

# **\*\*IMPORTANT - NEW FOR 2021\*\***


This year we are having a one (1) day Fair on Saturday, September 18, 2021. Please be aware that our capacity is limited to 5,000 people as per the Provincial Public Health Office. (This total includes all Vendors, Entertainers and Volunteers). Also please be advised that West Coast Amusements Rides & Midway will **NOT** be in operation this year.

Please ensure you read the information below as it contains important information for the 2021 Fair. (Particularly, move-in/set up time, move-out/departure times and exits to use for move-in and move-out, hand sanitization station requirements, and camping.)

## **HEALTH INSPECTIONS**

The Interior Health Food & Safety Inspector has advised that they will be inspecting all Food Booths and Food Trucks and Vendors who sell or provide samples of food of any type, including pre-packaged, at the 2021 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 2021 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-usable 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.

## **HAND SANITIZATION**

**ALL** Vendor booths/trailers will be required to have a hand sanitization system/product available at their location.

## **CASH REGISTERS & REPORTING DAILY SALES**

Cash registers **WILL BE REQUIRED FOR 2021.** The reporting requirements will be the same as 2019. On the sales reporting form there will be two lines for daily sales (Friday and Saturday) 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.**

## **CAMPING**

**If you are camping within your Vendor space we are encouraging you to stay overnight on Saturday, September 18<sup>th</sup> and leave on September 19<sup>th</sup>, to limit vehicle movement on the Fair Grounds. We will NOT charge you for camping for Saturday night if you decide to stay that night however you will be required to vacate by 11:00 am on Sunday, September 19<sup>th</sup>. If you are arriving before Thursday, September 16<sup>th</sup>, and camping in the Jim Blaine Memorial Park and Campground, you will be required to book for those nights using our online reservation system and only for those days in advance of September 16<sup>th</sup>. As of September 16<sup>th</sup> ALL sites become NON-DESIGNATED sites and if you do not include camping for Thursday or Friday night (Sept. 16 & 17) on the Vendor form and want to camp in the campground you will need to pay cash to the campground attendants upon arrival, and sites are on a first come first serve system. The Wilderness Campground is on a first come first serve system only.**

**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 18, 2021 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 2021 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 18, 2021.
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. **As the wind can be very unpredictable all vendor tents must be secure and weighted down with sandbags or tent weight.** 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](mailto:rcfair.vendor@gmail.com)

**ROCK CREEK AND BOUNDARY FAIR ASSOCIATION**

**2021 APPLICATION/CONTRACT**

**FOOD VENDOR**

**APPLICATION DEADLINE – AUGUST 31, 2021**

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 2021: 12% sales commission of daily gross sales. (Reduced rate for 2021 ONLY).** Payment will be collected starting at 8:30 PM on Saturday, September 18, 2021, at the office in the Main Pavilion Building. Payments must be received no later than 10:00 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 <sup>(1)</sup>: \_\_\_\_\_

**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 \$50.00 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 (\$50.00) \$ \_\_\_\_\_ (b)

Power <sup>(1)</sup> if required: (\$25.00) ALL FOOD BOOTHS ARE REQUIRED TO PAY POWER \$ \_\_\_\_\_ (c)

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

Additional passes - # required \_\_\_\_\_ x \$10.00 \$ \_\_\_\_\_ (d)

Camping (\$19.05/ night) (Please check all that apply)  
Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat (FREE) \_\_\_\_\_ \$ \_\_\_\_\_ (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.**

<sup>(1)</sup> Power is not available for RV/Camping Units.

<sup>(2)</sup> RCBFA will provide up to two (2) Gate Entry 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**

## **2021 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. **ABSOLUTELY NO PETS ARE PERMITTED ON FAIR GROUNDS OR RIVERSIDE JIM BLAINE MEMORIAL PARK AND CAMPGROUND DURING FAIR.** 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 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 within 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. 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 agrees to provide a hand sanitization station, accessible and available to the public at all times, within their Vendor space/booth/trailer.**
24. 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.
25. 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.
26. 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.
27. Should the RCBFA be required to cancel the Fair due to Public Health Orders or Acts of God or Natural Disaster, the RCBFA will refund Vendor fees and shall not be liable for any other costs, expenses or payments to the Licensee (Vendor).
28. These rules and regulations form part of the Agreement between the licensee (Vendor) and the RCBFA.
29. **SET UP/MOVE-IN TIMES – NO EXCEPTIONS –ENTRY THROUGH MAIN GATE ONLY.**

**Friday, September 17, 2021 between 9:00 AM and 7:00 PM**

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

**Saturday, September 18, 2021 – 9:00 to 10:00AM OPENING TIME to 8:30 PM CLOSING TIME**

**\*\*\*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 7:00 PM on Friday you **WILL NOT BE PERMITTED, UNDER ANY CIRCUMSTANCE**, to drive, move or remove your vehicle on the Vendor Field and/or Fair Grounds until Saturday at 9:15 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 Fair **DO NOT** bring it into the Fair Grounds as you will not be permitted to move it.*

31. **TEAR DOWN/MOVE-OUT TIMES** –You may begin to pack up and dismantle your booth starting at 8:30 PM after the last act is done on the stage. Move out **is not permitted** any earlier than 9:15 PM on Saturday, September 18th, 2021 in order to give us time to have the Fair-Goers leave the property - **NO EXCEPTIONS.**
32. 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