

# South Country Fair 2010

July 16, 17, 18

## Food and Beverage Vendors Application

**Deadline for application May 30, 2010**

Name of Booth/Organization/Food: .....

Type of Booth:  Food/Beverage Vendor

Contact Person: .....

Phone – day ..... Phone – eve ..... Fax .....

Address – in full .....

..... Postal Code .....

E-mail ..... Website .....

### **Food and Beverage Vendors:**

**Please include description and photos/website of your products and service.** Please submit a full menu at time of application regardless of whether you are a returning food vendor or not. Only the items listed in your menu and approved will be allowed for sale. Do not write "Same as before." As well include a price range for your items. **\*NOTE\*** This information and your website address will be used for a 'brief description' of your booth in the Festival's Program. Photos will be returned if you include a stamped addressed envelope. **Please, do not send product!** Returning Food Vendors are not guaranteed a spot at the Festival.

### **Health and Safety:**

All food vendor booths must meet the standards under the **Health Temporary Food Service Regulation** and must display a valid **Food Concession Permit**. All vendor information will be shared with the Health Department and the Health Inspector may contact you in advance. Public Health department requirements for temporary food establishments must be adhered to. It is the vendor's responsibility to know these regulations and it is in the vendor's best interest to contact the local Health Inspector well in advance of the Fair to introduce yourself and to ensure you can meet all health, safety and environment requirements.

### Contact

Robert Rippen, Public Health Inspector  
Chinook Health Region  
Community and Family Health  
744 – 26 Street, Fort Macleod, Alberta  
T: 403-553-5363 F: 403-553-2333  
E: robert.rippen@albertahealthservices.ca

Robert will be onsite to ensure compliance and he has the authority to immediately shut down a food vendor. Concessions must conform to Alberta electrical and building codes including a valid Alberta Electrical Inspection sticker or an inspection certificate posted on the premises. All vendors must also comply with Fire code. Any vendor failing to comply with the above requirements will not be hooked up and will not receive a refund. Food vendors are also required to carry and supply a copy of \$2 million liability insurance.

I have contacted the local Public Health Inspector and understand requirements for temporary food establishments.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Vendor Vehicle Policy**

Over the past few years, we have had several close calls, wherein vendor vehicles have posed serious safety risks to fairgoers, especially children. In order to address this problem and reduce the risks of an accident, the following vendor vehicle policy will be implemented for South Country Fair #24, 2010.

Vendors may use vehicles to set up and stock booths until 3pm on Friday July 16<sup>th</sup>. After which, vehicles may be used to restock booths only between the hours of 5am and 7am. Otherwise, rickshaws or carts may be used for restocking purposes. Vendors may use vehicles to pack up their operations, on Sunday, one hour after the music and festivities on the main stage have come to an end. When not being used for restocking purposes, vendor vehicles are to be parked in the public fairgoer lot in the vicinity of the Main Gate. Vehicles that enter the grounds must not exceed a speed limit of 5km/hr (average walking speed).  
When reversing or parking your vehicle, you must have a spotter.

**Vendor Camping Policy**

In order to better manage and secure the stage area, vendors are not allowed to camp within the stage area and, instead, will be asked to camp in the designated vendor camping area. Vendors with camping vehicles (trailers, motor homes, tent trailers, camping vans and campers) will be provided with complimentary vendor vehicle access pass.

Vendors with special circumstances can apply to sleep in dual purpose trailers (business/rest). When applying for an exception please provide a detailed explanation as to the necessity of having a trailer.

In the rare circumstance that an exception given it is understood that from the time the music ends until 7am, you are welcome to sleep in your trailer but you cannot hang out anywhere else in the mall area.

No pets allowed. All South Country Fair rules apply to vendors as well.

**Vendor Hours of Operation**

In order to provide the opportunity to secure, clear and clean the stage area, on Friday and Saturday night, vendors must close their booths no later than 10 minutes after the music on the Main Stage has come to an end and may reopen no sooner than 8am the following morning.

**Check In/Set Up Hours**

Wednesday, July 14, and Thursday July 15 (10 am - to 3.00 pm.).

Must be set up for 3pm, Friday, July 16, 2010

Tear down is Sunday July 18, 10 minutes after the music on the Main Stage has come to an end

**Space:**

Each Vendor space is 20ft x 20ft. The fee is \$500 per space, plus \$100 refundable deposit (please make a separate cheque—it will be returned upon final inspection of site before departure.) If you have a rigid structure please draw a diagram of it and send with your e-mail submission or on the back of this form if you mail it in.

Length.....Breadth.....Height at highest point. ....

Special requests:.....

Vendors are required to provide flooring, their own power cords (minimum length of 200 ft.) (bring your own ext. cords, a 2 pole-30a plug...any booth requiring more power is a special consideration due to power limitations and will have to be evaluated.), sump pump, hand wash sinks, hose, water, lighting, display tables, chairs, tent/canopy (which must be pegged to withstand inclement weather), and all other equipment.

The electric grid at the fair is limited, and electrical needs are an important consideration in the selection process. The festival is an eco-aware event, and requires vendors to participate in composting, recycling and other green programs.

Number of Vendor Spaces Requested \_\_\_\_ x Space Fee \$500

Do you Require Power? Yes \_\_\_\_ No \_\_\_\_

If Yes: **120v/15a** \_\_\_\_ ( up to 4 ccts, 30\$) or **240v/30amp** \_\_\_\_ (30\$) Per Plug X \_\_\_\_

Generators are not allowed except as an emergency backup.

**South Country Fair Week-end Passes:**

Each vendor receives two non-transferable Passes for staffing. A maximum of 4 additional staff passes can be purchased at the time of registration for \$80.00 each. Any time after registration and during the Fair weekend, full gate prices apply.

Please list yourself (proprietor) and up to 1 staff that is included with cost of space.

1. \_\_\_\_\_ 2. \_\_\_\_\_ Number of additional passes Requested \_\_\_\_ x \$80

Please list additional staff.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Please indicate the day and time you will be coming to set up:.....

**Payment and Cancellation:**

Payment is required with your signed application. No vendor shall be placed until payment is received. Vendors must abide by the South Country Fair (SCF) rules and regulations, and any other applicable regulations and legislation. There are no exclusive rights on products being sold at the SCF. Vendor agrees to have their name included in SCF marketing material. In the event that a vendor damages or causes to be damaged, any property or equipment belonging to or under the authority of the SCF, the SCF may repair the damage and charge the cost that exceeds the damage deposit to the vendor. The SCF is not responsible for any lost, stolen or damaged property or any injuries that might occur. Vendors must carry and show proof of personal liability insurance. The SCF reserves the right to make changes, additions or deletions to the Vendor contract regulations at any time.

**Cancellation**

Up until July 1, and with proper notification to the Vendor Coordinator, there is no penalty for withdrawal for any reason. **There are no refunds on cancellations received after July 1.**

**Please make cheques payable to: South Country Fair Association**

**Application deadline is May 30, 2010. Applications and cheques can be mailed to:**

**Gary Unser, 1342 Hook Dr, Kamloops, B.C V2B-7S9**

**E-Mail: [jandg\\_1@shaw.ca](mailto:jandg_1@shaw.ca)**

***You will be contacted whether selected or not no later than May 30th 2010.***

**Your payment will be processed July 1, 2010.**

*I accept the above stated conditions and do not hold South Country Fair or its staff or volunteers legally responsible for any loss, damage or theft incurred to myself, my employees or my goods and equipment during this event. I understand that health and safety inspections will occur during the Festival and that I need to have all required permits and insurance present.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Fair Use only

Site # \_\_\_\_\_

Arm Bands 1 \_\_ 2 \_\_

Park. Pass \_\_\_\_\_

Signed Agmt. \_\_\_\_\_

For Festival use only

Date received: \_\_\_\_\_

**Did You Forget Anything? Checklists:**

<b>Costs</b>	<b>Total</b>
___ x Space Fee \$500	
___ x (30\$) electrical service	
___ \$100 damage deposit (separate cheque)	\$100
<b>TOTAL</b>	

<b>Documentation</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Description, Menu and website for your product/services	YES	NO	NA
Stamped self addressed envelope	YES	NO	NA
Full menu (Food Vendors)	YES	NO	NA
Diagram of Structure	YES	NO	NA
Proof of insurance (required)	YES		
Contacted health inspector	YES		
Copy of \$2 million liability insurance.	YES		
Copy of a valid provincial Electrical Inspection certificate	YES		