



April 26 & 27, 2019. Badlands Community Facility Field House

In 2018 we added a *Taste of Drumheller* area to showcase the talented and diverse food and beverage providers in our region at the Spring Expo, and we are pleased to be including it once again for the 2019 Expo.

Vendor details are enclosed. Please read all information carefully. Reserve your space by submitting the enclosed vendor agreement along with your deposit and included AHS Food Services paperwork.

**WHEN:**

The Taste of Drumheller (“The Taste”) will run during the same hours as the 2019 Spring Expo:

- Friday, April 26: 2:00-8:00pm
- Saturday, April 27: 10:00am-6:00pm

**WHERE:**

The Taste will be setup *inside* the Spring Expo trade show, with reserved booths near the Entertainment stage, a ticket sales station, and tables and chairs. Please see attached floor plan for more details on booth locations.

**WHAT:**

“Taste of” events usually include restaurants, caterers, and cafes/bistros offering “tastes” of food or beverages for purchase or in exchange for tickets purchased by event attendees.

What We'll Provide:	What You'll Provide:
<ul style="list-style-type: none"> <li>• A 10x10 booth with 3’ sidewall and 8’ backwall drapes, 1 table, (more can be requested), and 2 folding chairs</li> <li>• <b>Power-</b> 1500 W (additional can be purchased)</li> <li>• Marketing of the event, including show guides and paid advertising, from January-April 2019</li> <li>• Ticket sales booth- tickets will be purchased in \$2 denominations by attendees, and brought to your booth in exchange for food or drink items you provide</li> <li>• Reimbursement of 75% of the tickets redeemed at your booth (<i>ex. 75% of each \$2 ticket = \$1.50</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff-as much as you require to cover all hours of the event</li> <li>• <b>Food or beverage items that can be exchanged for amounts of 1, 2, or 3 tickets</b> (in other words, portions worth \$2, \$4, or \$6)</li> <li>• A visible <b>menu</b> at your booth listing above items</li> <li>• Plates, napkins, cutlery that you may require to serve the food or beverage item</li> <li>• A handwashing station for your booth</li> <li>• A \$250 deposit to secure your space, which will be refunded IN FULL provided that your booth has been manned for the full hours of the event</li> <li>• Signage for your booth</li> </ul>
<p><i>The Spring Expo staff will handle ticket sales. Vendors are responsible to retain and remit all tickets received at your booth to ensure you are properly reimbursed at the completion of the event. NO VENDOR is to take cash at their booth. Reimbursement will be calculated on a 75% value for vendors and 25% value for the Drumheller &amp; District Chamber of Commerce.</i></p>	



**TASTE OF DRUMHELLER VENDOR AGREEMENT for the 2019 Spring Expo**

BETWEEN: The Drumheller and District Chamber (hereby referred to as the DDCC) and

\_\_\_\_\_ (the vendor)

IN CONSIDERATION of the mutual covenants contained in this Agreement, the parties agree as follows:

- A. The DDCC shall permit the vendor to use the space described below for the period specified, subject to the terms and conditions on pages 3 & 4 of this agreement. The vendor acknowledges that the DDCC has the right to re-assign space to the vendor. Upon receipt of deposit, the vendor shall be entitled to indicate a preference of booth space: #1 choice: \_\_\_\_\_ #2 choice: \_\_\_\_\_ (please see floor plan on page 4)
- B. Deposit: The vendor agrees to provide a \$250 deposit to secure space, which will be returned at the end of the show provided the vendor has maintained a staffed booth for all hours of the event. If a vendor is observed to not have their booth in operation during any hours of the show; or to be prematurely dismantling their booth, the deposit will be forfeited. The show hours for the 2019 Spring Expo are as follows: Friday, April 26- 3:00pm-9:00pm, and Saturday, April 27- 10:00am-6:00pm.
- C. Terms and Conditions: The vendor acknowledges that they have read the Terms & Conditions on pages 3 & 4 of this Agreement, and agree to be bound by them.

I / WE HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS IN THE CONTRACT (ATTACHED):

Authorized signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Payment Options:

Cheque enclosed     Cash enclosed     VISA     MasterCard

Credit Card # (if applicable): \_\_\_\_\_ Exp: \_\_\_\_\_

Name on card: \_\_\_\_\_

Please list **all** food and beverage items you intend to serve: \_\_\_\_\_

**SUBMIT AGREEMENT, DEPOSIT & AHS FOOD SERVICES DOCUMENTATION TO:**

**Drumheller and District Chamber of Commerce ~ 60-1<sup>st</sup> Ave W, PO Box 999 ~ Drumheller, AB T0J 0Y0  
Fax: (403) 823-4469                      Email: m.henneigh@drumhellerchamber.com**

**Terms & Conditions:** The following rules become binding between the applicant (vendor), its employees and agents, and the DDCC, and any additions and/or amendments thereto that may thereafter be established or put into effect by the DDCC.

**1. Setup Information:**

- Personal table and/or cooking devices are allowable but must follow Food Safety Regulations. No open flame or deep frying.
- Sales materials such as signage, business cards, price lists and upcoming events is permitted in your booth.
- Vendors are responsible for plates, napkins and cutlery. If you have saucy finger foods, wet naps are recommended.
- Keep foods appetizer-sized and easy to serve. The maximum serving cost should be three tickets (equivalent to \$6)
- Please bear in mind the required food safety temperatures being recorded and knowledge of preparation, sitting times, hand washing stations, etc., staying within the bounds of the Food Regulation, Food Retail and Foodservices Code. A "Special Event Vendor Notification" form from Alberta Health Services will need to be completed and submitted to the DDCC.

**2. Set Up Schedule:**

- Vendors are welcomed to bring their materials at any time following 8:00am on Friday, April 26 but **MUST** be fully set up for when the Expo opens at 2:00 p.m. Food needs to be prepared to be served for 2:00 p.m. and will continuously be served during the Expo hours.
- Ensure that the DDCC is aware of your set up needs prior to the event if there is anything being set up besides your table.

**3. Ticket Sales Format:** Ticket sales will be available through the DDCC at a cost of \$2 per ticket. The tickets are used to purchase food at the differing vendors. At the end of the weekend, all tickets will be turned in to the DDCC, in which you will receive reimbursement of \$1.50/ticket.

**4. Vendor Registration:**

- Completed Vendor Agreement, deposit and AHS Food Services forms must be submitted no later than March 22, 2019.
- By submitting the agreement, you agree to the terms of our Vendor Contract.

**5. Space Assignment:** Spaces will be assigned to exhibitors according to a priority system based on earliest received completed vendor agreement and deposit. Every effort will be made to assign exhibitors to their chosen space. However, the DDCC reserves the right to make space assignments or change space assignments after acceptance of the agreement should it be deemed necessary and in the best interest of the exhibition.

**6. Deposit and Cancellations:** Deposit in full for exhibit space is due no later than March 22, 2018.

**7. Exhibit Standards:** The DDCC shall have the right to prohibit any exhibit which, in its opinion, is not suitable or in keeping with the character or purpose of the vendor exhibition. Questionable exhibits shall be modified at the request of the DDCC. The DDCC decision is final.

**8. Safety:** Any electrical equipment, including signs and lights, should be in good operating condition and able to pass inspection of the local fire department. Each vendor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exhibition.

**9. Use of Booth Space / Promotional Items Policy:** Vendors shall reflect their company's highest standard of professionalism while maintaining the space during Expo hours. The space must be maintained by one vendor representative at all times during Expo hours. All demonstrations and exhibits must be confined to the agreed space. No vendor shall assign, sublet, or share the whole or any part of this space without prior approval from the DDCC.

**10. Insurance:** The Vendor is responsible for the placement and cost of **insurance, licenses, and/ or permits** required by his/her participation in the show. The vendor shall assume all responsibility for loss or damage to his/her property due to fire, theft, flood, lightning, natural disaster, explosion or any cause whatsoever.

- a. The Vendor shall obtain and maintain at its own expense during the period commencing on the first move-in date and terminating on the last move-out date, a policy of insurance acceptable to Show Management. **The policy of insurance shall name the Drumheller and District Chamber of Commerce as additional insured with 30 days written notice of cancellation.** The policy shall provide coverage of at least **\$2,000,000** commercial general liability for each separate occurrence, and contain a **waiver of subrogation** in favor of the Drumheller and District Chamber of Commerce. The Vendor's insurance policy must be a minimum of "**All Risks / Broad Form**" property wording to cover damage to their own property, and to insure them against all claims of any kind arising from or in any way connected with the Vendor's presence or operations of the Show. If the Vendor decides not to carry its own property/contents coverage, and such property/contents are damaged while taking part in the Show, the DDCC assumes no responsibility for said damages. The Vendor must provide the DDCC with a copy of the policy.

**11. Liability:** The DDCC will not be held liable for any loss, expense or damage occurring to or suffered by said vendor or his/her employees, agents, or servants, or to the property of the aforementioned if said loss, expense or damage arose from or were in any way connected to the Show.

a. In the occurrence the event building should be destroyed by fire or otherwise, or if any circumstances whatsoever should occur which might make it impossible for the DDCC to permit vendors to occupy the premises or if the show is cancelled, the DDCC will be in no way responsible for any claim or damage, which might arise in consequence thereof. A refund of all monies received from the Vendor will be made by the DDCC in the event of this show not being held as proposed, and the DDCC shall be released from any claims for damages (direct and consequential).

b. The Vendor is liable for any damage caused to the building floors, walls, or to booth equipment, or to other vendor's property.

12. All rules, regulations, and codes pertaining to public buildings, liquor, food, health, fire, town ordinates, safety and electrical, both provincial and municipal, must be adhered to.

