



2023

Red River Exhibition will kick off Friday, June 16th at 5pm and conclude Sunday, June 21. The EX is the largest annual attraction in Manitoba attracting on average 210,000 visitors to the 10 day annual event.

The entire family focused event is held at Red River Exhibition Park 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.

BE A PART OF IT!

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

Submissions will be accepted via 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 x-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 Commercial General Liability Insurance. If the Concessionaire does not have annual insurance coverage they may contact Red River Exhibition Park for information on procuring event insurance
3. Application submissions do not guarantee space.
4. Application deadline: **APRIL 14 / 2023**
5. In an effort to select the best possible concessions, all applications, regardless of previously being part of the Red River Exhibition, must be accompanied by:
 - \$2,000,000 Public Liability Certificate of Insurance.
 - Reference list/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. **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
 - Confirmation of references (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. Return completed application forms by email to foodconcessions@redriverex.com

RED RIVER EXHIBITION CONCESSION INFORMATION Package 2023

- 1. FOOD AND BEVERAGE-** There is a voluntary commissary. **Gordon Food Services** has exclusive distribution on Red River Exhibition Park. Concessionaires who wish to source products from another supplier needs to know those suppliers cannot access the Park for delivery. Concessionaires will be responsible for picking up products off Park and transporting them onto Park property. If you are choosing to purchase your products elsewhere, please ensure food safety and quality are top of mind. Exceptional guest experiences must be paramount. **Contact: Erica Instance, einstance@gfscanada.com, 204-292-2221.**

EXCLUSIVE PRODUCT SUPPLIERS: (mandatory)

PEPSI BOTTLING GROUP, foodconcessions@redriverex.com, Pricing, Fridge rental and Delivery contact information will be provided with contract.

PROPANE & TANK RENTALS, GLEN SCRIVENER 204-793-7202, gscrivener@ur.com

- 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 the facilities available to the Red River Exhibition provided by: **Ruban Insurance Brokers Inc. Tel: (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. (Repeated emergency/urgent service calls may result in additional charges).
- 4. CONCESSION RATES & PERCENTAGES-** Independent Midway Concessionaires/Exhibitors both 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%-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 3:00pm daily. Failing to do so will result in a \$100.00 late fee charge, 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 or square reports to their daily reports

6. **CONCESSION PRESENTATION-** Concessions must be brightly lit at night, displaying professionally created signage only. Hand painted/ drawn signs will not be permitted. **Sandwich boards signage is strictly prohibited** Colours used should be bright and a professional designer should assist, if possible. Any canvas material should be kept clean, colourful and complementary to the rest of the concession. **All grey water holding tanks, propane tanks, hitches and support equipment must be fenced / hidden from the public view (please see pictures of acceptable standards).**
Concession staff is to maintain a professional appearance and attitude with the public at all times. Personnel must be neatly and cleanly attired, a uniform suggests a professional attitude. **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 located nearest to your concession. If refuse, grey water or grease is not disposed of properly or put into a waste container for the public/ patrons, 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 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 arriving 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 though the south service road gate. This access will be controlled by security who will be instructed to allow concessions on grounds once 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 or passes for themselves and employees.
11. All vehicles are to be removed from grounds no later than 30 minutes prior to gates opening.
12. **All food concessions/vendors must be ready for health and fire inspections at 9:00am the day prior to the Exhibition being open 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 Permit 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 whom 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 \$180 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 2023 EX.

Type of product(s)

Type/ Description	GLUTEN FREE Yes / No	Price

References: Minimum of (3) three contacts at recent exhibition/ fairs to be provided upon request.

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

**EMAIL** completed forms (pages 5 – 7) 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 Boxes

☐ In Line ☐ Centre Line

Type of Operation: _____

(Examples. tent, trailer, roll off)

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

☒ Check Applicable Boxes

Serving Counter Location: ☐ Drivers Side ☐ Passenger Side

Booth Requirements:

☒ Check Applicable Boxes

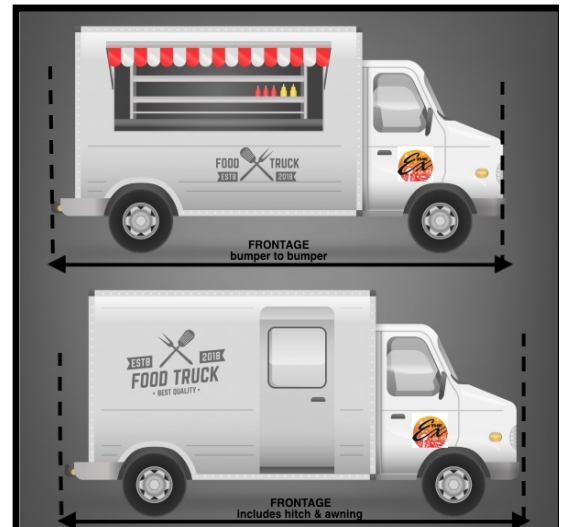
☐ Water ☐ Drain

☐ Other _____

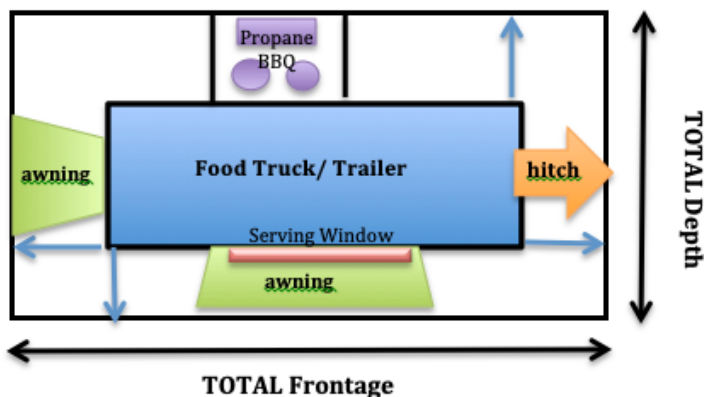
☐ Power: _____amps X _____poles = _____

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 \$100.00 per booth** for each tie in or plug in



AERIAL VIEW



2. _____

Name of Trailer**Total Frontage:** _____ (feet) **X Total Depth** _____ (feet)**Include awnings, hitch & stakes****Model Type: (please check one)**☒ Check Applicable Boxes☐ In Line ☐ Centre Line**Type of Operation:** _____

(Examples. tent, trailer, roll off)

Pull In Direction For Trailer Units: (please check one)☒ Check Applicable Boxes**Serving Counter Location:** ☐ Drivers Side ☐ Passenger Side**Booth Requirements:**☒ Check Applicable Boxes☐ 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 Boxes☐ In Line ☐ Centre Line**Type of Operation:** _____

(Examples. tent, trailer, roll off)

Pull In Direction For Trailer Units: (please check one)☒ Check Applicable Boxes**Serving Counter Location:** ☐ Drivers Side ☐ Passenger Side**Booth Requirements:**☒ Check Applicable Boxes☐ Water ☐ Drain☐ Other _____☐ **Power:** _____ amps X _____ poles = _____
TOTAL AMPS

✓ **ACCEPTABLE SUPPORT EQUIPMENT**

SCREENING/FENCING



✗ **NOT ACCEPTABLE SUPPORT EQUIPMENT**



Presentation Standards

- Exteriors shall be well maintained and clean
- Professional signage. **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.

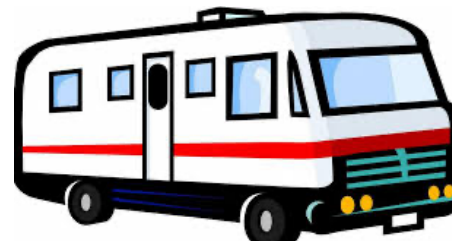
Cost for each 20' spot is \$55.00 per day plus tax.

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