



The Bulkley Valley Exhibition

PO Box 2281 • Smithers BC • V0J 2N0 • Ph. 250.847.3816 • Fax 1.250.847.3826 • bvfair@telus.net

VENDOR AGREEMENT 2016

DATES & HOURS OF COMMERCIAL AREAS: August 25 – 28, 2016

Thursday	1:00 p.m. to 9:00 p.m.
Friday	10:00 a.m. to 9:00 p.m.
Saturday	10:00 a.m. to 9:00 p.m.
Sunday	10:00 a.m. to 4:00 p.m.

EXHIBITOR'S SET- UP DAYS:

Wednesday Mall 10:00 a.m. - 9:00 p.m.
Hall 10:00 am – 6:30 pm. We close the halls early for our competition judging.

Thursday 8:00 a.m. - 12:30 p.m.

****Please ensure your vehicles are moved to the parking lot prior to 10:00 am to ensure a safe site for all our guests and participants.**

THEME: “Going Hog Wild At the 97th Bulkley Valley Fair”

An award will be presented to the best-decorated booth using our theme. Please return your completed form to the office prior to opening of the BVX -Thursday 1:00 pm. Included in your package.

REFUNDS OR CANCELLATIONS

Payment in full is due with your signed agreement. Deposits will not be accepted. Returned agreements without payment will not be considered as reserved and the booth space will be sold to another exhibitor.

***Cancellations received by July 1 will receive an 80% refund.

***Cancellations received after July 1 and before August 1 will receive a 50% refund only if the space is resold. No refunds will be given to “no-shows” for any reason. If you know that you are going to be arriving late because of out of town travelling, please notify the office to make special arrangements.

ALLOCATION OF SPACE

All exhibitors from previous year will have until April 1st to confirm your attendance with a signed agreement and full payment. You will be given preference to the same commercial space you had last year or a different location and/or additional square footage may be requested if needed and available. After April 1st all remaining commercial spaces will be sold on a first come basis. Written confirmations and receipts are sent out by the office upon receipt of payment.

ADDITIONAL PASSES

Please ensure that you have purchased additional admission passes for your workers if necessary.

2 Adult 4-Day passes are included with your package. See vendor pass order on the Application

TRANSIT PASS

One transit pass (included in the price) is provided with your Commercial package for your booth to share. This will allow you to transport merchandise with your vehicle **before 10:00 am and after 6:00 pm**. Vehicles must be parked in the lot outside the gate or at your campsite. Vehicles are not allowed to be parked on site with the exception of ground space renters. We reserve the right to tow any vehicle we feel is improperly parked. Driving speed on the grounds is 15 km.

**** FOR PUBLIC SAFETY**

**Absolutely NO vehicle movement between 10:00 am - 6:00 pm Thursday – Saturday
10:00 am - 4:00 pm on Sunday.**

INSURANCE

The BV Exhibition liability insurance does not cover your business during the BVX

If you do not have your own liability insurance please fill out the attached CGL application form for a \$2 million liability insurance coverage to you through our insurance carrier, this is not "loss" insurance. All fees and paperwork are done through BVX. Cost is listed on Invoice page.

If do you have insurance additional insured required are: Bulkley Valley Agricultural & Industrial Association dba Bulkley Valley Exhibition and the Town of Smithers and a copy of the insurance is required for our files prior to August 1st, 2016.

SECURITY

The enclosed BVX ground area is patrolled day and night by our safety team. The Halls and Mall are locked at 9:00 p.m. and the Mall has a silent Tolsec alarm system. The BVX does not provide security for commercial ground booths or property of the vendor.

BOOTH EQUIPMENT

Halls booth walls will be draped. One table, two chairs and one duplex outlet will be provided.

Mall booths will have one power duplex outlet only. – no tables or chairs.

Ground spaces DO NOT include power.

Rules for RAFFLE TICKETS & DRAWS

BC Gaming requires all raffles/draws require a gaming license. Any business or group conducting a raffle/draw or chance to win must request in writing permission from the BVX at least two weeks prior to the BV Exhibition. A copy of the BC gaming license must be provided to the BVX office before the first day of the BV Exhibition. Tickets are permitted for sale in the Commercial Vendor booth only. **No strolling soliciting is permitted.**

CONDUCT OF EXHIBITORS

The rights & privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interview, demonstrations, distribution of literature, etc. must be made within the parameters of the exhibit booth. Canvassing, solicitation of business, use of advertising material & distribution of circulars, catalogues &/or other advertising material for firms that are not exhibitors is prohibited.

The Bulkley Valley Exhibition has the right to decline or prohibit any exhibit or portion thereof that in our opinion is not proper or in keeping with the character of the Exhibition. It may restrict exhibits that, because of noise, acts, costumes, gimmicks, method of operation &/or materials for any reason become objectionable. It may prohibit or evict any exhibit that may detract from the general character of the Exhibition as a whole. This provision applies to persons, things, conduct, printed matter or anything else of a character that is determined to be objectionable to the Exhibition. In the event of such restriction or eviction, the Exhibition is not liable for any refunds, rentals, and/or other exhibit expenses incurred.

GENERAL

The Exhibition has the right to re-arrange the floor plan and/or relocate any exhibit. Exhibitors may use only their allotted area for display and may not at any time have **displays or signs outside the limits of their booths**. Any building erected by a renter or exhibitor must be removed within 10 days following the BVX. Such structures are subject to inspection by the building inspector.

While the Bulkley Valley Exhibition will take all reasonable precautions to ensure the safety of the exhibits, any machinery in motion or other exhibits liable to cause accident, injury, and/or damage to property or persons coming into contact with them shall be the Exhibitor's responsibility. The Exhibition shall not be responsible for any loss or damage to any such display and the Exhibitor agrees to indemnify and save harmless the Exhibition for and against any claims made as a result of injury to persons or property caused directly or indirectly from or arising out of such displays. The Exhibitor shall provide adequate supervision so as to prevent loss, damage and/or injury to persons or property on the Exhibition premises. Insurance coverage may be deemed necessary by the Exhibition and at the cost of the Exhibitor.

DISMANTLING

Please do not begin tear down until after 4:00 pm on Sunday. Some of our guests are still shopping right up to 4:00 pm. To aid equal and easier access in the Mall please pack up you booth prior to moving your vehicle into place for loading. This will make your fellow Vendors much happier. All exhibit material must be removed from the grounds by 4:00 p.m. on Tuesday directly following the Exhibition. The Bulkley Valley Exhibition is not responsible for any materials left by an Exhibitor after the exhibition is closed on Sunday evening.



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Location:

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2016 Vendor Application

Office Use
Date Rec'd _____
Dated confirmed _____
Package Completed _____
Invoice # _____

Company Name: _____

Contact Name: _____ Title: _____

Mailing Address: _____

Phone: _____ Cell _____

Email: _____ Website: _____

Please indicate type of business:

_____ Commercial/Retail _____ Industrial _____ Farm _____ Non profit

Please list products for sale or display:

Booth Preferences (see map): 1. _____ 2. _____ 3. _____

Vendor Pass Order:

- Extra passes must be ordered with this application and will be included in your package for any additional workers.
- Each Vendor receives two (2) complimentary 4-day passes or eight (8) single day passes plus one (1) transit pass

Vendor Complimentary Passes (<i>select one - weekend or day</i>)	_____ 2 Weekend	= NIL
	_____ 8 Day	= NIL
Vendor Transit Pass	__1__	N/A

EXTRA PASSES REQUIRED

Adult (12 & up) 4-day pass	_____ X \$25.00	= \$ _____
Child (6-12) 4-day pass	_____ X \$10.00	= \$ _____
Senior (60+) or Handicapped	_____ X \$15.00	= \$ _____
Extra Day Adult Day passes	_____ X \$ 7.50	= \$ _____
Four Day Camping pass (per site)	_____ X \$30.00	= \$ _____

Total Additional Vendor Passes: = \$ _____ **(A) carry forward to invoice**



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2016 VENDOR INVOICE

Johnstone or Davidson Hall: (Depth 8')

	Cost:	Qty:	
10' booth	\$348.00	_____	\$_____

Mall: (Depth 10')

8' booth	\$240.00	_____	\$_____
12' booth	\$360.00	_____	\$_____
16' booth	\$440.00	_____	\$_____
20' booth	\$550.00	_____	\$_____
24' booth	\$660.00	_____	\$_____

Grounds & Machinery Row:

20' x 20' booth	\$225.00	_____	\$_____
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Tent (in addition to grounds rental):

10' x 20' add	\$75.00 per tent X _____ (# of tents)		\$_____
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Ground Site Power G 14 – G 22 only \$100.00 per plug \$_____

(must supply your own extension cord)

Subtotal Booth Space:	\$_____ (B)
5% GST	\$_____ (C)

Insurance (Fill out attached CGL Application Form)

Per company rate	\$50.00	\$_____ (D)
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I/We have our own insurance and will supply a copy before to August 1st showing Town of Smithers and the BVAIA as named as additionally insured.

Total Additional Vendor Passes from Application (A): \$_____ (A)

Grand Total: \$_____ (A+B+C+D)

**** NOTE Packages will be available for pick up on Wednesday & Thursday during set up times at the Information Booth.**

Please make cheques payable and mail to:

Bulkley Valley Exhibition
Box 2281, Smithers, BC V0J 2N0

I, the undersigned, have read and understand the regulations of this agreement for the rental space at the Bulkley Valley Exhibition to be held August 25 – 28th, 2016.

Authorized Representative: _____ Date: _____