



## **2019 Non-Profit Trade Show Application Package**

- Benefits of Exhibiting
- Environmental Best Practices
- Exhibitor Rules and Regulations
- Application Checklist
- Application Form



**PLEASE NOTE: Two Distinct Applications:**

**Non-Profit Application and Commercial Application – Please ensure you are completing the correct Application Form**

**Why exhibit at the Annual Steveston Salmon Festival?**

Participate in “Canada’s biggest little birthday party” and celebrate our nation’s birthday at one of the oldest established community celebrations in Metro Vancouver on July 1<sup>st</sup>!

- Be a part of our continually growing event that has an average annual attendance of over 80,000
- 18,000 square feet of exhibit space at our Indoor Trade Show area
- Expect crowds who come year after year and look forward to our established family event
- Benefit from the relaxing atmosphere where people are receptive to new ideas in the marketplace
- Meet face to face with consumers to demonstrate, sample and sell
- Test market or launch your products and receive instant feedback
- Create awareness of your products and services to thousands of consumers
- Cater to a captive Richmond audience at the only trade show of its kind

**Exhibitor Benefits**

- Indoor pipe and drape style set up with 10’ wide x 8’ deep booth space; 8’ back wall and 3’x 8’ side dividers all in festive red and white curtains. Includes power, light, skirted table, two chairs.
- Outdoor 10’x 10’, 10’x 20’ or custom space to accommodate your special vehicle or display package; you provide your own set-up: tent, tent weights, tables, chairs, and dressing.
- Trade Show Exhibitors will be listed on:
  - ✓ Festival Program (5,000 distribution at the Festival and shared on-line)
  - ✓ Trade Show exhibitor roster (1/4 page) in the special Richmond News Festival Feature published the week prior to the festival
  - ✓ Festival social media feeds and other marketing opportunities when possible
  - ✓ Salmon Festival website including your business name and link to your website
- Opportunity to advertise in the Richmond News Festival Feature (to be negotiated between you and the News)

**Your support helps us help the Community**

A portion of the surplus generated by the Steveston Salmon Festival will be directed towards ongoing projects in and around the community centre for the benefit of the whole community. In previous years we have contributed to building the water park and educational garden. Our current focus is a capital campaign to replace the children’s playground in Steveston Park.

**Contact Us Today!**

To enquire about our Trade Show, please call 604-238-8080 or [admin@stevestonsalmonfest.ca](mailto:admin@stevestonsalmonfest.ca) .

*Deadline to apply is June 10<sup>th</sup>. Applicants will be notified within 7 days of their acceptance. Applications received and approved after May 1<sup>st</sup> may not be included in the festival print marketing due to publishing deadlines.*



# City of Richmond

## Best Practices for Managing Waste at Special Events for Vendors and Exhibitors Engineering and Public Works Environmental Programs

The City of Richmond is asking your cooperation in providing services and activities in a waste conscious manner at special events. We are aiming for 80% waste diversion by 2020, and we ask for your support in this endeavour.

In consideration of our goal, we recommend the following best practices for providing food and services in a sustainable and environmentally-friendly manner:

Reduce		Reuse	Educate
<ul style="list-style-type: none"> <li>Buy local and support the local food economy</li> <li>Avoid Styrofoam (expanded polystyrene) containers</li> <li>Avoid single-serve packaging; use bulk dispensers for condiments</li> <li>Use cloths/rags instead of paper towels for wiping up</li> </ul>		Reuse or take away any containers, boxes, and plastics used to wrap your products	Ensure on-going training of staff on recycling and waste reduction procedures  Please see below on what can be recycled
Vendors	Exhibitors		
<ul style="list-style-type: none"> <li>Choose 100% paper or recyclable plastic plates, cups, and wooden cutlery</li> <li>Consider dropping off leftovers at a food recovery outlet, e.g. Food Runners</li> </ul>	<ul style="list-style-type: none"> <li>Replace single-use booth materials with durable, reusable options (e.g. canvas)</li> <li>Opt for reusable or eco-friendly giveaways</li> <li>Go digital and reduce paper consumption</li> </ul>		

You may be offered the following for recyclables and organic materials; however, you must provide **your own garbage bin and bag**. Please keep all recyclables as dry and clean as possible. Unsorted waste materials will not be accepted.

Recycling				
<p style="text-align: center;"><b>Mixed Containers</b></p> <p style="text-align: center;"><b>Blue plastic bag</b></p> <ul style="list-style-type: none"> <li>Paper &amp; plastic drink cups with lids</li> <li>Refundable beverage containers</li> <li>Paper food containers &amp; cartons</li> <li>Gable-top containers (<i>milk, cream cartons</i>)</li> <li>Spiral-wound paper cans &amp; lids (<i>frozen juice, cookie dough, coffee</i>)</li> <li>Plastic containers, trays &amp; caps (<i>deli trays</i>)</li> <li>Plastic clamshells (<i>salad containers</i>)</li> <li>Plastic jars &amp; lids (<i>peanut butter jar</i>)</li> <li>Aluminum foil &amp; foil containers (<i>foil wrap, food tray, pie plates</i>)</li> <li>Tin cans &amp; lids</li> <li>Aerosol cans &amp; caps</li> </ul> <p><b>Not accepted:</b></p> <ul style="list-style-type: none"> <li>× Compostable or biodegradable plastics</li> <li>× Foil-lined paper wrappers or cardboard lids</li> </ul>	<p style="text-align: center;"><b>Soft Plastic &amp; Polystyrene (Styrofoam)</b></p> <p style="text-align: center;"><b>Clear plastic bag</b></p> <ul style="list-style-type: none"> <li>Plastic bags</li> <li>Plastic wrap</li> <li>Styrofoam</li> </ul> <p style="color: red;"><b>Beginning July 2018, surcharges apply to garbage containing over 20% Styrofoam packaging</b></p> <p><b>Not accepted:</b></p> <ul style="list-style-type: none"> <li>× Meat packaging</li> </ul>	<p style="text-align: center;"><b>Glass Containers</b></p> <p style="text-align: center;"><b>Grey Basket</b></p> <ul style="list-style-type: none"> <li>Clear or coloured glass bottles and jars (<i>pickle jars, spaghetti sauce jars, soy sauce bottles</i>)</li> </ul> <p><b>Not accepted:</b></p> <ul style="list-style-type: none"> <li>× Lids &amp; caps</li> <li>× Broken glass</li> </ul>	<p style="text-align: center;"><b>Food Scraps</b></p> <p style="text-align: center;"><b>Beige Container or Green Cart</b></p> <ul style="list-style-type: none"> <li>Food scraps</li> <li>Food-soiled paper towels, napkins, paper plates &amp; pizza boxes</li> <li>Coffee grounds, filters, paper tea bags</li> <li>Waxed cardboard</li> <li>Wooden cutlery</li> <li>Solid fat &amp; grease</li> </ul> <p style="color: red;"><b>Beginning July 2017, organics disposal ban surcharge threshold decreases to 5%.</b></p> <p><b>Not accepted:</b></p> <ul style="list-style-type: none"> <li>× Compostable or biodegradable plastics</li> <li>× Gloves</li> </ul>	<p style="text-align: center;"><b>Mixed Paper (Clean)</b></p> <p style="text-align: center;"><b>Yellow Bag</b></p> <ul style="list-style-type: none"> <li>Flattened cardboard boxes</li> <li>Paper egg cartons</li> <li>Cereal boxes</li> <li>Paper bags</li> <li>Newspapers, inserts &amp; flyers</li> <li>Writing paper</li> </ul> <p><b>Not accepted:</b></p> <ul style="list-style-type: none"> <li>× Waxed cardboard</li> <li>× Foil-lined paper</li> </ul>

If you have grease or cooking oil, please ensure it does not runoff into the storm sewer system. Collect this waste material in 5-litre containers and deliver to the City’s Recycling Depot at 5555 Lynas Lane.

There will be four streams collected in the patron area:



<b>Bottles &amp; Cans</b>	<b>Mixed Containers</b>
Refundable beverage containers	Containers including plastic and coffee cups
<b>Food Scraps</b>	<b>Garbage</b>
Food scraps and food-soiled paper	All non-recyclables and items for the landfill

*If you have any questions, please contact:*

*Emy Lai  
 Environmental Programs Department  
 City of Richmond  
 604-233-3318  
 elai@richmond.ca*



1. **THE STEVESTON SALMON FESTIVAL** as used herein refers to the Richmond Agricultural and Industrial Society (RAIS) and its employees and agents.
2. **ALLOTMENT OF SPACE:** Booth space is assigned by the Steveston Salmon Festival. In all cases the Salmon Festival reserves the right to reject or accept conditional applications at any time. Applicants will be notified of their application status within 7 days of submission. Every effort will be made to accommodate requests for a specific booth; however the final allocation will be made by the Trade Show committee. The Salmon Festival reserves the right to relocate booths as required should adjustments become necessary.  
OUTDOOR SPACE: Due to limited availability, all requests for an outdoor space are subject to a wait list. Any repeat vendors have first right of refusal for the same space they occupied the year before (see 4. “Grandfathering” below). Any new applicants interested in an outdoor space will be wait-listed in order of application date.
3. **USE OF SPACE:** The space contracted is to be used solely for the Exhibitor whose name appears on this application and only for those products/services listed on the Exhibit Space Contract. The Exhibitor agrees the allotted space shall not be assigned, shared, subleased in whole or in part except with the written approval of the Salmon Festival.
  - a. Indoor booth space is 8’x10’ and includes: 8’ high backwall drapes, 3’ high sidewall drapes, one 6’x 2’ skirted table, two folding chairs, one 600 watt power service, one 150 watt light. Double booth is 8’x20’ and double the accompanying table/chairs etc.
  - b. Minimum outdoor space is 10’x10’. Salmon Festival provides space only. Exhibitor is responsible for providing their own tent, tent weights, table, chairs, and any other required display material.
4. **GRANDFATHERING:** Steveston Salmon Festival reserves the right to grandfather a repeat exhibitor, including assigned booth space. Grandfathered exhibitors will be given first option and then applicants will be considered on a first come basis if space becomes available. Should there be multiple applicants with the same product, the Steveston Salmon Festival reserves the right to accept only one same-product exhibitor. **Deadline to confirm your return, including application and full payment, is May 1<sup>st</sup>.**
5. **CONTRACT FOR SPACE RENTAL:** Payment is due upon confirmation the applicant is approved. No refund will be made for space that is not used or for space that is unused during any portion of the show.
6. **PAYMENT & CANCELLATION: Full payment is due upon confirmation the applicant is approved.** Payment will be accepted by cheque payable to Richmond Agricultural and Industrial Society, or by credit card. If paying by credit card, an invoice will be emailed to you via Square for secure payment on-line. *Please note: NSF fee is \$35.25 (subject to change).*
  - **Early Bird Discount: Approved application and fees paid by Monday, April 1<sup>st</sup> save 10%**
  - **CANCELLATION:** Either party may cancel this contract on condition the WRITTEN NOTICE of such cancellation is received by the remaining party as scheduled hereunder; refunds will be applied as indicated. Charges will apply uniformly and whether or not the space is resold.
    - **Cancellation prior to May 15<sup>th</sup> – 90% refund**
    - **Cancellation from May 16<sup>th</sup> to May 31<sup>st</sup> – 50% refund**
    - **After May 31<sup>st</sup> – no refund**

## 7. SET UP GUIDELINES AND HOURS OF OPERATION:

### a. Indoor set-up must be done on June 30<sup>th</sup> from 1:00pm to 7:00pm.

- i. Please do not arrive any earlier than 1:00pm as prior to this time we are busy setting up the venue and will be unable to receive you.
- ii. Exhibitors will be unable to access the grounds by vehicle on July 1<sup>st</sup> due to road closures and restricted access, except by prior arrangement with the Trade Show coordinator.
- iii. July 1<sup>st</sup>: The building will be opened for vendor access at 7:00am for final set up.

### b. Outdoor set-up begins on July 1<sup>st</sup> at 7:00am.

- i. Please note that due to road closures surrounding the venue, vehicle access will be limited in the area. Road closures take effect at 8:30am.
  - ii. Any outside exhibitors bringing in vehicles and trailers for display must be in place no later than 8:00am. Late arrivals may be refused entry or relocated to a less desirable area as a result. The Trade Show coordinator will work with your team to schedule your arrival so the set up crew is prepared to assist with settling you into your allotted space.
    1. It is preferred that these types of exhibits be delivered on June 30, however we do understand that is not always possible.
  - iii. Outdoor exhibitors may deliver and store tents, equipment and supplies inside the net shed building on June 30 if they wish to do so; items may be delivered between the hours of 1:00pm and 7:00pm. All stored items must be removed by 8:30am on July 1<sup>st</sup>. Please ensure you clearly label ALL of your items so there is no mix-up with other vendors during the rush to set up.
- c. **Security:** Indoor exhibit building will be secured overnight; grounds will be monitored and patrolled by on-site security; however the safety of anything left outside overnight cannot be guaranteed.
- d. **Vehicle Access:** With the exception of display vehicles/trailers, exhibitors will be unable to access the grounds on July 1<sup>st</sup> by vehicle, except by prior arrangement and only for exceptional circumstances.

At the end of the day, vehicles will not be allowed on the grounds until AFTER 5:00pm to ensure public safety. Due to the high number of pedestrians on the grounds and surrounding area, please ensure you drive with extreme care and follow the direction of our volunteer traffic controllers.

### e. Operating Hours July 1<sup>st</sup>: All Exhibits are open to the public from 9:00am until 5:00pm.

- i. Booths must be staffed at all times during operating hours.
  - ii. **Break down may begin at 5:00pm, not before.** Please assist us with maintaining the integrity of the exhibit floor and as a courtesy to other vendors, do not begin take down of your booth until 5:00pm. If you run out of product or have other reasons for closing early, please remain at your booth and keep your display intact until closing time.
  - iii. All exhibitor booths must be completely cleared, including garbage and recyclables, by 6:30pm.
8. **ITEM FOR CHARITY RAFFLE:** All exhibitors are required to provide an item or discount for a community raffle benefitting our charity.
9. **INSURANCE REQUIREMENTS AND LIABILITY:** The Exhibitor is responsible for all damage to the exhibit facility, show property or display equipment. Exhibitors are responsible for all damage caused to same from any cause whatsoever. The Salmon Festival will take reasonable precautions to safeguard Exhibitor's property; however, the Salmon Festival assumes no liability for loss or damage through any cause of goods, exhibits, or other materials owned, rented or leased by the Exhibitor. The Exhibitor shall





indemnify the Richmond Agricultural and Industrial Society, Steveston Community Society, and City of Richmond against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the Exhibitor in connection with the Exhibitor's use of display space. The exhibitor will accept the space in the conditions in which it is rented. The Salmon Festival does not guarantee the structural integrity of rented space.

- a. **Third Party Liability insurance certificate is MANDATORY and must be provided no later than June 24 or forfeit your booth space.**
- b. Certificate must meet the following conditions:
  - i. a minimum of \$2 Million per occurrence including bodily injury and death and property damage;
  - ii. the following be named as additional insured:

City of Richmond  
6911 No. 3 Road, Richmond, BC V6Y 2C1

Richmond Agricultural and Industrial Society  
4111 Moncton Street, Richmond, BC V7E 3A8

Steveston Community Society  
4111 Moncton Street, Richmond, BC V7E 3A8

You will not be permitted to open your exhibit without proof of insurance.

#### 10. GENERAL GUIDELINES AND RESTRICTIONS:

- a. The Salmon Festival reserves the right to limit the generation of noise, dust, smoke, litter, method of operation, creation of safety hazards or any other results, which may become objectionable or otherwise distract from, or be out of keeping with, the character of the festival.
- b. To ensure exhibitors have a good sightline from the aisle, displays must not exceed the drapery or encroach into the aisles.
- c. **Exhibitors must confine their exhibit and all activities including distribution of advertising material within the limits of their allotted space.** Please do not block the aisles in any manner.
- d. Booths must be maintained in a tidy and orderly manner throughout the show. Please ensure you leave your booth area clean and **all garbage removed at the end of the day.** Steveston Salmon Festival complies with the City of Richmond requirements for event waste management. Please refer to the attached Environmental Best Practices for further information. A representative from the environmental committee may be in contact with you in advance to review your disposal plan.
- e. All signage must be professional in appearance.
- f. All products/services offered for sale must be listed on the application and approved in advance.
- g. The following is NOT permitted:
  - i. Due to fire regulations open flame of any kind including candles (Indoor and Outdoor)
  - ii. Helium Balloons
  - iii. Gambling activities of any kind, including but not limited to raffles and games of chance
  - iv. Soliciting of charitable donations
- h. All free prize draws or giveaways must be approved by the Salmon Festival. Sample ballots must be provided in advance. Please consult the Trade Show Coordinator.



- i. In the event it becomes necessary to restrict any installation or activity or to evict an offending exhibitor, the Salmon Festival will not refund exhibit fees or reimburse any other expenses incurred by the exhibitor as a result.
  - j. There is no storage space available outside your booth area except overnight June 30<sup>th</sup>. Please make your own arrangements for storing excess product on July 1<sup>st</sup>.
  - k. Vendors requiring power are responsible for providing their own extension cords.
  - l. **Outdoor exhibitor tents must be properly weighted or staked down. NO EXCEPTIONS.** Steveston is prone to windy conditions and untethered tents can become dangerous. Exhibitors must provide their own supplies as the Salmon Festival does not have the resources to provide tent weights.
  - m. The Salmon Festival reserves the right to exclude or limit the sale or promotion of select items, including but not limited to: bottled water, temporary tattoos, Canadian flags and similar Canada-themed novelties. All Exhibitors/Vendors must have written authorization from the Salmon Festival to sell and/or use these items for promotion.
  - n. **Under NO circumstances will any vending or free handouts of any kind (including literature) be permitted outside your designated booth space or anywhere on the Festival grounds or on the parade route.**
11. **INTERPRETATION AND ENFORCEMENT:** the management of the Salmon Festival rests with the Richmond Agricultural and Industrial Society. These conditions of contract, display rules and regulations form part of the contract between the exhibitor and the Salmon Festival. All matters in question not covered by these regulations are subject in the first instance to the decision of the President of the Richmond Agricultural and Industrial Society or a duly authorized representative. All parties shall adhere to all decisions so made.

**It is the responsibility of the exhibitor to be familiar with these rules and regulations. Please ensure you share this information with everyone who will be part of your exhibit team.**





## **APPLICATION CHECKLIST**

- Completed Exhibit Space Application**
- Detailed list of products &/or services to be exhibited (attach separate sheet if necessary)**
- Photos &/or brochures of products &/or services to be exhibited (Website link is acceptable)**
- A photo or drawing of how your booth will be set up**
- Certificate of Insurance – see Regulation 9 for important information including additional insured requirement. If unable to provide a certificate with your application, please advise when we can expect it.**
- Sample ballot for proposed prize draw or giveaway (if applicable)**
- Indication of the item or discount for a community raffle benefitting our charity**



74<sup>th</sup> Annual  
**Steveston Salmon Festival**  
 Monday, July 1<sup>st</sup>, 2019

**NON-PROFIT  
 TRADE SHOW  
 APPLICATION**

**19**

Application Date: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS/City: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ALT. PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

July 1 contact name/phone:  same as above, or: \_\_\_\_\_

**Mandate or Mission Statement of your organization:**

\_\_\_\_\_

**Please describe your plans for your booth display and/or activities you plan to offer:**

\_\_\_\_\_  
 \_\_\_\_\_

*We understand that this application becomes a contract after approval by the Richmond Agricultural and Industrial Society.*  
 **I have read and understood the rules and regulations, and will share this information with my exhibit team.**

\_\_\_\_\_  
 Signature of Organization representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

**INSIDE EXHIBIT BOOTH** (10' wide x 8' deep) includes 8' high back-wall drapes, 3' high sidewall drapes, 1 – 6'x 2' skirted table, 2 folding chairs, 1 – 600 watt power service, 1 – 150 watt light.

**Booth fee: \$200                      \$200.00**

**Optional: Extra skirted table \$50                      \_\_\_\_\_**

Subtotal                      \_\_\_\_\_

Less 10% early bird discount (if paid by April 1)                      \_\_\_\_\_

Add 5% GST                      \_\_\_\_\_  
 GST#802333112 RT0001

**Total Due:                      \$ \_\_\_\_\_**

Cheque Enclosed (Payable to: Richmond Agricultural and Industrial Society)     Credit Card (an invoice will be emailed for payment online)

<i>Staff Use Only</i>		
Date Application Received: _____	Received by: _____	Total Fees Due: \$ _____
Application Approved by: _____	Applicant Notified _____	Booth # _____