



ALBERNI DISTRICT FALL FAIR INDOOR/OUTDOOR & FOOD VENDOR RULES AND REGULATIONS

The Alberni District Fall Fair (hereinafter referred to as ADFP) agrees to the rental of display space to the applicant, subject to ADFP's receipt of this application and the payment of the rental fees as listed on the application

- The Vendor agrees to supply ADFP with a certificate of proof of liability insurance naming ADFP as an additional insured party.
- All Commercial food vendors are required to obtain a temporary Food Permit from the Central Island Health Unit and forward to the fair office prior to August 15th
 - Food Vendors are responsible for their garbage removal to designated dumpsters and are responsible for supplying their own fire Extinguisher and all Equipment.
 - Should the applicant not be accepted to ADFP, written/ or verbal notice will be given within 14 days of its receipt and payment will be returned.
 - All draws and raffles are subject to the approval of ADFP. The draws and raffles must be of a minor nature under \$500.00 unless written authorization has been obtained from ADFP. All draws will be made on the Sunday afternoon. The draws will be made by the 4-H Ambassadors @ 3:00Pm on Sunday.
 - **DISPLAYS MAY BE SET-UP ON WEDNESDAY EVENING PRIOR, AFTER 5:00 PM OR BETWEEN 11:00AM AND 4:00PM ON THURSDAY OF THE FAIR. VEHICLES WILL NOT BE PERMITTED ON THE FAIR GROUNDS AT ANYTIME WHILE THE FAIR IS OPEN TO THE PUBLIC. A MAP OF YOUR BOOTH SPACE WILL BE SENT TO YOU AND MARKED WHEN YOU ARRIVE.**
 - All indoor spaces are 10'x10' black draped booths, a power outlet is provided. All vendors are responsible for their own tables, chairs, power cords.
 - All outside booths are 20'x 20' front, vendors are responsible for their own equipment. Power will be made available.
 - **DISPLAYS MUST BE MANNED AT ALL TIMES NOTE: ADFP is not responsible for security at your booth while the fair is open to the public. The Business Show closes at the below times; however, the fair actually closes Thursday, Friday and Saturday at 11PM and Sunday at 5PM**
THURSDAY - 5:00 pm UNTIL 10:00 pm
FRIDAY - 3:00 pm UNTIL 10:00 pm
SATURDAY - Noon UNTIL 10:00 pm
SUNDAY - 11:00 am UNTIL 3:30 pm
 - Exhibitors dismantling their booths prior to 3:30 pm on Sunday will be forfeited the possible opportunity from participating in future Fall Fairs.
 - Vehicles will not be permitted on the Fair grounds for the removal of exhibits until the draws are completed. Displays may be removed between 3:30 pm and 6:00 pm All displays must remove by that time.
 - **THREE** free admittance passes for each of the Thursday, Friday, Saturday and Sunday of Fair, for each booth. Other passes maybe purchased and will be available the at the time of set up. **THE PASSES CAN BE PICKED UP FROM THE FAIR OFFICE UNLESS NOTIFIED DIFFERENTLY.**

RETURN APPLICATIONS TO:
ALBERNI DISTRICT FALL FAIR
P.O. BOX 32 PORT ALBERNI V9Y 7M6
albernifair@shaw.ca

Once payment has been received your application will be processed and confirmation will be sent.

Please forward your certificate of insurance to the above address.