FOOD AND BEVERAGE SALES

Edmonton EXPO Centre

APPLICATION PROCESS

- Review INDEPENDENT VENDORS RULE AND REGULATIONS on pages 2-4 (attached to this document)
- Complete and submit this form (along with required attachments) to foodservices@edmontonexpocentre.com 14 days prior to the start of the show
- Approval from both Edmonton EXPO Centre and Alberta Health Services (AHS) must be obtained and in full force prior to the selling of any product
- AHS Vendor Notification Form
- AHS Questions: edm.specialevents@albertahealthservices.ca
- On-site approval will NOT be permitted
- Food trucks/ trailers MUST be on the City of Edmonton External Approved Vendor List
- Sampling only: Food & Beverage Sampling Form

EXHIBITOR'S CORPORATE NAME: _____
AHS MOBILE UNIT #: _____
ADDRESS: _____
CONTACT NAME: _____
PHONE: _____
EMAIL: _____
NAME OF SHOW: _____

REQUIREMENTS (to be attached to this application):

- Certificate of Insurance Copy (Listing EEC and City of Edmonton as additional Insureds)

CITY OF EDMONTON
10th floor, Edmonton tower
10111 104 Avenue
Edmonton, AB T5J 0J4

EXPLORE EDMONTON CORPORATION
3rd Floor, 9990 Jasper Avenue
Edmonton, AB T5J 1P7

- Copy of Current Business License
- Photo of Booth or Truck and Signage
- Menu and Price List

Accordingly, the exhibitor acknowledges they have sole responsibility for the use, servicing, or other disposition of such items in compliance with all applicable legislation. The exhibitor agrees to indemnify and forever hold harmless EEC and the City of Edmonton from all liabilities, losses, costs, or expenses resulting directly or indirectly from their use, service or other disposition of such samples.

Signature:
Date:

RETURN THIS FORM 14 DAYS PRIOR TO COMMENCEMENT OF SHOW TO:
Email: foodservices@edmontonexpocentre.com Phone: 780.471.7327

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INDEPENDENT VENDORSRULES AND REGULATIONS

As a LICENSEE at the Edmonton EXPO Centre, it is your responsibility as set forth in this manual to know and follow all rules and regulations of Trade & Consumer Shows. Please ensure any representatives or employees working with you are also aware of this information.
In interpreting the following Rules, Regulations and Conditions "EDMONTON EXPO CENTRE" shall mean the Edmonton EXPO Centre and the "LICENSEE" shall mean the party named in the License Agreement.

ALCOHOL PRODUCT

As the sampling and or sales of alcohol carries a much higher potential risk to public health and safety, Exhibitors who wish to distribute alcohol samples or sell from their booth must first contact Edmonton EXPO Centre 780.471.7327 or foodservices@edmontonexpocentre.com. All requests must be approved in advance by the Edmonton EXPO Centre and must meet the requirements of the Alberta Gaming and Liquor Commission (AGLC).

PUBLIC LIABILITYINSURANCE

All vendors must possess a minimum of $2,000,000 Public Liability Insurance(per occurrence) and furnish proof of this insurance. Please ensure that both EEC and the City of Edmonton are listed as additional insureds. Proof of insurance must be submitted to the EDMONTON EXPO CENTRE, from the insurance company offices before access to your booth to set-up will be granted.

GOVERNMENT INSPECTORS

The LICENSEE will provide to all government inspectors or agents all information required in the conduct of their investigation and will not impede or overrule the work of any government inspector.

GARBAGE AND CLEAN-UP

All LICENSEES are responsible for disposal of their garbage and clean-up of their own booths. As the EDMONTON EXPO CENTRE is committed to an extensive recycling program, LICENSEES are requested to separate all recyclable materials and place them in appropriately marked bins. Both refuse and recycle bins will be placed in numerous locations throughout the site. The EDMONTON EXPO CENTRE staff will not collect or dump the LICENSEES refuse or recyclable materials. Clean up of aisles, streets, roads and areas provided for the public will be done by the EDMONTONEXPO CENTRE.

ELECTRICAL SERVICES

All LICENSEES are responsible for obtaining any power or water hook-ups that are required to operate your booth. Please contact ShowTech Power & Lighting at 780-429-1162 for all requirements.

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PRODUCT EXCLUSIVITY

Coca Cola Bottling Ltd. has an exclusivity deal with EDMONTON EXPO CENTRE, therefore all soft drinks, juices, and bottled water offered by vendors must come from a Coca Cola Bottling Ltd. vendor. Purchasing on-site is not available.

PAYMENT

To maintain adequate and sufficient records related to the conduct of its business, EDMONTON EXPO CENTRE shall have the right, at all reasonable times to examine and audit such records either by itself or through its employees, servants, or agents. Further, the LICENSEE agrees that EDMONTON EXPO CENTRE has the right to have a trained auditor in the LICENSEE'S booth at any time for the purposes of auditing sales.

The payment schedule is as follows:

- **Vendors are required to make percentage payments. A daily revenue breakdown or sales report showing the calculation of the percentage will be submitted along with the statement.**
- **A 25% commission (plus5% GST), is calculated based on your gross sales less GST, must be submitted to EDMONTON EXPO CENTRE the first business day following the closure of the event.**
- **Payment may be made using cash, certified cheque, Visa, Mastercard, American Express, Electronic Fund Transfer or debit.**
- **To make payment, please proceed to 4th Floor reception in the EDMONTONEXPO CENTRE**

1.01 LICENCESES, REGULATORY AUTHORITIES, RULES AND REGULATIONS

- **That the Management of EDMONTON EXPO CENTRE, shall have absolute right and discretionary power to interpret, alter, amend, add or cancel any of these rules and regulations and the LICENSEE agrees to be bound by such. The Management shall also have the absolute right and discretionary power to relax, vary or cancel any of these rules and regulations in individual cases.**
- **Except as provided in the Agreement, no further or other use of the premises shall be permitted except with the prior written consent of EDMONTON EXPO CENTRE, and subject to the terms and conditions in such written consent, which permission EDMONTON EXPO CENTRE may grant or withhold in its absolute discretion.**
- **That EDMONTON EXPO CENTRE reserves the right to remove from the Trade or Consumer Show Site any exhibit or LICENSEE which EDMONTON EXPO CENTRE deems unsuitable and retain all funds paid by the LICENSEE as liquidated damages.**
- **That the LICENSEE is responsible for securing storage space and shall not use the space allocated by EDMONTON EXPO CENTRE for that reason unless approved by EDMONTON EXPO CENTRE.**
- **That the LICENSEE's concession shall meet the following standards:**
- **have identifying signage which is professionally painted and installed**
- **clearly display, through professional signage, prices of the products for sale**
- **have all electrical hook-ups C.S.A.-approved and up to Electrical Code Standards**

- have the plumbing line (potable water and drains) hook-ups leak free. All hoses must be double braided or better and must have back-flow preventers installed within the booth. All plumbing lines for concessions must be a minimum of 100 feet
- contain a 20 lb. BC dry chemical fire extinguisher
- have its own garbage container
- be as depicted in the original application. Substitutes will not be accepted unless permission is given by EDMONTON EXPO CENTRE. If drawings were submitted, the booths must meet these requirements and be an accurate representation of the drawing
- containers with grease must not be dumped in the sewers. The LICENSEE must dispose their grease in the metal containers located in the compound areas

1.01 CONDUCT

- That EDMONTON EXPO CENTRE reserves the right to eject from the premises any person or persons who, in the opinion of EDMONTON EXPO CENTRE, are conducting themselves in an objectionable manner, and the LICENSEE hereby waives all claim for damages arising from the exercise of such right.
- That the LICENSEE shall maintain its space and area surrounding the exhibit or concession in a neat and clean condition. All storage must be out of sight of the general public. All goods must be stored in either the LICENSEE'S booth or in an off-site location. No additional storage is available or permitted within the buildings.
- That the LICENSEE will not create excessive noise and will conduct its operation in a business- like manner. The LICENSEE will not operate any sound device without written consent of EDMONTON EXPO CENTRE. This privilege may be revoked at any time.
- That the LICENSEE will adhere to the hours of operation set by EDMONTON EXPO CENTRE (where hours are set) and will not cease operation before the time set by EDMONTON EXPO CENTRE.
- The LICENSEE'S booth will open by the opening time noted and remain open until closing time every day regardless of weather conditions or attendance unless written permission is received from EDMONTON EXPO CENTRE management. Booths must be manned during operating hours.
- PRICE REGULATION: EDMONTON EXPO CENTRE reserves the right to regulate prices if EDMONTON EXPO CENTRE'S decision is that the prices set by the LICENSEE are excessive or too low. The LICENSEE agrees to abide by EDMONTON EXPO CENTRE posted prices if so set.

ARTICLE 2: MISCELLANEOUS

2.01 DELIVERY OF GOODS

Employees of EDMONTON EXPO CENTRE will not receive goods on behalf of LICENSEE. Arrangements for delivering and storage of goods are the responsibility of the LICENSEE.

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2.01 STORAGE

Storage of equipment on the grounds after the move-out deadline as listed on the face of this Agreement is not permitted. Equipment left on the grounds after the move-outdate will be removed or stored at the LICENSEE'S expense. The LICENSEE absolves EDMONTON EXPO CENTRE from any liability or claim with respect to such action taken after the move-outdate.

2.02 SALES

LICENSEE may use an Interac device for sales transactions. The Interac transaction shall be strictly on a product for purchase basis. LICENSEE is not permitted to advertise or offer a "cash back" opportunity for customers using the Interac device on a product for purchase transaction.

The granting of any privilege therein to the LICENSEE with respect to the sale of goods does not prevent EDMONTON EXPO CENTRE from granting such other similar privileges to other LICENSEES, as EDMONTON EXPO CENTRE deems appropriate.

2.03 OPERATIONS

LICENSEE will ensure full compliance to Alberta Health Services legislation relative to:

- **MOBILE FOOD VENDING UNITS**
- **SPECIAL EVENTS TEMPORARY FOOD ESTABLISHMENT VENDORPACKAGE**

FOOD TRUCKS

A food truck may be permissible in the building if the following conditions are met and verified by an EDMONTON EXPO CENTRE representative:

- **There is no more than ¼ tank of fuel in the truck. Vehicles that are fueled by propane are not permissible in the building.**
- **All food processes are done using electrical power.**
- **Prior to entry into the building, this criteria must be verified by an EDMONTON EXPO CENTRE Representative.**

LIQUID AND SOLID WASTES

All liquid waste shall be discharged directly to the sanitary sewer where accessible or to a holding tank adequate to meet the needs of your food concession.

The liquid waste disposal system must never be allowed to contaminate the food concession or the ground. The solid wastes shall be kept in covered, washable containers lined with plastic bags. They shall be emptied as necessary.

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EDMONTON FIRE DEPARTMENT
FIRE PREVENTION BRANCH FIRE SAFETY REQUIREMENTS GOVERNING EXHIBITS AND DISPLAYS IN ASSEMBLY BUILDINGS

PLEASE NOTE: The requirements as noted below are only a condensed version of the referenced sections of the Alberta Fire Code. If more information is required, contact the Fire Prevention Branch at 780.427.6868.

Equipment must be set up in a manner that will comply with acceptable safety standards and a suitable fire extinguisher shall be provided. If at any time the Fire Inspector deems such equipment to be operated in a manner dangerous to public safety, he shall direct the property owner to cancel the privilege of the exhibitor concerned.

Every display using an open flame must have a 2A 10BC rated (minimum) multi-purpose fire extinguisher. Food service concessions must have a 20BC rated (minimum) dry chemical, fire extinguisher.

- **Interior food service displays shall provide a diagram drawn to scale showing the location of cooking equipment (deep fryers, grills, and stoves) fire extinguishers and aisle space within the booth area.**
- **Open flame shall not be used solely for attracting attention. Motor vehicles designed for open air food services are prohibited in public assembly buildings.**

PROPANE USE IN THE EXPO CENTRE
The EDMONTON EXPO CENTRE values the safety of our customers, visitors, clients and staff. It is with this intent that the EDMONTON EXPO CENTRE has recently reviewed its policies on the use of propanein the building for events and exhibitors. Our goal is to be compliant with the governing Alberta Gas Regulation includedin the Provincial Safety Codes.This has been done in conjunction with and under the advisement of the City of Edmonton Fire Department and the City of Edmonton Safety Codes Plumbing and Gas Inspection Group. The Alberta Gas Regulation can be found here.