

# 110th Cobble Hill Fair

## Vendor Information

Saturday, August 24<sup>th</sup>, 2019  
7:30 a.m. - 5 p.m.



Our 110<sup>th</sup> Cobble Hill Fair in 2019 will be bigger and better than ever. We look forward to our long-time vendors joining us again with some new ones for this wonderful family event. We welcomed almost 5000 guests to our country fair last year and they enjoyed a wide range of exhibits, vendors, 4-H animal and activities, vintage machinery, hundreds of fair entries, horse and kiddie rides, great food and best of all – lots of good fun. Our new Vendor Village on the Cowichan Common got rave reviews and will again be a centre of vendor activity with its live entertainment, sheepdog trials and games.

Below are some basic terms and conditions for Vendor Space rental at our Fair. Fees are outlined in the attached vendor form. Please complete and send in your form. If there is anything we can do to make your Fair involvement a success, please let us know.

1. All vendors, including Not for Profit, and commercial entities at the Fair must have a signed agreement with the Farmers Institute. No Fair vendor has exclusive rights for products or services sold or offered.
2. There is one free entry pass for each vendor. Additional entry passes are available for \$7.00 each when paid for with your space application and prior to the deadline date of August 9, 2019.
3. Each space is 10 feet x 10 feet. Vendors can request different locations but this will only be granted if they can find someone to trade with or find an unallocated site. Final space allocation is the sole discretion of the Farmers Institute. Vendor locations will be circulated to all confirmed vendors as soon as possible after the deadline date. Larger sites may be available - just ask.
4. Vendors are encouraged to set up from **1:30 p.m. to 7 p.m.** on **Friday, August 23<sup>rd</sup>** when help will

be available or before **7:30 a.m.** on Fair Day. All vendors must be ready to open by 7:30 a.m. on Fair day and supply their own tents, tables, chairs and power cords, etc. No vehicle traffic is allowed on the Common. Also, due to the Fair's insurance policy, no vehicles are permitted on the fairgrounds between 7:30 a.m. and 5 p.m. on Fair day. Vendors must remain on the grounds until 5 p.m. No exceptions!

5. Electricity is available in 110 volt and 220 volt in various configurations as shown on the bottom of the next page. Please provide your own CSA approved extension cords or cables that are suitable for your needs. The Fair will provide your requested power needs to within 25 feet of your designated site.
6. All vendors must provide a **Certificate of Liability Insurance** for a minimum of \$2 million with the following statement on the certificate "*The Shawnigan Cobble Hill Farmers Institute and Agricultural Society are named as Additionally Insured*". **Food vendors are required to provide \$5 million coverage** while non-profit and low-risk vendors can purchase insurance coverage through the Farmers Institute upon application and for a fee of \$70.
7. Food vendors must comply with cleanliness, temperature and garbage standards and provide a copy of their current **Health Certificate** with their application. VIHA Health Inspector phone in Duncan is 250-737-2010, ext. 42018. Garbage disposal is the responsibility of the vendor.
8. Vendors must ensure the safety and security of visitors and not pose any health or safety risks.
9. Your application is not confirmed until all documentation and payment is received and you have received an email confirmation on or before August 9, 2019.

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## Vendor Application



Company/Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (mandatory): \_\_\_\_\_

Website: \_\_\_\_\_

Products Presented/Sold and Special Requests: \_\_\_\_\_

*If food vendor please attach menu*

Please read, sign and return this form with **Insurance Certificate** and **Health Certificate** (where applicable) to SCHFIAS, Box 148, Cobble Hill, BC V0R 1L0 or email to [cobblehillfairvendor@gmail.com](mailto:cobblehillfairvendor@gmail.com). Make cheque or money order payable to SCHFIAS and sent to the above address. E-transfers are also available on request. Deadline for completed application is **August 9, 2019**.

We agree to the Terms and Conditions of Space Rental at the 2019 Fair outlined herein:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name and then sign*

Do you wish to purchase Liability Insurance through SCHFIAS for a fee of \$70.00 YES  NO

Vendor Type	Rental Space	Power	\$7 Fair Pass QUANTITY	Health Permit ATTACHED	Insurance Certificate ATTACHED	Purchase SCHFIAS Insurance	Total Fees
Not for Profit or Display Only – no sales	1st 10' space free 2nd 10' space \$40	\$10	____ x \$7				
Commercial Display – no food sales	Number of Spaces x \$40	\$10	____ x \$7				
Minor Food Concessions (1 or 2 food items - small food truck)	\$175	\$15	____ x \$7				
Major Food Concessions (3 or more items - commercial truck)	\$340	\$20	____ x \$7				

### Electrical Needs:



110 Volt Outlets  
No. Required:



220 Volt Outlets  
No. Required:



220 Volt Outlets  
No. Required:

The Fair will provide your requested power needs to within 25 feet of your designated site.