



Food Vendor Info & Application Form

Thank you for your interest in the Fall Fair, we look forward to working with you.

The following rules apply to all Food Vendors:

1. Space size is approximately 10 ft. by 10 ft; allotment of space & placement of booths is at the discretion of the Fair.
2. Tables, tents and equipment must be set up the night before. Merchandise should be set up the morning of the fair. (for off island vendors special arrangement may be made with the Grounds Manager)
3. A representative will be present overnight to watch the fairgrounds. However, the Fall Fair is not responsible for loss, theft or damages. **The vendor is responsible for his/her own insurance for fire, theft, vandalism, etc.**
4. A commissionaire will be present overnight to watch the fairgrounds. However, vendors are advised to remove valuables when not in attendance.
5. All vehicles **MUST** be off the fairgrounds by 8:30AM on Sunday morning. **NO EXCEPTIONS.**
6. Anyone selling food or food products must submit an "Application to Operate a Temporary Food Service" to Island Health for approval (Except for licensed mobile food units). Island Health will send the Fall Fair a copy of all approved applications. No food vendor will be allowed onsite without an approved Island Health application. Be aware that processing time for these application forms can take up to 6 weeks.
7. Vendors are responsible for their own hand washing stations; water for this can be available in the form of a communal hose but grey water disposal is up to the individual vendor. Vendors must comply with basic health regulations; ie, cleanliness, packaging, temperature, and garbage management.
8. Electricity is limited and provided at the discretion of the Fair. An additional charge of \$20 will be applied where power is required. (You must provide your own 150', 12 gauge CSA approved extension cord.)
9. Cost of your booth includes the admission price of two people. If you require additional admissions, please be sure to pay for them at the gate once the fair opens. Thank you for honouring the honour system.
10. Under no circumstances are goods or equipment permitted to move out until after closing hour of the fair (5:00 PM)
11. The fair must go on, wind, rain or shine! Therefore, 'no shows' will not be invited back to future fairs and will forfeit their deposit.
12. If an exhibitor or concession fails to occupy the space allotted to them by 8:00 AM Fair Day, the space may be re-allocated. No refund will be made.
13. Since space is at a premium, apply early

Booth Rental (please specify)

- Minor Concessions (selling low risk foods) - \$50
- Major Food Concessions (selling foods other than low-risk) \$150
- Power fee - \$20 per circuit. Electricity is limited: while we'll do our darndest to provide power to those who require it, selecting this does not guarantee power. Availability will be confirmed after the application closing date (July 31). The power fee will be refunded if we are unable to supply the vendor. Quiet inverter style generators only. Noisy generators will not be permitted. **You must provide your own 150', 12 gauge CSA approved extension cord.**

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In the event the Fall Fair receives a greater number of applications than space available, a selection committee will determine the successful applicants based on the application date and menu selection. Every effort will be made not to duplicate menu items. Applications not accepted will have their money refunded.

Name of applicant _____

Name of business _____

Home/Cell # _____ / _____

Business Phone # _____

Contact Email _____

Mailing address _____

Postal Code _____

Type of vending booth:

Tent Dimensions: _____

Trailer Length fully open to end of hitch: _____ Vending side Passenger or Driver

Van Length bumper to bumper: _____ Vending side Passenger or Driver

If you have requested power, list **each appliance** you intend to run and how many amps each appliance requires:

Please list the types of food you intend to sell: _____

\$50 fee enclosed for Minor Concession (selling low risk food)

\$150 fee enclosed for Major Concession (selling hot or high risk food)

\$20 (per electrical circuit) enclosed for electrical power if required. *Checking this box does not guarantee power.*

Money will be refunded if the Fair is unable to supply applicant with power.

Please make cheques payable to 'Quadra Island Fall Fair'

Mail this completed application ***with fees*** to Vendor Co-ordinator
Annik Dumouchel, Box 84 Heriot Bay V0P 1H0
or drop off at Inspirations, Works of H'Art, or the Quadra Community Centre.

Application closing date: July 31, 2018

If you have any questions, please contact Annik at: annikdumouchel@gmail.com

Please keep a copy of this application for your records

Date received _____ (Fall Fair use only)