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## 2023 FOOD AND BEVERAGE SPACE RENTAL APPLICATION

MOVE IN	SHOW DATES & TIMES	MOVE OUT
Saturday, October 7, 2023 12:00 pm to 6:30 pm	October 7, 2023 8:00 pm to 1:00 am	At the conclusion Of the event

### AGREEMENT BETWEEN THE WEYBURN AGRICULTURAL SOCIETY AND

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

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

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

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

ONSITE EVENT CONTACT: \_\_\_\_\_ CELL: \_\_\_\_\_

**Rental Fees:** There is a \$100 deposit for each booth. The first booth, you will receive your deposit back with your share of the token sales following the event. Every additional booth is \$100 fee that will not be returned. Power is \$25 per booth. If the booth deposit refund is to be sent to a different address, please indicate that in the mailing address line, otherwise it will be sent to the business address.

Number of Booths \_\_\_\_\_ X \$100 = \_\_\_\_\_

Power Required? Yes/No \_\_\_ X \$25 = \_\_\_\_\_

**Total** \_\_\_\_\_

Payment can be made by E-Transfer to [weyburnagsociety@hotmail.com](mailto:weyburnagsociety@hotmail.com) or by credit card.

#### Sampling Coupons

These coupons are sold at the event @ \$1.00 each and are redeemed at the booths. The coupon sales are split with 60% to the vendor and 40% to the Weyburn Agricultural Society.

I understand this contract covers the ease and use of the exhibit space within Flavours of Fall subject to the rules, regulations, and conditions governing space rental which form part of this agreement.

Licensee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Submit application form prior to September 8, 2023  
 By email to [flavoursoffall@gmail.com](mailto:flavoursoffall@gmail.com)

# **BOOTH REGULATIONS/GUIDELINES**

## **RULES AND REGULATIONS**

ALL exhibitors must comply with the rules and regulations. The Flavours of Fall committee may add or adjust these rules and regulations as necessary to ensure the safety and security of the event, its property and all exhibitors, staff and guests associated with the event and the venue. Weyburn Agricultural Society is not liable for any damages or losses incurred as a result of participation with the Flavours of Fall Show.

## **PAYMENTS**

**Full payment for exhibit space must be made prior to move in.** Flavours of Fall committee reserves the right to refuse entry to any of the exhibitors whose accounts have not been made in full.

## **SOLICITATION**

Distribution of samples, promotional materials and soliciting of business must be within the exhibitor's booth space. Such activities will not be permitted in the aisles, lobby, or other exhibit spaces. Any unauthorized solicitation or distribution in the aisles or common areas will be subject to a fine.

## **COUPON SALES**

Coupons are the official currency of the show. The currency for coupon purchases is \$1.00/per coupon. Each booth will be issued a container for coupons. Coupons will then be counted at the end of the show. Cheque reimbursements will be issued within approximately 2 weeks.

**NOTE: ALL EXHIBITORS MUST ACCEPT SAMPLE COUPONS. NO CASH SALES**

## **THEFT PREVENTION**

It is recommended that exhibitors remove all articles of value from their booth. Weyburn Agricultural Society will take all reasonable security measures; however, removal of items will minimize the possibility of loss.

## **BOOTH INCLUSIONS**

The following services are provided:

- 8' Table
- 24 hour Building security and use of shared secure storage upon request
- Ice will be delivered to each booth
- Rinse bucket
- Garbage & Recycling Receptacles
- Labeled Token Container

## **CARE OF RENTED SPACE**

Exhibitors must ensure space rented for their booth remains in good condition. Any fastening done in the building must not deface the floors, pillars, or walls. Exhibitors will be charged for repairs or cleaning if these rules are not enforced. Furthermore, exhibitors will be entirely responsible for damages incurred to material lent or rented (drape & carpet etc.) and will have to pay for repairs or replacements.

## **GENERAL LOGISTICS**

### **INDOOR COOKING**

Cooking equipment that produces smoke or grease laden vapors are not permitted. Vendors must prepare and cook food offsite in a licensed approved public eating establishment and transported to the venue. At least one person in the booth must have and provide a copy of their food safe handling certification.

Hand washing stations will be available throughout the building.

***Food and Liquor Vendors must submit their menu no later than September 15, 2023, to allow for Public Health Approval. No Exceptions***

### **ICE**

Ice will be provided complimentary and will be delivered to each booth.

### **SINKS**

There will be shared sinks available for the exhibitors in the Exhibition Hall kitchen located in the lobby.

### **LIQUOR**

All liquor orders must be submitted by September 15, 2023. Liquor orders that are paid in full by noon on Friday October 6, 2023 will be picked up and delivered to the Exhibition Hall by the committee.

### **SERVING SIZES**

Wine – 2 oz

Beer – 4 oz

Spirits – ½ oz

Service will begin no earlier than 8:00 pm. Coupon sales will cease at 12:30 am. Last beverage poured at 12:45 am.

### **POWER**

Power is available upon request for an additional fee. Please bring your own power cords as none will be provided.

## **MOVE IN/MOVE OUT**

### **MOVE IN RULES**

The exhibitors may NOT begin to move in until the full rental amount has been paid.

Move in is between noon and 6:30 pm on Saturday, October 7, 2023. Move in must be completed and booths fully stocked by 6:30 pm. Doors will open at 7:45 pm

We encourage you to decorate your booth in a fall theme.

### **MOVE OUT RULES**

Exhibitors are not permitted to dismantle booths prior to the official show closing.

All product and displays must be removed from the venue at the conclusion of the show.

## **STAFFING/EXHIBITOR BADGES**

### **STAFFING REQUIREMENTS**

All staff must be 19 years of age or older, no underage visitors or staff are permitted under any circumstances. Exhibitors must have staff in their booth at all times during the show hours and for half an hour prior to show open and past show close. It is recommended that at least one staff member stay until all visitors have left the building. Weyburn Agricultural Society does not assume any responsibility for losses. Staff must always carry valid ID. All paid staff are required to have the proper certification for serving alcohol.

### **VOLUNTEERS**

The Flavours of Fall committee can provide volunteers to help staff your booth. If you require volunteers for your booth, please notify us by September 15, 2023.

### **EXHIBITOR BADGES**

All exhibitor badges are to be picked up during move in only. Exhibitors must have an exhibitor badge to enter the show. Badge passing will not be tolerated. At each entry and exit point you may be required to show identification that corresponds with your badge. Your badge will be confiscated without valid ID.

Two exhibitor badges will be provided per booth. Additional badges can be arranged by contacting the committee.

### **REFUSAL OF ENTRY**

Weyburn Agricultural Society reserves the right to refuse admission to the show building to any visitor, exhibitor, and exhibitors' employee who, in the opinion of the Weyburn Agricultural Society, is unfit, intoxicated or in any way creating a disruption to the show.

### **CONTACT**

Email: [flavoursoffall@gmail.com](mailto:flavoursoffall@gmail.com)

Weyburn Agricultural Society

Address: Box 699 Weyburn, SK S4H 2K8

## FREQUENTLY ASKED QUESTIONS

### **How much does a booth cost?**

\$100 deposit per booth

No charge for the first booth, \$100/booth plus applicable taxes for each additional booth

\$25 for power for each booth

### **What is included in my booth purchase?**

Each 10'x10' booth included:

1 8' skirted table

Power available for a fee

Ice

Shared refrigeration

24 hour building security

2 exhibitor badges

All other supplies must be provided by the exhibitor

### **What are the show dates and hours?**

Saturday, October 7, 2023 – 8:00 pm to 1:00 am

Doors will open at 7:45 pm

### **When is exhibitor move in?**

Saturday, October 7, 2023 – 12:00 pm to 6:30 pm

### **When is exhibitor move out?**

At the conclusion of the show

### **Can I give out swag?**

Absolutely!