


# **\*\*IMPORTANT - NEW FOR 2022\*\***

## **DEADLINE TO SUBMIT VENDOR APPLICATIONS: AUGUST 15, 2022**

### **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 2022 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 2022 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.

### **HAND SANITIZATION**

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

### **PRICING**

As we are a family oriented event it is critical that we make it affordable for families to attend. Once through the gate, entertainment on the stage, in the arena, in the kid zone and interactive activities such as Miner's Alley, Rooster Scramble & Goat Tying, Axe Throwing and riding the Mechanical Bull have all been provided, to our Fair-goers, at no additional cost. Please consider these families when preparing price list.

# **ROCK CREEK AND BOUNDARY FAIR** **APPLICATION CHECKLIST FOR COMMERCIAL/RETAIL 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.

***ALL*** vendors are required to provide a cleaning deposit cheque in the amount of \$25.00 dated September 18, 2022. If the area you have rented is left clean and clear of all waste and recycling your cheque will be destroyed. If you leave behind ANY waste and recycling your cheque will be cashed.

**INSURANCE:** 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 15-18, 2022). 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 a Named Insured on your policy.

## **All requests for the 2022 Rock Creek and Boundary Fair *MUST* include the following:**

1. Signed Application Form completed in full. **MUST BE RECEIVED BY AUGUST 15, 2022.**
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. Cleaning Deposit **MUST** be in the form of a cheque in the amount of \$25.00 dated September 18, 2022.
5. 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.
6. All applicable permits and licenses, including Health and Food Safe Certificates, if applicable.
7. 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** 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, tent floors and tent covers. Vendors are not permitted to encroach on adjoining and/or adjacent space. 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 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

## 2022 COMMERCIAL/RETAIL VENDOR SIZES & RATES

**Covered Booths** – very limited number available

Under Grandstands – POWER AVAILABLE

8' X 10'	\$175.00 plus GST
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### **Retail Vendors**

10' x 20'	\$150.00 plus GST
20' x 20'	\$200.00 plus GST
30' x 20'	\$250.00 plus GST
40' x 20'	\$300.00 plus GST
60' x 20'	\$350.00 plus GST

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

30' x 40'	\$350.00 plus GST
40' x 40'	\$400.00 plus GST
40' x 50'	\$450.00 plus GST
40' x 60'	\$500.00 plus GST
40' x 75'	\$525.00 plus GST
60' x 60'	\$550.00 plus GST

Power is available, unless otherwise indicated, at a rate of \$25.00 for the weekend for **ONE POWER SOCKET/PLUG ONLY**. **Power is only available for display lights, cash registers and credit card machines.** If your lights, equipment or product draw more power than what is provided 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 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 \$23.81 +GST (\$25.00) per night whether you camp within your space or in the RCBFA campgrounds. Camping spots in the RCBFA campgrounds cannot be reserved. Generators are not permitted for campers, RV's or motor homes.

### **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, remove or move your vehicle on the Fair Grounds until Sunday at 5:00 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.

**ROCK CREEK AND BOUNDARY FAIR ASSOCIATION**  
**2022 APPLICATION/CONTRACT**  
**COMMERCIAL/RETAIL 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.**

**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): \_\_\_\_\_

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

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

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

Power<sup>(1)</sup> if requested: \$25/2 days only (Sept 17 & 18) \$ \_\_\_\_\_ (d)

**\*\*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 \$20.00 \$ \_\_\_\_\_ (e)

Camping (\$23.81/ night) (Please check all that apply) \$ \_\_\_\_\_ (f)

Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

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

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

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

Insurance - \$2,000,000 Liability Insurance Only - \$85.00 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 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 (one socket/plug) is only available for display lights, cash registers and credit card machines. Power is not available for RV/Camping Units. See Rules & Regulations for further details.

<sup>(2)</sup> 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

## 2022 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 Blaine Memorial 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 16 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 and **mobile units must have current health and safety certifications.**
17. Mobile or self-contained units may not disturb the ground to level the unit. All licensees 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.
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. **NEW!!! 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.**
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 i.e.: 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 OR TIRPPING 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 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. These rules and regulations form part of the Agreement between the licensee (Vendor) and the RCBFA.
28. Set Up/Move In Times – **NO EXCEPTIONS –ENTRY THROUGH MAIN GATE ONLY.**

Thursday, September 15, 2022 between 3:00 PM and 7:00 PM  
 Friday, September 16, 2022 between 12 Noon and 7:00 PM  
 Saturday, September 17, 2022 between 6:30 AM and 8:00 AM

**\*\*\*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 5:00 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.*

29. Tear Down/Move Out Times–Move out **SHALL NOT** begin before 5:00 PM on Sunday, September 18, 2022-**NO EXCEPTIONS.**
30. 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



# 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 :

Rock Creek & Boundary Fair Ground  
3880 Kettle Valley Road South  
PO Box 83,  
Rock Creek, BC V0H 1Y0

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

Starting Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

Time: \_\_\_\_\_ AM  PM

Ending Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

Time: \_\_\_\_\_ AM  PM

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 \_\_\_\_\_