2020 marks the 69th annual Red River Exhibition starting Friday, June 12th and concluding Sunday, June 21st. The EX is the largest annual attraction in Manitoba attracting over 210,000 visitors to the 10-day annual event. Red River Exhibition Park is located on the west side of Winnipeg, Manitoba at 3977 Portage Avenue just west of the Hwy 1 (Trans Canada) and Hwy 101 (Perimeter) intersection.

If you are interested in participating as a food concessionaire, please complete the enclosed application form. Applications may be downloaded electronically using our website: http://www.redriverex.com

Submissions will be accepted by EMAIL, FAX and MAIL.

1) EMAIL to: foodconcessions@redriverex.com
2) FAX to: (204) 888-6992
3) MAIL: Red River Exhibition Park
   ATTN: Food Concessions & Events Team
   3977 Portage Avenue
   Winnipeg, Manitoba
   R3K2E8

Concession Inquiries Contact:
Lisa Tully
Exhibits and Concessions Manager
Phone: (204) 888-6990 extension 4
Fax: (204) 888-6992
Email: lisa@redriverex.com
APPLICANT SELECTION PROCESS & GUIDELINES

1. Please read this information book before completing the application form.

2. All concessionaires must carry a minimum of $2,000,000 Public Liability Insurance. If the Concessionaire does not have annual insurance coverage they may contact Red River Exhibition Park for information on procuring insurance for The EX.

3. Application submissions do not guarantee space.


5. In an effort to select the best possible concessions, all applications must be accompanied by:
   • $2,000,000 Public Liability Certificate of Insurance.
   • Reference list or letters of recommendation if you have not previously participated in the Red River Exhibition.
   • A photograph or artists rendering of your concession.
   • A list of all products you intend to sell & pricing guidelines. Please note that some items may not be approved.

6. Applications are considered on the basis of:
   • Concession and product presentation.
   • Product balance on Exhibition site.
   • Uniqueness, appeal and suitability of product(s).
   • Location availability.
   • Reference check (new applicants).

7. Red River Exhibition Park reserves the right to refuse or dismiss any concessionaire who does not comply with Exhibition rules and regulations.

8. Incomplete or illegible applications forms will not be accepted.

9. Please return completed application forms by email to foodconcessions@redriverex.com by March 13, 2020.
2020 RED RIVER EXHIBITION CONCESSION INFORMATION

1. **FOOD AND BEVERAGE:**
   There is a voluntary commissary. **Gordon Food Services** has exclusive distribution on Red River Exhibition Park’s grounds. Concessionaires who wish to source products from another suppliers will be responsible for picking up these products off the Park's grounds, and transporting them onto the Park property themselves. **Deliveries from other suppliers will not be permitted.** If you are choosing to purchase your products elsewhere, please ensure that the food quality is top of mind.

   GFS Contact: Erica Instance, einstance@gfscanada.com, (204) 292-2221.

   **EXCLUSIVE PRODUCT SUPPLIERS:** *mandatory*
   - **PEPSI BOTTLING GROUP**
     - Email: foodconcessions@reddriverex.com
     - Pricing, fridge rental and delivery contact information will be provided with contract
   - **PROPANE & TANK RENTALS**
     - GLEN SCRIVENER: 204-793-7202, glen@ctrentals.ca

2. **INSURANCE REQUIREMENTS:**
   All concessionaires are required to obtain and pay for, keep in force, and to provide as proof a Certificate of Insurance covering the following:

   Commercial General Public Insurance against Personal Injury and Bodily Injury including Death and Property Damage, covering all operations of the Concessionaire, on an occurrence basis and having a limit of not less than **$2,000,000**, in respect to any one occurrence, including:
   - A) Premises and Operations Liability
   - B) Products and Completed Operations Liability
     (Including broad form property damage)
   - C) Blanket Contractual Liability
   - D) Owners Protective
   - E) Contractors Protective
   - F) Medical Payments Liability
   - G) Non-Owned Automobile Liability
   - H) Employees as Additional Insured
   - I) Incidental Medical Malpractice
   - J) Contingent Employers Liability
   - K) 30 Day Notice of Cancellation

   Such policies shall be endorsed to include the **Red River Exhibition Association** as an **Additional Insured**, with the inclusion of a Cross Liability Clause and Severability of Interest provisions. The required Certificate may be obtained through your own General Insurance Agent or through **Ruban Insurance Brokers Inc.** Phone: (204) 988-5000 Fax (204) 988-5003.

3. **ELECTRICAL CONSUMPTION:**
   Power charges are **$6.00 per amp per pole** plus **$100 per trailer hook-up fee** (minimum charge is **$100.00 per location**). All concessions must be wired with the service panel pre-installed to CSA specifications and have a minimum of 150 feet of appropriate sized cable. This includes service and support vehicles. Please note that repeated emergency/urgent service calls may result in additional charges.
4. CONCESSION RATES & PERCENTAGES:
Independent Midway Concessionaires and Exhibitors (food, games, novelties, rides, amusements and other non-food locations) shall pay:

1.) A Frontage Levy Fee of $18.00 per frontage foot. PAYMENT MUST BE INCLUDED WHEN YOU RETURN THE SIGNED CONTRACT.

2.) A percentage of **20% to 30%** depending on the type of sales and/or products being sold or displayed. The percentage payment is calculated as follows: Gross sales less GST and PST equals Concession Net Revenue less Tax. The percentage (20%-30%) is calculated on the Concession Net Revenue less Tax amount plus GST on the percentage payment, or Concessions/Independent Midway operators shall be required to pay a base guaranteed fee of $80.00 per foot of frontage versus the Percentage Payment, which ever is greater.

5. REPORTING & PAYMENT:
Daily percentage report forms are to be dropped off at the Exhibition Office no later than 3:00 pm daily.

Failing to do so will result in a $100.00 late fee charge. The late fee will increase in $100.00 increments for each additional time. (ie: 1st time $100.00, 2nd time $200.00, 3rd time $300.00) Percentage or rent payments not paid by 3:00pm on the designated days will be charged a late fee of $150.00. All percentage paying concessions are required to have cash tills and must attach till tapes to their daily reports.

6. CONCESSION PRESENTATION:
Concessions must be brightly lit at night, and display professionally created signage only. Hand painted and drawn signs will not be permitted. **Sandwich board signage is strictly prohibited.** Colours used should be bright and a professional designer should assist, if possible. Any canvas material should be kept clean, and should complement the rest of the concession. All grey water holding tanks, propane tanks, hitches and support equipment must be fenced/hidden from the public’s view. Please see the pictures of acceptable standards. Concession staff should maintain a professional appearance and attitude with the public at all times. Personnel must be neatly and cleanly attired. **Exterior sound systems are not permitted. Containers/cups requesting tips are not permitted.**

7. REFUSE/WASTE:
All Concessionaires must ensure that all refuse is placed in the designated dumpsters. If refuse, grey water or grease is not disposed of properly, or is put into a waste container meant for the public, a fine of $250 will be issued and you may not be allowed to return to the event in future years. Concessionaire grease disposal barrels and food waste bins are placed throughout the event grounds. If you do not see one located near you, please contact Red River Exhibition Park staff for assistance.

8. WATER DISPOSAL:
All food/drink concessions that are located where there is no access to sanitary sewer must have holding tanks to collect grey water.

9. PARKING AND PARK ACCESS:
All concessionaires will be required to stage their vehicles outside of the Park at a designated location. All trailers dropped must be sufficiently blocked with wooden pads. Upon arrival, all concessionaires will check in at the Main Office to pick-up their Concession Information Package, containing their location number, payment books and electrical hook-up tags. **No Concession will be hooked-up to power without an electrical hook-up tag attached to their cable.** All Concessionaires will be granted access to the grounds through the south service road gate. This access will be controlled by security that will allow concessions on the grounds once the locations are determined ready and/or adjacent units have been placed.

10. ADMISSION AND PARKING PASSES:
It is the responsibility of the Concessionaire to purchase all gate and parking tickets for themselves and employees.

11. VEHICLES:
All vehicles must be removed from grounds no later than 30 minutes prior to gates opening.
12. HEALTH AND FIRE INSPECTIONS:
All food concessions must be ready for health and fire inspections at 9:00am the day prior to the Exhibition opening to the public. Failing to do so may result in the concessions removal from the fair grounds.

Appendix A: Mobile Food Service Establishment Guideline (7 pages)
Appendix B: Mobile Food Service Units and Commissaries – Fire Safety Requirements and Fees (1 page)

13. TENTS:
Concessionaires wishing to use tents or temporary structures must comply with all City of Winnipeg Permits and Fire Department requirements. Those Concessions not complying with the aforementioned requirements shall be required to cease all activities until such requirements are met, or remove the tents or temporary structures as required. All Concessionaires using tents shall be solely responsible for repair costs of asphalt and roadways as deemed necessary by Red River Exhibition Park.

14. FIXTURES:
Any Concessionaires placing signage, lighting, banners, flags or décor on doors, walls, trusses, buildings or any other structure must have prior approval from Red River Exhibition Park.

15. TELEPHONE AND/OR INTERNET:
Concessionaires requiring telephone and/or data service during the show can call Bell MTS at (204) 225-5687 or (800) 833-2054. Orders must be placed a minimum of 3 weeks in advance.

16. WINNIPEG FIRE DEPARTMENT:
All concessionaires that do not have a valid City of Winnipeg Fire Inspection will be inspected by the City of Winnipeg Fire Department to ensure you are meeting all fire safety requirements. The interpretation and enforcement of applicable laws and regulations will be conducted by the fire marshal, and must be complied with. There is a mandatory fee of $160 per booth inspection. Red River Exhibition will invoice, collect payment and forward to the City of Winnipeg.
DO NOT SEND PAYMENT WITH THIS FORM

Food Concessions Application Form

Legal Business Name: __________________________________________________________

Operating Name: ______________________________________________________________

Contact Person: ________________________________________________________________

Address: ____________________________ City/Town: _________________________________

Province/State: _______________________ Postal/Zip Code: ____________________________

Phone: (                           ) ___________________ Cell: (                           ) ___________________

Fax: (                             ) ___________________ Website: ____________________________

E-mail: __________________________________________________________________________

The Red River EX is committed to offering a variety of food choices. We request you indicate any GLUTEN FREE menu choices. A list will be prepared and considered a starting point for visitors. We still recommend they ask questions prior to ordering and eating any food at the 2020 EX.

Type of product(s)

<table>
<thead>
<tr>
<th>Type/ Description</th>
<th>GLUTEN FREE</th>
<th>Price</th>
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References: Minimum of (3) three contacts at recent exhibition/fairs to be provided upon request.

If your application is selected to participate, you will be sent a formal contract to be signed and returned.

EMAIL completed forms (pages 6 – 8) to: foodconcessions@redriverex.com
Concession Space Information

If you require more space to identify products for sale or if you would like to request additional Midway space, please copy this form and attach.

INDEPENDENT MIDWAY SPACE (OUTDOOR)

1. Name of Trailer
   ✓ Check Applicable Boxes

   **Total Frontage:** _______(feet) X **Total Depth** _______(feet)
   Include awnings, hitch & stakes

   **Model Type:** (please check one)
   ✓ Check Applicable Box
   □ In Line     □ Centre Line

   **Type of Operation:** ________________________________
   (Examples: tent, trailer, roll off)

   **Pull In Direction For Trailer Units:** (please check one)
   ✓ Check Applicable Box
   Serving Counter Location: □ Drivers Side   □ Passenger Side

   **Booth Requirements:**
   ✓ Check Applicable Box
   □ Water    □ Drain
   □ Other ___________________________

   □ Power: ________amps x _______poles =________________________

   TOTAL AMPS

   The concession fee includes water, however the concession must provide adequate hose and plumbing (sinks, backflow preventers, etc.)
   power charges are **$6.00 per amp, per pole, per location** (minimum charge of $100.00 per location)
   An electrical **hook-up charge of $90.00 per booth** for each tie in or plug in.

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**AERIAL VIEW**

```
+------------------+
| Food Truck/Trailer|
| Serving Window   |
| hitch            |
| awning           |
+------------------+
```

TOTAL Frontage

TOTAL Depth

Prep
BBQ

TOTAL Frontage

Serving Window

awning

awning
2. __________________________________________________________

Name of Trailer

**Total Frontage:** ____________(feet) **X Total Depth** ____________(feet)
Include awnings, hitch & stakes

**Model Type:** (please check one)

☐ Check Applicable Box

☐ In Line   ☐ Centre Line

**Type of Operation:** _________________________________
(Examples. tent, trailer, roll off)

**Pull In Direction For Trailer Units:** (please check one)

☐ Check Applicable Box

**Serving Counter Location:**  ☐ Drivers Side   ☐ Passenger Side

**Booth Requirements:**

☐ Check Applicable Box

☐ Water   ☐ Drain

☐ Other ___________________________

☐ **Power:**__________amps **X**___________poles = __________________________

**TOTAL AMPS**

3. __________________________________________________________

Name of Trailer

**Total Frontage:** ____________(feet) **X Total Depth** ____________(feet)
Include awnings, hitch & stakes

**Model Type:** (please check one)

☐ Check Applicable Box

☐ In Line   ☐ Centre Line

**Type of Operation:** _________________________________
(Examples. tent, trailer, roll off)

**Pull In Direction For Trailer Units:** (please check one)

☐ Check Applicable Box

**Serving Counter Location:**  ☐ Drivers Side   ☐ Passenger Side

**Booth Requirements:**

☐ Check Applicable Box

☐ Water   ☐ Drain

☐ Other ___________________________

☐ **Power:**__________amps **X**___________poles = __________________________

**TOTAL AMPS**
ACCEPTABLE SUPPORT EQUIPMENT

SCREENING/FENCING

X NOT ACCEPTABLE SUPPORT EQUIPMENT

Presentation Standards

• Exteriors shall be well maintained and clean
• Professional signage only - hand written signs are not acceptable
• Plants, flooring and other decorative props are preferred
• Concessions that are trailer mounted or roll off style shall be skirted to the ground and hitches removed or covered appropriately
• Menu prices are to be clearly displayed

Red River Exhibition Park has limited R.V./Living Quarters space. These spots are rented on a first-come, first serve basis.

Cost for each 20’ spot is $50.00 per day plus tax.
Each spot is limited to: 1 R.V. / Living Quarters
  2 Vehicles
  1 Stock trailer
($6.00 per amp electrical charge applies for stock trailer)

Please contact Red River Exhibition Park for an application form.
Payment must be included with request form to ensure spot.

Completed application forms with all enclosures are sent to:

Red River Exhibition Park
ATTN: Food Concessions & Events Team
3977 Portage Ave
Winnipeg MB.
R3K 2E8
Phone# (204) 888-6990  Fax# (204) 888-6992
Email  foodconcessions@redriverex.com