



North Peace Fall Fair Society, Vendor Cover Letter

75th Annual, August 19th – 21st, 2022

April 19, 2022

Dear Business, Organization or Volunteer Group (hereafter called “vendors” for simplicity),

The annual North Peace Fall Fair (NPFF) will be held on August 19, 20, and 21, 2022 at the North Pine Fall Fair Grounds, just outside of Fort St. John.

Right of first refusal is given to the last Fair’s vendors and then we’ll fill any spaces left, or created after that, with new vendors. Spaces given will attempt to follow historical patterns, recognizing that there may be a need for flexibility. Following is a quick guide to requirements and fees. It doesn’t cover every situation, so be sure to reach out if you have any questions :)

DOCUMENTATION AND FEES, BY VENDOR TYPE:

Type of Vendor	Lease Agreement & contact info	Certificate of Insurance (See note below)	Health Authority Certification	Food Safe Permit	Fair Provided Booth – limited spaces	Vendor Brings Own Booth
Food Vendors (including kitchen & canned goods)	✓	✓	✓	✓	\$200 weekend*	\$100 weekend*
Goods Vendors (crafts, goods and low-risk foods) NEW: 2 vendors may share cost if they both fit in the 10x10 area	✓	NEW: Covered under the NPFF General Insurance			n/a	\$100 weekend*
Education or Information (library, church, PRRD, City FSJ, political parties)	✓	NEW: Covered under the NPFF General Insurance			\$0	\$0
Ancillary services (cash machine, first aid)	✓	✓			\$0	\$0
Fair Volunteers (Spinners & Weavers, Quilters, for example)	✓	Covered by Fall Fair policy as volunteers. No separate insurance required.			\$0	\$0

* The weekend is comprised of Friday afternoon/evening right through to Sunday at 5pm.

Insurance Requirements: Only for those vendors denoted above, please provide a certificate of insurance for \$ 2,000,000 Commercial Liability, naming Peace River Regional District and the NP Fall fair Society as an Additional Insured. Your insurance agent will know just what you need when you reach out!

New this year: We looked into the insurance requirements for vendors as the policy seemed onerous. It has now been clarified that vendors of low or non-risk goods or activities are covered under the general Fall Fair policy.

As an aside, vendors who currently have an annual commercial insurance policy, can extend liability to special events such as this / trade show's etc., usually at no extra charge. If a vendor does not currently have commercial insurance, quite often the cost of doing just one weekend is almost the same as getting a seasonal package that would cover you at all events you attend. Give yourself enough time to discuss with your insurance provider and avoid surprises! See below for insurance agent contact info in Fort St John.

Arrow Insurance Agency: 9920 107th Ave, Fort St John, BC V1J 2P6 Phone: (250) 785-1676

HUB International: 9324 100 St, Fort St John, BC V1J 3X4 Phone: (250) 261-6696

Western Financial Group: Suite 100, 10504 - 100 Ave, Fort St John, BC V1J 1Z2 Phone: (250) 785-4408

Booking deadline with completed Lease Agreement: Early Bird date to get in the annual printed/digital program is May 15th. Any spaces available after that will be allocated until July 15th as long as there's room. For goods vendors, that is pretty wide open as we have a lot of land. For food vendors, we want to make sure we don't oversaturate the event.

Payment deadline and deadline to submit all other documentation. Documentation and payment should be provided as soon as possible please (Lease agreement, Food Safe, Northern Health certs, proof of insurance etc), in order to guarantee your space at this year's Fair. At this time, payment via cheque or cash only please! If e-transfer becomes an available option I will send out a memo.

Lease Agreement and Documentation accepted via e-mail to npff.vendorinfo@gmail.com or by dropping off hard copies at SJA Promo, 8211 –100th Avenue, FSJ. I no longer work out of the SJA Promo office, but they are more than willing to be a drop-off spot for us again this year as well as sponsoring our photocopying. 😊

Map of grounds and vendors. For the last few Fall Fairs, in cooperation with SJA Promo, we have created detailed maps of the Fair Grounds with all of the vendors' locations. Ideal Office Solutions has once again agreed to print us 2500 double sided full colour maps, so if all your paperwork and fees meets the final, July 15th deadline, you will make it into the print copy.

Set up is to take place on Friday, with take down any time after 5pm on Sunday. Most Fair guests will be leaving by then, but with Heavy Horse Pull not to mention all the volunteers staying for cleanup, there may be some opportunities for a vendor staying later. If you're wishing to do this, please let us know. Food vendors will be spaced about the grounds to ensure their availability to as many people as possible. If you would especially like a spot by the light horse ring, or the heavy horse ring (Sunday dinner needed for the teamsters 😊) please let me know.

Specific needs such as access to power, water (both are limited), if you use generators (daytime, overnight, or both), accessibility needs, etc. must be communicated as soon as possible so that we can locate everyone in the spot best suited to them.

Competing vendors will be situated away from each other as much as possible. With food vendors, it is desired to have a combination of hot food, alongside a snack/treat or refreshment vendor. Sometimes, there will be some

crossover between menus, and it is assumed that in the spirit of a family fair, a “gentleman’s or gentlewoman’s” agreement can be reached between individual vendors.

Gate entry fees for all volunteers and workers must be paid to come into the fairgrounds. This is a blanket policy that applies to everyone from seasoned volunteer to kids and seniors, ensuring fairness to all. It’s \$10 a day for adults (or \$20 for weekend), and \$5 a day for students and seniors (or \$10 for weekend). Plus, your entry fee gets you a chance at the always fabulous door prize draws! 😊 You may purchase the wristbands in advance to give to your team, or reimburse them once they arrive.

Camping available but not beside your booth. Campground is located to the west side of the Fair Grounds. Weekend pass \$40.

In event of cancellation: If for any reason beyond our control the NPFF is cancelled this year, most likely reason being a new PHO, your fees will be refunded. If you cancel, especially as a food vendor, your fees *may* be refunded, at our discretion but you may be removed from our list of approved vendors for future years.

Thanks in advance for your participation and helping to make the North Peace Fall Fair such a success every year. It’s a great event for our regional community, because of people like you! 😊

Julie Roach-Burns, Director, Vendor Coordinator, Program Coordinator

Text: 250-262-6820

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