



Brought to you by:

SOUTH CARIBOO CHAMBER OF COMMERCE

At the South Cariboo Recreation Centre

Dear Business Owner and Non-Profit Organizations,

The South Cariboo Chamber of Commerce will be hosting a South Cariboo Summer Festival August 11th & 12th, 2018 at the South Cariboo Rec Centre.

This trade show portion of the event is dedicated to showcasing local businesses and organizations in the area and providing an entertaining and fun atmosphere for the community.

This exciting event will cater to all ages and have something for everyone. Events that are on the table and in the process of being planned are everything from live entertainment, skydiving, exhibits, animal and food demonstrations and even lawn mower races! Plus a kids area with Uncle Chris the Clown, over 2 dozen different demonstrations from organizations, beer gardens and multiple competitions are just to name a few of the events.

The event is a show case of the South Cariboo and what we have to offer and providing everyone with a fun filled weekend. We hope that you will consider showcasing your business or organization at the trade show portion of the event. We anticipate a high attendance with all there is to see and do.

Thank you in advance for becoming a part of the Festival and connecting with the community. If you have any questions please call 250-395-6124 or email manager@southcariboochamber.org.

Sincerely,

Shelly Morton

Executive Director

South Cariboo Chamber of Commerce



Saturday August 11th, 2018 10:00am - 8:00pm

Saturday August 12th, 2018 10:00am - 4:00PM

Headline Entertainment August 11th 5:00pm -8:00pm & August 12th 2:00pm - 4:00pm

Cancellation/Refund Policy

Vendors are liable for the full amount of the contracted space. Deposits are non-refundable and due June 15st, 2018 by 3:00pm. If proper cancellation notice is given in writing within 30 days (July 10th, 2018) of the Festival, the vendor will only be refunded if a replacement vendor has been found.

Insurance and Liability

All property of the vendor is at the sole risk of the vendor. South Cariboo Chamber of Commerce, Canlan Ice Sports Corp, Cariboo Regional District and the District of 100 Mile House will not assume any responsibility for the safety of the vendors property against theft, robbery, fire, accidents, or other mishaps.

Payment of Account

Accounts must be paid in full 30 days (June 15th, 2018) in advance. Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

Setup/Take Down

All food vendors will be allowed to begin setting up on Friday August 10th, 2018 between 9:00am and must be completed by 7:00pm. Set up can also occur on August 11th but vendors must be finished with all set up by 9:30am that morning. *** NO POWER UNTIL SATURDAY MORNING*** If you are requesting more time for set up, arrangements can be made to meet with you earlier. Please contact the Chamber office regarding.

ALL food vendors will be required to stay from opening at 10:00am, August 11th , until 4:00pm Sunday, August 12th, 2018. Live entertainment, demonstrations and activities will be on going until 4:00pm. Vendors must have all displays and products removed from the property by 7:00pm August 12th. Absolutely no pets are allowed into the building except Service Animals.

Alteration of Vendor Displays

In an effort to best serve the interests of the show, management reserves the right, without prior notification, to alter exhibits, aisles, common areas, booth location or those exhibits which hamper visibility to other displays.



Rental of booth space regulations

Subletting Food Vendor Space

No vendors shall sublet any portion of the booth space to another supplier without the expressed written consent of Management of the South Cariboo Chamber of Commerce.

Products

Products are limited to those products identified and approved on the registration form.

Staffing of Food Vendor

Vendors must staff their booths at all times during the show. A limited number of booth staff badges will be issued per booth and can be used to enjoy the event. Please contact the Chamber office if you have questions regarding purchase of volunteer passes.

Show Cancellations

Management reserves the right at all times to cancel or change the dates of the show in cases of circumstances beyond the control of Management without the exhibitors having any rights to compensation for any losses, costs, expenses, or damages which arise out of or are in any way connected with such change or cancellation. Only monies paid will be returned in the event of a show cancellation.

Please attach copies of all licensing and permits to sell at temporary markets and your current liability insurance information

Please contact Shelly Morton at the South Cariboo Chamber Office for inquiries
manager@southcariboochamber.org 250-395-6124



South Cariboo Chamber of Commerce
Contact: Shelly Morton
manager@southcariboochamber.org
250-395-6124

Food and Beverage Vendor Rules and Requirements:

- 1) Vendors shall be set up and ready to operate between August 11th 2018, 9:00 to 9:00, and August 12th, 9:00 to 4:00 unless otherwise authorized by the Festival Planning Committee. (There may be availability for set up the evening of August 10th 2018, we will confirm before finalization of applications) We expect that all vendors approved will be on site for the entire Festival.
- 2) Vendors are required to post permits (temporary or otherwise) and other licences they have where they can be seen by consumers.
- 3) Spaces will be assigned on a first come first served basis, unless a special request has been approved prior to the Festival dates. Please no site changes on arrival.
- 4) Some indoor seating will be available for consumers, but we encourage vendors to create portable offerings. If you want to bring chairs/tables to the event, this will require permission to set up before you arrive (pedestrian traffic considerations will be "safety first")
- 5) Vendors will receive 4 gate passes for both days to accommodate staffing, volunteers won't be available to assist with breaks. Please ensure all staff have their Food Safe Certifications.
- 6) There will be an ATM on site, but please be aware that local area banks are not open Saturdays, please ensure you carry adequate change.
- 7) Vendors are asked to provide refuse/recycling receptacles and empty them regularly throughout the day.
- 8) We love music, but during entertainment or equestrian events we will ask that any vendors tunes be turned off/down. Thanks !
- 9) We will ask that all promotional signage be restricted to your assigned site, we'll make every effort to promote our food vendors as the event nears.
- 10) We hope you have an enjoyable and successful time with us at the South Cariboo Summer Festival and we hope to see you back with us, bigger and better next year too !



Concession Name: _____

Contact Person: _____

Address: _____

Province: _____ Postal Code: _____

Phone: _____ Email: _____ Website: _____

Concession Description: (use additional sheet if needed or attach menu if applicable)

Total frontage required, including space for tanks and hitch: _____ feet

Power Required? _____ yes _____ no (first come first serve for power and location special fees may apply for hardwiring) (Do you need to keep you plugged in overnight? Extra fees will apply for security reasons)

Specify power needs (first come first serve) _____

Special Requests or need? _____

Number of Staff needing passes _____

We hereby apply for food vendor space in the 2018 South Cariboo Summer Festival and we agree to all the conditions as outlined under "Show Conditions". (See attached)

Name _____ Signature _____ Date mm/dd/yy _____

Space Rental Fee:

No power required: \$75.00 for the weekend - required by June 15th, 2018

Power Required: \$125.00 for the weekend - required by June 15th, 2018

*Please attach copies of all licensing and permits to sell at temporary markets and your current liability insurance information.

GST #119316149

NB "South Cariboo Summer Festival" reserves the right to approve or deny applications based on the rules set out by the organizing committee. Every effort will be made to ensure applications are successful, but we will look at limiting vendors of the same or very similar product. First reserved in each category will have preference.

Administration use only

Amount Paid	Date mm/dd/yy	Paid by: cash/Chq/Credit Card