



Arrowsmith Agricultural Association

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Food Vendor Application

Coombs Fair | Saturday, August 12 and Sunday, August 13, 2023

It's that time of year again! The Coombs Fair invites all interested food vendors to submit a **Food Vendor Application** for the fair. Since 1913, the Coombs Fair has been celebrating local agriculture and fostering community spirit. As the first fair of the season, and one of the largest 4-H shows on Vancouver Island, this is a well attended event.

Section 1: Vendor Information

Business Name (write above this line)		
Contact Person	Phone	Email
Address	City	Postal Code
Contact person and phone number during event		

Section 2: Space and Power Requirements

Please note: The Coombs fairgrounds has limited electrical power available . There is a \$60.00 charge for use of power and water. Wi-fi is available on the fairgrounds. Fees cover both days.		
Total length of unit: (including hitches, front and back awnings and storage outside of the unit)		
Do you have a propane tank on your unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a generator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Power options: The fairgrounds have a VERY limited number of 30 and 50-amp services Multiple 15-amp services are available Power will be provided in order of applications received	<input type="checkbox"/> 15-amp service <input type="checkbox"/> 30-amp service <input type="checkbox"/> 50-amp service	
Do you require water? You must provide your own potable water hose Grey water must be self contained	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 3: Menu and Pricing

1) _____	\$ _____
2) _____	\$ _____
3) _____	\$ _____
4) _____	\$ _____
5) _____	\$ _____
6) _____	\$ _____
7) _____	\$ _____
8) _____	\$ _____
9) _____	\$ _____
10) _____	\$ _____

Section 4: Rules and Regulations

1. Food Vendors must remain open for business for the entire duration of the fair on both days.
2. Each vendor will receive four two-day wrist bands; additional wrist bands can be purchased at the office. Any person entering the fairgrounds **MUST** have a wristband or they will not be admitted.
3. The Arrowsmith Agricultural Association will not be responsible for loss, damage, or injury, but will take care to protect the property of the participants. The grounds are fenced and gated. Security will be on-site over the weekend and patrolling the fairgrounds throughout the night on Friday and Saturday.
4. Food Vendor must supply his or her own tables, chairs, and extension cords, and must also have an approved fire extinguisher in their unit.
5. Drugs, alcohol, smoking, vaping or use of e-cigarettes are not permitted on the fairgrounds.
6. Food Vendor must provide at minimum \$2,000,000 of general liability insurance. A copy of insurance naming **Arrowsmith Agricultural Association** as additional insured must be attached to the signed contract.
7. All food vendor equipment, or machinery in motion liable to cause accident, injury, or damage to person(s) or property coming in contact with such equipment, shall be adequately guarded and protected wherewith or from damage arising there from. Every Food Vendor shall indemnify the Arrowsmith Agricultural Association harmless of all costs, claims, demands, charges, and expenses whatsoever it incurs, suffer or to be put to reason of accidental death or any personal injury or damage to personal property suffered by reason of machinery, food poisoning or other exhibit used by a Food Vendor.
8. An application to Operate a Temporary Food Service must be completed, signed by the local health inspector and returned with your application. The form can be found at <https://www.islandhealth.ca/sites/default/files/2018-05/temporary-food-service-application.pdf>. Grey water must be self contained.
9. Please provide a complete list of menu items and price list with the application. Certain menu items may be restricted at the discretion of the Arrowsmith Agricultural Association.
10. All "Mobile Outdoor Food Service Equipment" (MOFSE) must bear an approval decal from the BC Safety Authority or alternatively must be certified & labeled by a Certified Organization accredited by the Standards Council of Canada.
11. CAN/CSA B149.1 Natural gas and Propane Installation Code, and the CAN/CSA B149.2 Propane Storage and Handling Code, are in effect.

Please note: All food vendor rental rates are based on 15% of gross sales, with a maximum fee of \$500.00. A minimum down payment of \$300.00 is required with application.

Final payments will be reconciled at the Fair Office no later than Sunday August 13 by 5:30pm. Prior to removal of truck.

Section 5: Applicant Checklist

- Vendor Agreement – Completed and Signed.
- Application to Operate a Temporary Food Service** from VIHA or a current copy of valid **Permit to Operate a Food Booth**.
- Copy of Proof of Insurance Certificate naming the Arrowsmith Agricultural Association as being additional insured. The Limit of liability shall be no less than \$2,000,000.00.
- Complete Menu and Pricing – Use Section 3: Menu and Pricing or attach a separate menu.
- 4 two-day passes will be issued to vendors. Additional passes may be purchased at the Fair Office.
- Down Payment Cheque (\$300.00) payable to Arrowsmith Agricultural Association due July 1st.

Please see Section 5: Concession Reporting Form for final payment details.

The undersigned agrees to abide by Section 4: Rules and Regulations outlined in this document, as well as all rules and regulations as set by any regulatory agency or governing body.

Signature of Applicant	Date
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OFFICE USE ONLY			
Down Payment Received	_____	_____	_____
	Date	Receipt Number	Amount
Final Payment Received	_____	_____	_____
	Date	Receipt Number	Amount
<input type="checkbox"/> Proof of Insurance Received	<input type="checkbox"/> Proof of VIHA Approval Received		

Section 5: Vendor Reporting Form

Based on 15% of gross sales. Please bring this completed form to the Fair Office on Sunday.

Business Name	Contact Name	Phone
Gross Sales		
	Saturday:	\$
	Sunday:	\$
	Total Gross Sales:	\$
Vendor Fee		
	Total Gross Sales:	\$
	Percentage	X 15%
*Maximum \$500.00	Vendor Fee =	\$
Subtotal		
	Vendor Fee:	\$
Less down payment	Down Payment:	\$ -300.00
	Subtotal =	\$
Power and Water (If applicable)		
	Subtotal:	\$
	Power & Water:	\$ +60.00
Total Vendor Fees	Total =	\$
<p>Min. \$300.00 without power or \$360.00 with power. Max. \$500.00 without power or \$560.00 with power.</p> <p><i>Thank you for participating in the Coombs Fair!</i></p>		