPLICATION/CONTRACT
FOOD VENDOR

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.

RATES FOR 2020: 17% sales commission of daily gross sales. Payment will be collected starting at 4:00 PM on Sunday, September 20, 2020, at the office in the Main Pavilion Building. Payments must be received no later than 6:30 PM.

Please Print Clearly

BUSINESS NAME: _____
NAME OF CONTACT: _____
ADDRESS: _____
City: _____ Province: _____ Postal Code: _____
TELEPHONE: _____ CELLULAR: _____
EMAIL: _____

FOOD ITEMS SERVED:
(Application **MUST** be accompanied with a menu detailing a **COMPLETE** list of food items for sale, **INCLUDING BEVERAGES**, and the price or each item. **NOTE: Bottled water, 500 mL or less MAY NOT be sold for more than $2.00 per bottle.** Only those items **listed** on your menu will be permitted. If this is your first application with the Rock Creek & Boundary Fair Association please provide brochures and/or photos of your booth as it would appear at the Fair)

_____

FAIR BOOTH OR SELF -CONTAINED _____ POWER REQUIREMENTS [1]: _____

WILL YOU BE USING A GENERATOR? (subject to RCBFA approval) Provide make & model # :_____

PLEASE NOTE FOR SELF-CONTAINED UNITS: You will be provided with a 20 x 20 foot space. Please ensure that your unit, including awning, non-removable trailer hitches, overhangs, storage and preparation areas, will not exceed these measurements. If more space is required, it is subject to availability and at an additional cost of $100.00 plus GST. Please indicate on what side of your unit is your food delivery window along with any other information that will help. Attach a photo or drawing.

Deposit (to be held and deducted from sales commission)	$ 50.00 (a)
Oversized Self Contained Unit ($100.00)	$_____ (b)
Power[1], if required: ($50.00) ALL FOOD BOOTHS ARE REQUIRED TO PAY POWER	$_____ (c)

****Up to 2 Weekend Gate Entry Wristbands/Passes are available for each ****
****vendor spot compliments of the RCBFA **** (See Note 2 Below)

Additional passes - # required _____ x $25.00	$_____(d)
Camping ($19.05/ night) (Please check all that apply) Thurs____ Fri_____ Sat_____ Sun_____	$_____ (e)
SUBTOTAL (a+b+c+d+e)	$_____ (f)
GST (f x 5%)	$_____ (g)
TOTAL (f + g)	$_____ (h)

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 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.

[1] Power is not available for RV/Camping Units.

[2] RCBFA will provide up to two (2) Gate Entry Weekend Wristbands at no charge. Any additional wristbands required must be purchased **for each additional person/employee working/operating within the Vendor space**.

ROCK CREEK AND BOUNDARY FAIR ASSOCIATION

2020 VENDOR RULES & REGULATIONS – *NEW RULES****

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. Mobile or self-contained units may not disturb the ground to level the unit.
18. Cancellation or failure to appear on the event dates shall result in forfeiture of deposit and/or fees paid.
19. Camping permitted in designated areas only.
20. Waste/Refuse – absolutely NO Styrofoam containers, Plastic straws, Plastic stir sticks, **Plastic Cutlery** or single use Plastic bags 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. Food waste must be disposed of in green waste/compost bins located on the property.

21. The licensee (Vendor) shall be charged for electrical services to connect to power sources owned and operated by the RCBFA. **If your lights, equipment or product draw more power than what we provide or if any of your electrical cords, plug-ins or equipment are not compliant with the BC Safety Authority Electrical Standards ie: visibly damaged, faulty, not approved or permitted, we will NOT provide you with power until the situation is corrected.** If you require additional power, it is subject to availability and extra cost. **IF YOUR ELECTRICAL CORD PRESENTS A SAFETY/TRIPPING HAZARD YOU MUST PROVIDE AN ELECTRICAL CORD COVER.**
22. NEW!!! Undue noise will not be tolerated. GENERATORS WILL NOT BE PERMITTED UNLESS APPROVED, IN ADVANCE, by the RCBFA. If approved, exterior, stand-alone GENERATORS WILL NOT BE PERMITTED TO OPERATE OVERNIGHT OR IN CAMPGROUNDS. 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.
23. 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.
24. 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.
25. NO SMOKING, of any sort, including electronic smoking devices such as e-cigarettes, e-cigars, vape pens etc. on the Fair Grounds EXCEPT in the posted, designated areas.
26. These rules and regulations form part of the Agreement between the licensee (Vendor) and the RCBFA.
27. Set Up/Move In Times – **NO EXCEPTIONS –ENTRY THROUGH MAIN GATE ONLY.**

    Thursday, September 17, 2020 between 3:00 PM and 7:00 PM
    Friday, September 18, 2020 between 12 Noon and 7:00 PM
    Saturday, September 19, 2020 between 6:30 AM and 8:00 AM

28. ***NEW!!! MINIMUM HOURS OF OPERATION – YOUR VENDOR BOOTH MUST BE OPEN AND STAFFED DURING THE FOLLOWING MINIMUM HOURS:***

    Saturday, September 19, 2020 – 9:30 am to 6:30 PM
    Sunday, September 20, 2020 – 9:30 am to 3:30 PM

    THESE ARE MINIMUM HOURS ONLY AND WE ENCOURAGE YOU TO OPEN EARLIER AND CLOSE LATER TO MAXIMIZE YOUR REVENUE AND ALLOW FAIR GUESTS TO PURCHASE YOUR WONDERFUL PRODUCTS. (The Fair Gates open at 6:30 am on both Saturday and Sunday and close at 10:00 pm on Saturday and 5:00 pm on Sunday)

29. ***NEW!! The Vendor agrees that no booth or exhibits shall be dismantled during the operation of the fair and that the display will remain intact until at least 3:30 PM on Sunday, September 20, 2020.***

    ******PLEASE READ THIS CAREFULLY******

    *If you are bringing your vehicle onto the Vendor Field, it **MUST** fit within your rented space. **ALSO**, once the gates close at 8:00 am on Saturday you **WILL NOT BE PERMITTED, UNDER ANY CIRCUMSTANCE,** to drive, move or remove your vehicle on the Vendor Field and/or Fair Grounds until Sunday at 4:00 pm and only then under the direct supervision of the Vendor Coordinator and/or Assistant Vendor Coordinator. **NO EXCEPTIONS**. If you need your vehicle during the weekend **DO NOT** bring it into the Fair Grounds as you will not be permitted to move it.*
30. Tear Down/Move Out Times–Move out **SHALL NOT** begin before 4:00 PM on Sunday, September 20, 2020 - **NO EXCEPTIONS.**
31. Violation of any of these Rules and Regulations may result in immediate expulsion from the Fair Grounds and forfeiture of fees and future acceptance may be declined.

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 #_____ E-transfer #_____

Receipt #_____ Receipt sent via _____ Date:_____
Email/Mail/Other