



Hosted by Community Arts Council of
Prince George and District
2880 – 15th Avenue
Prince George, BC www.bcgourmet.ca
Email: info@bcgourmet.ca

Vendor Information

Event Schedule

Friday, June 9, 1 pm to 8 pm
Saturday, June 10, 10 am to 6 pm
Sunday, June 11, 10 am to 4 pm

Load-in Schedule and Vendor Access

Please see the attached map for load-in location.

Load-In will occur at the Lower Level Freight Entrance, Near Zamboni Station

- Thursday, June 8; Doors are open to Vendors from 1 pm – 6 pm
 - Friday, June 9; Doors are open to Vendors at 8:30 am
 - Saturday, June 10; Doors are open to Vendors at 8:30 am
 - Sunday, June 11; Doors opens to Vendors at 8:30 am
- ✓ Please check in at the vendor help desk upon arrival. You will be given your event pass, booth number, and any other required documentation.
- ✓ Vendor employees and representatives must always wear the official Studio Fair exhibitor vendor badges while in the venue.

Professional Conduct

- Vendors must present themselves in a professional manner during the entire process of the Gourmet Festival including set up, public time, and on social media channels. Vendors will not engage in any fraudulent or deceptive advertising or selling practices. The event organizers reserve the right to intervene in any situation or practice that is deemed to be harmful to the reputation of the event, the organizer, and other vendors.

Vendor Set Up and Tear Down

- Vendors must complete the set-up of booths and displays within the time period specified by the event organizers. Vendors agree to not dismantle or remove their booth and goods during the entire length of the Gourmet Festival and the booth must remain completely intact until the official closing time of the last day of the exhibition. If you do sell out of inventory, please display signage on your booth stating, 'Sold out and a thank you to customers for your support'.
- Vendors will remove all goods and display materials and all other property from the venue within the period specified at the conclusion of the event. Additional fees may be incurred for failure to remove all property during the specified time.

Responsibility for Materials Stored on Site

- The Community Arts Council, Kin Centre, and their representatives are not responsible for any lost, stolen, or damaged goods stored on site for the duration of the event.

Booth Assignment

- The event organizers have the sole right to determine the location of vendor booths and reserve the right to relocate booths as dictated by floor plan changes and/or optimal traffic flow, crowd control, health safety measures or exhibit exposure.

Consumable Products

- All food items for sale must be packaged. If vendors are distributing any food or beverage for tasting or sampling, they must comply with all applicable Northern Health regulations. If sampling is approved, vendors are required to provide proper serving vessels and napkins and maintain the cleanliness of the booth and surrounding area.

Cancellation due to Health and Safety Concerns

- Should BC Provincial Health Regulations determine that this event is not viable to execute, the event organizers reserve the right to cancel the event and all contracts therein, without penalty or liability of any kind. In the event of cancellation, the event organizer will not be responsible for any vendor loss of business or any damage or expenses of any kind. In the event of such cancellation, the event organizer will refund all vendor fees paid to date, or with prior mutual agreement, apply pre-paid fees to a future event.

Vendor Cancellation

- If a Vendor wishes to cancel their participation after June 1, 2022 there will be no refund of any pre-paid fees and the Vendor will be responsible to pay all outstanding fees owed, as per their contract. All contract cancellations must be received in writing and confirmed via email to iredpath@studio2880.com

