

ROCK CREEK AND BOUNDARY FAIR ASSOCIATION
APPLICATION CHECKLIST FOR ALL NON-FOOD VENDORS
Closing date for Applications is August 15, 2024

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

You will receive a confirmation email upon approval of your application.

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

FIRST STEP: FOR REVIEW AND APPROVAL PLEASE INCLUDE:

1. Application & Invoice page completed.
2. Signed Rules and Regulations *be sure to review as there is information provided within & changes made*
3. Detailed description of items being sold. Please provide description, even if you have provided in the past.
4. If don't have your own liability insurance, please fill out our attached Acera Insurance form completely. This form must be accurate and complete.

SECOND STEP: UPON APPROVAL CONFIRMATION for the 2024 Rock Creek and Boundary Fair you *MUST* include the following and is to be submitted by August 15, 2024

1. A minimum of 50% of the fees must be received within 15 days of approval and is non-refundable.
2. The remaining balance of fees owing must be submitted prior to August 15, and is non-refundable.
3. Payment of fees:
 - a. By cheque or money order made payable to: RCBFA or Rock Creek & Boundary Fair Association and mailed to address below. No post-dated cheques.
 - b. E-transfers are to be emailed to finance@rockcreekfallfair.ca -please add in memo who the funds are for.
 - c. Cash can be dropped off to our office Monday to Friday 8:30am–12:30pm (or call for other arrangements)
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 a Named Insured.
5. If applicable any documentation for your products is to be sent into us also. If your certificates, permits, or insurance are temporary or pending, provide us with this information along with expected timeline for receiving updated documents.

Please ensure to follow up with the Vendor Coordinator within two weeks of submitting your application & documents to ensure that your paperwork has been received if you have not already had confirmation.

Vendors are responsible for their own tables, chairs, umbrellas, tent, tent floors and covers. Vendors are not permitted to encroach on adjoining and/or adjacent space, including advertising signs. All umbrellas, tents and/or canopies are required to be sufficiently and safely anchored to the ground from the time their umbrellas, tents and/or canopies are put up to the time they are taken down.

Applications, questions and/or inquiries can be directed to RCBFA Vendor Coordinator, Lesli Voss as follows:

Mail: 3880 Kettle Valley Road South, Rock Creek, BC V0H 1Y0
Office phone: 250-446-2465
*Email: vendor@rockcreekfallfair.ca
*E-transfers sent to finance@rockcreekfallfair.ca

Please note the change of all our emails

**ROCK CREEK AND BOUNDARY FAIR ASSOCIATION - GENERAL VENDOR
FOR COMMERCIAL, RETAIL & LOCAL, ARTISAN & CRAFTERS**

2024 VENDOR APPLICATION

Company Name:	Contact Person:
Address:	Phone:
City:	Cell:
Postal Code:	E-mail:
Contact person during Fair dates:	Contact person during fair cell #:

*please fill in legibly

BOOTH INFORMATION

Complete description of services, products displayed or sold: _____

NOTE: Only those items **listed** will be permitted. You **MUST** provide a full complete description of the products/service you wish to sell/display. Attach a separate sheet if more room is required. If this is your first application with the Rock Creek & Boundary Fair Association, please also provide brochures and/or photos of your products and your display booth as it would appear at the Fair.

BOOTH TYPE (pop up tent, trailer, motorhome, vehicle, etc.) _____ **Size:** _____

Will you be camping within your booth area? _____

There is very limited room for maneuvering vehicles & trailers into vendor spots so plan accordingly.

Any special requirements of your booth or setup? (please don't assume we know what you need/want or what you've had)

TYPE OF MACHINERY OPERATED (if applicable): _____

How many vehicles/Machinery will be displayed? _____

LIABILITY INSURANCE IS REQUIRED BY ALL VENDORS (including nonprofit):

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 13-16, 2024). This is not "loss" insurance. All fees and paperwork are submitted through RCBFA. The Cost is \$90.00 & is listed on Invoice. The ACERA Insurance form is included with the application package, and we require it to be filled out completely & accurately.

If you **DO** have your own insurance, the RCBFA and dates of fair must be listed as a Named Insured on your policy & you must provide us with a copy.

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.

Once we review your application & you receive approval then you can submit payment from page 2 INVOICE.

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: _____

All business contact information, forms, applications and rules and regulations referred to form 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.

INVOICE

VENDOR COMPANY NAME: _____

VENDOR NAME: _____

***CRAFTER VENDORS - BOOTH SIZE OPTIONS:**

FRONTAGE OF BOOTH	DEPTH OF BOOTH	DISCOUNTED COST ½ price discount (+GST)	CHOICE (CHECK ONE)
10 FEET FRONTAGE	20 FEET	\$75.00	
20 FEET FRONTAGE	20 FEET	\$100.00	
30 FEET FRONTAGE	20 FEET	\$125.00	
40 FEET FRONTAGE	20 FEET	\$150.00	
60 FEET FRONTAGE	20 FEET	\$175.00	
**10x10' Is available for Artisan Farmers market area ONLY			
**10 FEET	10 FEET	\$75.00	
**limited spaces		*pre approval required	

*To be classed as a "Crafter" vendor ALL items in your booth must be "HOMEMADE, HANDMADE OR HOMEGROWN" and not have a commercial store front location. **Artisan Farmers Market Vendors must be pre-approved, limited spaces.

RETAIL & COMMERCIAL VENDORS - BOOTH SIZE OPTIONS:

FRONTAGE OF BOOTH	DEPTH OF BOOTH	COST (+ GST)	LOCAL DISCOUNTS AREA E Residents Only- see map Plus GST	CHOICE (CHECK ONE)
10 FEET FRONTAGE	20 FEET	\$150.00	\$75.00	
20 FEET FRONTAGE	20 FEET	\$200.00	\$100.00	
30 FEET FRONTAGE	20 FEET	\$250.00	\$125.00	
40 FEET FRONTAGE	20 FEET	\$300.00	\$150.00	
60 FEET FRONTAGE	20 FEET	\$350.00	\$175.00	

*we no longer have any covered booths

LARGE COMMERCIAL VENDORS - BOOTH SIZE OPTIONS: (Machinery, large vehicles, trailers, RV, etc)

FRONTAGE OF BOOTH	DEPTH OF BOOTH	COST (plus GST)	LOCAL DISCOUNTS AREA E Residents Only- see map	CHOICE (CHECK ONE)
30 FEET FRONTAGE	40 FEET DEEP	\$350.00	\$175.00	
40 FEET FRONTAGE	40 FEET DEEP	\$400.00	\$200.00	
40 FEET FRONTAGE	60 FEET DEEP	\$500.00	\$250.00	
60 FEET FRONTAGE	60 FEET DEEP	\$550.00	\$275.00	

BOOTH CHOICE FROM ABOVE _____ ' FEET x _____ ' FEET \$ _____ (a)
 Are you applying with discounts? (Local Area E or Crafter HHH) _____ **DISCOUNT YES**

POWER (110volt) if requested: \$25.00 total for the 2 days (Sept 14 & 15) \$ _____ (b)

- (1) Power (one socket/plug) is only available for display lights, cash registers and credit card machines.
- (2) Power is NOT available for Camping or AC Units.
- (3) Please review #18 in Rules & Regulations closely for further power details & requirements. There will be electrical inspections done during fair dates.

DISPOSAL & MAINTENANCE FEE *New non-refundable fee. \$ 15.00 (c)

INVOICE CONTINUED:

Additional GATE PASSES # required _____ x **\$25.00**/each for extra passes \$ _____ (d)

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

***Any additional wristbands required must be purchased for each additional person/employee working/operating within the Vendor space.**

CAMPING PASS: _____ days x **\$23.81/night** Please check all that apply \$ _____ (e)

Thurs _____ Fri _____ Sat _____ Sun _____ Camping in: **CAMPGROUND** or in **VENDOR SPACE** (*please specify)

****This camping pass is not a parking pass. There will be NO delivery vehicles permitted on the grounds during the fair. If you require extra stock, it must be brought in by hand, wagon or unmotorized unit. If available staff may assist you with a golf cart. Unfortunately, you will not be provided with a parking pass, unless otherwise specified.**

INVOICE SUB-TOTAL (a+b+c+d+e)

\$ _____ (f) **SUB-TOTAL**

GST (f x 5%)

\$ _____ (g) **GST**

LIABILITY INSURANCE - \$2,000,000 (Non Food Vendors Only) **\$90.00** for weekend \$ _____ (h) ***if required**

All Vendors (including nonprofit) MUST have liability insurance

***If you do not have your own coverage, please complete our ACERA Insurance form and submit the additional \$90.00 payment**

INVOICE TOTAL (f + g) (+h only if required)

\$ _____ (i) **TOTAL**

minimum 50% is to be submitted ONLY upon application approval

Completing and submitting the application and associated documents DOES NOT imply or guarantee space at the RCBFA. Being a past Vendor and/or submitting this application does not guarantee approval.

We do not guarantee exclusivity of products. RCBFA reserves the right to limit or specify the products or services to be sold or displayed. Please review the Rules & Regulations carefully.

Applications are to be submitted to RCBFA Vendor Coordinator, Lesli Voss

Email: vendor@rockcreekfallfair.ca

Mailed to: 3880 Kettle Valley Road South, Rock Creek, BC V0H 1Y0

E-transfers are to be emailed to finance@rockcreekfallfair.ca - please add in memo who the funds are for.

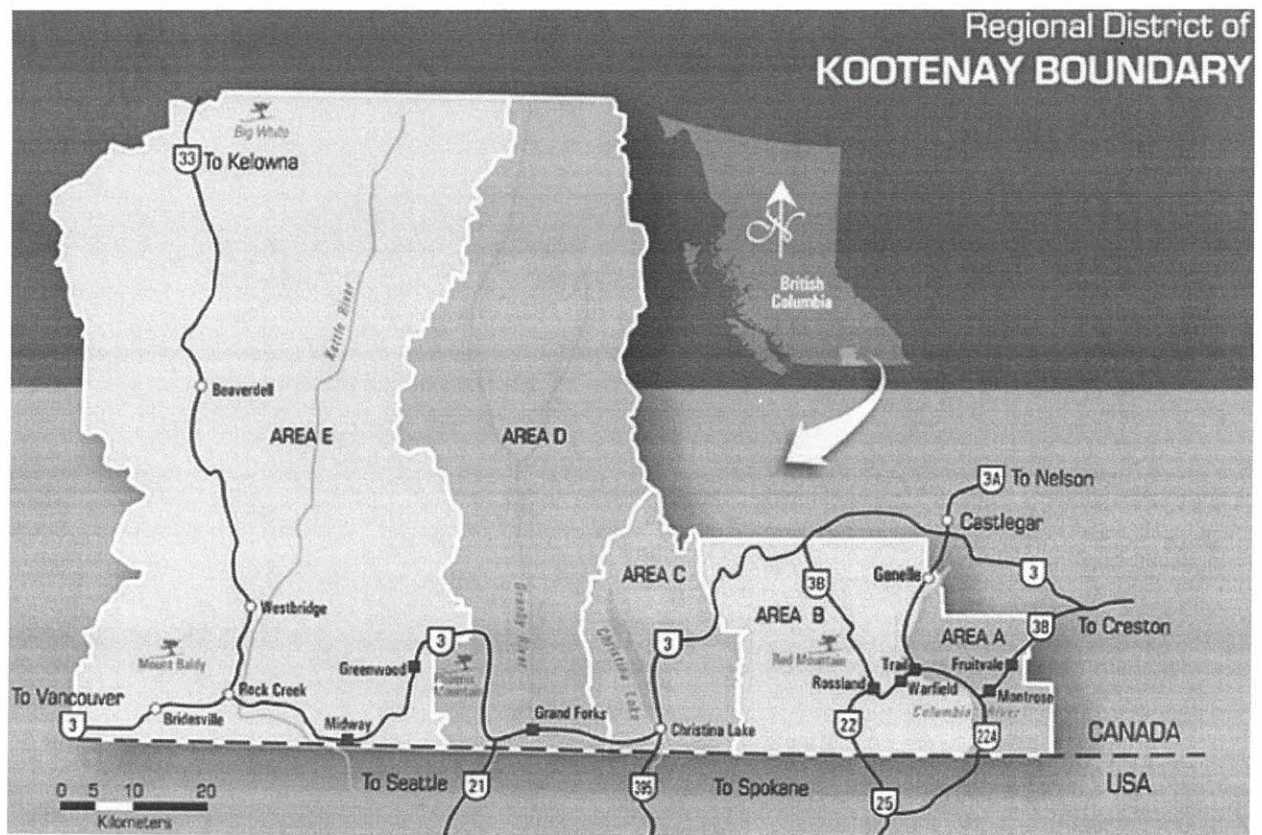
Please note the change in our email addresses.

VENDOR SIGNATURE: _____

DATE: _____

All business contact information, forms, applications and rules and regulations referred to form 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.

MAP SHOWING AREA "E"



ROCK CREEK AND BOUNDARY FAIR ASSOCIATION
VENDOR RULES & REGULATIONS

THESE RULES HAVE BEEN ADJUSTED SO PLEASE READ CAREFULLY AS IT CONTAINS IMPORTANT INFORMATION

In consideration of being granted a license to use specified facilities or space of the:

LICENSOR: Rock Creek and Boundary Fair Association, hereafter referred to as "RCBFA"

AND THE

LICENSEE: hereafter referred to as "VENDOR"

AGREES to all the terms, conditions and covenants herein contained and forms a binding contract between RCBFA and the Vendor.

TERMS AND CONDITIONS:

1. All applications are subject to approval from RCBFA and may be rejected. Upon application approval, a minimum of 50% of the total Vendor fees are to be submitted & are non-refundable. Upon receiving approval confirmation, the remaining fees due are to be submitted by August 15, 2024, including all documentation such as Insurance, licences, permits & certificates.
2. All Vendors, their agents, employees, affiliates, invitee's, contractor, subcontractors, or workers are subject to the "Rules and Regulations" of the RCBFA. No portion of the property or premises covered by this agreement may be sublet or assigned by the Vendor, unless agreed to in writing, by the RCBFA, prior to the event.
3. **OPERATION:** The Vendor agrees to staff the licensed space while they are open. Vendor operating hours are a **MINIMUM** of 9:00am -5:00pm Saturday & Sunday. Gates are open Saturday 7:00am -9:00pm and Sunday 7:00am - 5:00pm. Vendors cannot sell outside of gate open hours. The Vendor shall not employ a child under the age of 16 years. There must be someone working within or responsible for your booth during 9:00-5:00pm Saturday & Sunday.
4. **ALL VENDORS MUST HAVE LIABILITY INSURANCE.** This includes, nonprofit and vendors not selling anything, like education/information vendors. The Vendor is responsible for the placement and all insurance related to the participation in the Rock Creek & Boundary Fall Fair. The Vendor will provide to the RCBFA, a Certificate of Insurance which has the RCBFA as a named Insured and for the specific fair dates.
IF YOU DO NOT have your own insurance provider, please fully complete the ACERA Liability Insurance Application attached and include the payment. This form must be accurate and complete. (NON-FOOD VENDORS ONLY)
 - a) Non-food Vendors – minimum \$2,000,000.00 public liability insurance
 - b) Food & Beverage Vendors – minimum \$5,000,000.00 public liability insurance****Food Vendors cannot use our ACERA liability insurance coverage and must provide own coverage****
5. The RCBFA reserves the right to relocate or alter the space assigned to the Vendor. Vendor site allocation may be based on date of receipt of application and funds. Vendor package pickup is on fair setup dates & site location will not be revealed until then. Acceptance at previous RCBFA does not guarantee participation in this year or the same locations. Vendor layout may change from previous years.
6. Vendors shall NOT conduct a lottery or sell lottery and/or break open tickets, unless approved in advance by RCBFA. If approved, Vendor must comply with the regulations of the British Columbia Gaming Policy and Enforcement Branch. Such evidence of compliance must be provided to RCBFA. Vendors may have free draws or give-a-ways, only if completely free with no purchase requirement and should reflect the products or services exhibited by Vendor.
7. **NO PETS** are permitted on Fair Grounds or the Blaine Memorial Campground, unless part of the scheduled entertainment or exhibitions or be a "Certified" service dog with paperwork. Pets are permitted in the wilderness campground on the North side of the road however pets must be always on leash and not left unattended.

8. The Vendor is permitted to exhibit or sell ONLY those products and services approved by the RCBFA and as listed on the application form. No display or selling of items deemed as "Weapons or Drug Paraphernalia". NON-FOOD VENDORS ARE NOT PERMITTED TO SELL BEVERAGES OF ANY SORT.
9. Vendor acknowledges RCBFA will perform safety patrols and will take reasonable precautions to safeguard Vendor's property, however, RCBFA 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 Vendor.
10. **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. No use of cannabis is permitted.
* **NO ALCOHOL** is permitted on Fair Grounds, except in your personal camping areas in the campgrounds.
***NO FIREARMS, WEAPONS OR EXPLOSIVES** are permitted on Fair Grounds.
11. Vendors agree that no soliciting for any purpose will be permitted except from within the space licensed for that purpose. The Vendor agrees to maintain a neat and tidy space and not to go over your rented area or infringe on your neighbour's area. Advertising signs must remain within your rented space. Please take note all 4 of your vendor perimeter markers and DO NOT go outside of this area with any of your items.
12. **Samples & Food:** 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 and have certifications and must submit copies to us. The Vendor agrees to provide hand sanitization accessible and available to the public within their space.
13. **The Food Vendor** agrees to maintain clean premises and observe sanitary food handling practices. ALL Food Vendors, including samples, are subject to inspection by the Community Health Unit and mobile units must have current health and safety certifications. Failure to comply with health regulations may result in a closure of your booth/truck. RCBFA shall not be responsible for any actions or closures resulting from any Food and Safety Inspections.
14. **The Food Vendor:** MUST notify Vendor Coordinator if you are running out of menu items so that alternate food options can be considered instead of closing your booth. RCBFA food vouchers must be accepted as cash value and turned in with reporting on Sunday.
15. **WASTE/REFUSE:** There is now a non-refundable garbage/recycle fee charged which has replaced the former cleaning deposit. We will now dispose of all vendor garbage's that is put into the main bins.
 - a. Garbage and cardboard recycling must be disposed of in the main bins located in the pavilion parking lot and not left at your rented space, in or beside the refuse containers on the grounds.
 - b. Our staff collecting garbage is not responsible for removing your waste.
 - c. As part of our Green Initiative there is NO - Styrofoam containers, Plastic straws, Plastic stir sticks Plastic Cutlery or single use Plastic bags of any sort permitted on the RCBFA grounds, unless prearranged.
 - d. Grey 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 are 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 fair grounds upon departure. If there is grease or oil left behind, you may be subject to an additional environmental charge of \$200 for cleanup.
16. **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. No candles, sky lanterns or open flames at any time, except for Food Vendors. Vendors should consider having fire extinguishers available. ALL Food Vendors are required to provide and place appropriate fire extinguishers & have appropriate certification required for your food trucks & operations.
17. Mobile or self-contained units may not disturb the ground to level the unit. All Vendors are required to have their umbrellas, tents and/or canopies sufficiently and safely anchored to the ground from the time their umbrellas, tents

and/or canopies are put up to the time they are taken down. The Vendor shall be responsible for all damage to or loss of RCBFA property (except normal wear) which results from the Vendor's use of the property.

18. **POWER:** The Vendor shall be charged for electrical services to connect to power sources owned and operated by the RCBFA. We will have an electrician hired on site during fair who will be performing safety inspections and will be enforcing power usage issues. Any Vendor cord or electrical fixes that are required will be at Vendors expense unless it is deemed to be a RCBFA issue.
 - a. Regular 110-volt power only, unless otherwise prearranged (like food vendors). Our power is minimal.
 - b. You must provide your own power extension cords and cord covers, which are long enough to reach power supply so this may be more than 50'.
 - c. 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 (ex: visibly damaged, faulty, not CSA approved, etc) we will NOT provide you with power until the situation is corrected.
 - d. You must provide an electrical cord cover for any cords that present a tripping hazard.
 - e. Food Vendors are required to plug into appropriate power plugs; example if you are running 30amp equipment, you must not use an adapter to adjust cord down to a 110volt plug, and power requirements must be organized upon submission of application, not during setup.
 - f. Power will **NOT** be turned on until Friday morning in the Vendor field.
 - g. The power provided is **NOT** to run your camping units or A/C units & is only for necessary operations. Camping units must be self contained and may not plug into our power supply.
19. **CAMPING** is permitted in designated areas only and camping passes must be purchased & displayed. Camping passes are NOT included in your exhibitor fees, even if you are camping within your rented stall, but can be purchased on application or at the gate. If camping in your vendor spot you may not use the power for your RV and must be able to fit within space. There is very limited room for maneuvering vehicles & trailers into vendor spot so plan accordingly.
20. **PARKING** passes are not provided to Vendors. There is parking available across the road, however not in any designated areas. First come first serve parking. If you need to leave during the day we unfortunately cannot guarantee there will be any available parking spots close by.
21. **NOISE:** Undue noise will not be tolerated. Sound levels of radios, public address systems and all other sound amplification equipment must not interfere with other Vendors or event patrons. **GENERATORS WILL NOT BE PERMITTED** unless pre-arranged, by the RCBFA. If a generator is approved, it will still **NOT BE PERMITTED TO OPERATE OVERNIGHT OR IN CAMPGROUNDS** (except within allowed times). The decision of what constitutes undue noise shall rest with the management of the RCBFA.
22. The Vendor covenants and agrees to pay such fees and charges as determined by the RCBFA. Any monies or deposits paid to the RCBFA shall not bear interest to the benefit of the Vendor. Monies paid by the Vendor to the RCBFA shall be non-refundable.
23. **Cancellation or failure to appear** on the event dates shall result in forfeiture of deposit and/or fees paid. **NO** exceptions.
24. **Set Up & Move in Times – NO EXCEPTIONS & ENTRY THROUGH MAIN VENDOR GATE ONLY. DRIVE SLOWLY!** Please do not arrive at the last minute to set up. Absolutely no move in or out in after 8:00 AM on Saturday.
 - Thursday, September 12, 2024 between 3:00 PM and 7:00 PM
 - Friday, September 13, 2024 between 12:00 PM and 7:00 PM
 - Saturday, September 14, 2024 between 6:30 AM and 8:00 AM

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

25. If you are bringing your vehicle onto the Vendor Field, it **MUST** fit within your rented space. There is very limited room for maneuvering vehicles & trailers into vendor spot so plan accordingly. 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 after closing, NO EXCEPTIONS. If you need your vehicle during the weekend **DO NOT** bring it onto the Fair Grounds as you will not be permitted to move it.

- 26. **STOCK:** If you require extra stock, it must be brought in by hand, wagon or unmotorized unit. If staff is available, they may be able to assist you with a golf cart. NO vehicles are allowed on the field at any time during the weekend after gates close at 8:00 AM on Saturday.
- 27. Booth tear down **SHALL NOT** begin before 5:00 PM, on Sunday, no exceptions! **VEHICLE MOVE OUT SHALL NOT BEGIN UNTIL 6:00 PM** and the pedestrians are cleared from fair grounds, and only then under the direction of supervision of the Vendor Coordinator, Vendor Assistant or Safety persons. Please use caution & be patient!
- 28. These rules and regulations form part of the Agreement between the Vendor and the RCBFA.
- 29. 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.
- 30. The 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.
- 31. The 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.
- 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. If there are serious violations or damages an extra fee may be charged.

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

PRINT NAME: _____
VENDOR SIGNATURE: _____
DATE: _____

Fair Office Use Only:

Date Received _____
Amount Received _____ Amount Owning _____
Method of Payment: Cheque # _____ Cash _____ Money Order # _____ E-transfer # _____
Receipt # _____ Date: _____
Receipt sent via _____ Email/Mail/Other _____

