



Arrowsmith Agricultural Association

1014 Ford Road, PO Box 195 Coombs, BC V0R 1M0
 250-248-4458 | manager@coombsfair.org | www.arrowsmithag.com

Food Vendor Application

Coombs Pet Expo | Saturday, June 1, 2024 | 10am - 4pm

We are proud to present the second annual Coombs Pet Expo now included under the Coombs Fair umbrella of events. Same event quality you have come to expect from our team of volunteers with a new audience, our 4 legged friends. This just for fun Dog Show invites families and their dogs to participate in a variety of fun competitions. There will be games and activities as well as a silent auction. All proceeds are in support of the annual Coombs Fair and the Arrowsmith Agricultural Association. We will also be working with the PQB District 4-H dog project.

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.		
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
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 event.
2. The Arrowsmith Agricultural Association will not be responsible for loss, damage, or injury, but will take care to protect the property of the participants.
3. Food Vendor must supply his or her own tables, chairs, and extension cords, and must also have an approved fire extinguisher in their unit.
4. Drugs, alcohol, and smoking are not permitted on the fairgrounds.
5. 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.
6. 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.
7. 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.
8. 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/Coombs Fair.
9. 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.
10. 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 \$300.00. A minimum down payment of \$100.00 is required with application.

Final payments must be reconciled at the Fair Office on Sunday, August 11, 2024 by 6pm.

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.
- Down Payment Cheque (\$100.00) payable to Arrowsmith Agricultural Association due May 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>		