



Manitoba's Largest Annual Attraction
10-Day Event: June 14 - 23, 2024
Over 210,000 Visitors



Food Concession Application

Summer starts here at Exhibition Park with **THE EX**; the world's largest traveling carnival. From thrill rides to magical performances, THE EX offers fun for families, friends and little ones. Over 50 exciting midway rides, live music and performances, special guests, a delicious offering of mouth-watering treats and ample savory food choices. We invite guests to engage each of their five senses!



PLEASE READ ALL INFORMATION IN THIS PACKAGE CAREFULLY PRIOR TO COMPLETING YOUR APPLICATION

IMPORTANT MESSAGE The information in this document is subject to change. Please refer to our website for the most up-to-date version of this document.

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APPLICANT SELECTION PROCESS & GUIDELINES



1. Application submissions do not guarantee space or acceptance of participation. Upon acceptance, a formal contract will be sent to the email address provided on your application.

2. Application deadline: FRIDAY, FEBRUARY 23, 2024.

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

4. Return completed application forms by email to foodconcessions@redriverex.com.

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:

- 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 and pricing guidelines. Items approved for sale will be outlined in the contract. Not all items listed in the application may be approved.



Note: \$2,000,000 Public Liability Certificate of Insurance. All concessionaires must carry a minimum of \$2,000,000 Commercial General Liability Insurance. See section B.2. for more information about insurance.

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 Park's rules and regulations.





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CONCESSIONAIRE INFORMATION

Guidelines, Terms and Conditions

1. FOOD AND BEVERAGE Pepsi Bottling Group, Gordon Food Services and United Rentals have exclusive distribution at Exhibition Park. Concessionaires who wish to source products from another supplier need to know those suppliers cannot access the Park for delivery. Concessionaires will be responsible for picking up products off site and transporting them onto Exhibition 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.

EXCLUSIVE PRODUCT SUPPLIERS (Mandatory):

- Gordon Food Services: Contact Erica Instance, einstance@gfscanada.com
- Pepsi Bottling Group: Contact Glen Kowalski, glen.kowalski@pepsico.com. *Note: no aluminum cans are permitted in the Park.
- United Rentals (Propane delivery): Contact Glen Scrivner, gscrivener@ur.com

2. INSURANCE REQUIREMENTS All concessionaires are required to obtain, pay for, keep in force, and provide 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. Contact Cheryl, cburdett@rubaninsurance.com, 204-988-5000.

3. ELECTRICAL CONSUMPTION Power charges are \$10.00 per amp, plus \$100 hook up fee 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. An onsite electrician will perform hook ups on a date specified in the contract, and all units will be disconnected following the close of Exhibition Park on Sunday, June 23, 2024. At the discretion of the electrician, repeated emergency/ urgent service calls may result in additional charges.

4. CONCESSION RATES & PERCENTAGES

Independent midway concessionaires/ exhibitors of food, games, novelties, rides, amusements and other non-food locations shall pay:

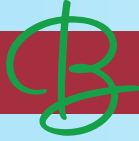
a) A frontage levy fee of \$20.00-\$30.00 per frontage foot, based on site location. **PAYMENT MUST BE INCLUDED WHEN YOU RETURN THE SIGNED CONTRACT.**

In addition to,

b) 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, whichever is greater.



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CONCESSIONAIRE INFORMATION *continued*

5. REPORTING & PAYMENT Daily percentage report forms are **to be dropped off at the Exhibition office no later than 2:00pm daily**. Failing to do so will result in a \$100.00 late fee charge, and will be enforced daily for the 2024 season. 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. 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's view. ***Sandwich board signage is strictly prohibited.**

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 and are strongly encouraged. *Exterior sound systems are not permitted. ***Containers/ cups requesting tips are NOT permitted. *No alcohol is permitted behind the line at anytime; security will be monitoring this.**

Concession presentation standards:

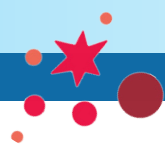
- Exteriors shall be well maintained and clean.
- Signage must be professional. Hand written signs are not acceptable.
- Plants, flooring and other decorative props are preferred.
- Concessions that are trailer mounted or roll off style shall be skirted to the ground and hitches removed or covered appropriately.
- Menu prices are to be clearly displayed.
- All grey water holding tanks, propane tanks, hitches and support equipment must be fenced/ hidden from the public's view.

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 use by the public/ patrons, a fine of \$250 will be issued and enforced.** 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. Using park garbage cans will result in a fine of \$250.00.

8. WATER DISPOSAL All food/ drink concessions/ vendors that are located where there is no access to sanitary sewer **MUST HAVE HOLDING TANKS** to collect grey water.

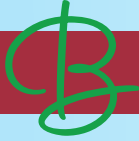
9. PARKING & PARK ACCESS All concessionaires arriving will be required to stage their vehicles outside of the Park at a designated location. All trailers dropped must be sufficiently blocked with wooden pads. Upon arrival all concessionaires will check in at the main office to pick-up their concession information package, containing their location number, payment forms 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 #1. 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 & PARKING PASSES Upon acceptance, each concessionaire will be given two vehicle park access passes, and 2-10 day gate passes. All other employee passes are the responsibility of the Concessionaire and will be available for purchase by completing an order form (to be included with your contract).





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CONCESSIONAIRE INFORMATION *continued*

11. **VEHICLES** All vehicles are to be removed from the event grounds no later than 30 minutes prior to gates opening.

12. **INSPECTIONS** All food concessions/vendors must be ready for health and fire inspections. The date and times will be confirmed and communicated with concessionaires in May. Failing to prepare may result in the concessions removal from the fair grounds.

- **Appendix 1:** Temporary Food Service Establishment Guideline - Manitoba Health
- **Appendix 2:** Mobile Food Service Units and Commissaries – Fire Safety Requirements and Fees
- **Winnipeg Fire Paramedic Service:** 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 the concession is 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. A mandatory inspection fee (cost TBD) will be charged for each location. Red River Exhibition will invoice, collect payment and forward to the City of Winnipeg.

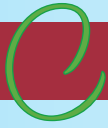
13. **TENTS** Concessionaires wishing to use tents or temporary structures must comply with all City of Winnipeg permit and fire department requirements. Those concessions not complying with the aforementioned requirements shall be required to cease all activities until such requirements are met, or 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. All intent to erect a tent structure must be noted on your application.

14. **FIXTURES** Placing signage, lighting, banners, flags or décor on doors, walls, trusses, buildings or any other structure within Exhibition Park is strictly prohibited without prior approval from Red River Exhibition Park.





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SPACE REQUIREMENTS

FRONTAGE Truck frontage fees vary from \$20-\$30 per total frontage foot. Measurements are defined by including space for awnings, hitch, stakes and prep space that extend past vehicle bumpers and walls.

Frontage fees based on location:

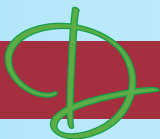
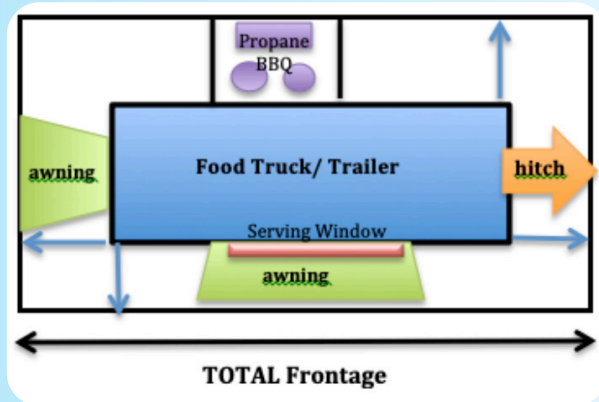
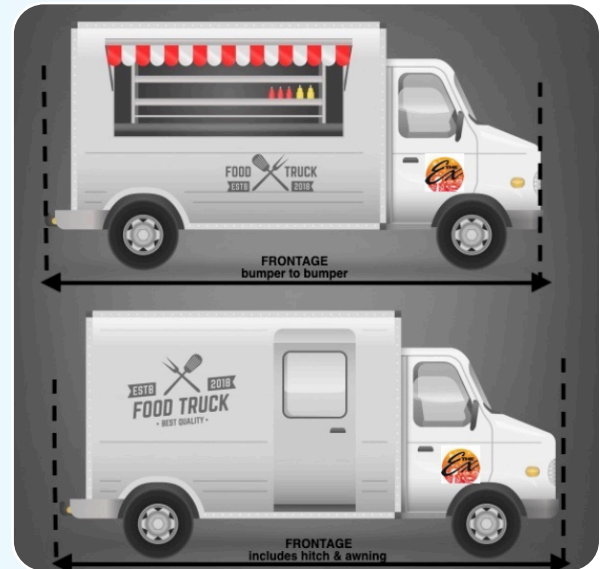
- Area A = \$30 per frontage foot.
- Area B = \$25 per frontage foot.
- Area C = \$20 per frontage foot.

See **Appendix 3** for a map of area locations.

ELECTRICAL Rate is \$100.00 electrical hook up fee, as well as a \$10.00 per amp charge, per pole, per location (minimum charge of \$150.00 per location).

False frontage measurements and/ or electrical requirements on the application will result in a \$350 charge.

WATER The concession fee includes water, however, the concession must provide adequate hose and plumbing (sinks, backflow preventers, etc.)



RV LIVING QUARTERS AVAILABILITY

Exhibition Park has limited RV/ living quarters space. Cost for each 20' spot is \$55.00 per day plus tax.

Each spot is limited to:

- 1 RV/ bunk
- 2 Vehicles
- 1 Stock trailer (\$10.00 per amp electrical charge applies for stock trailer)

Application forms for the RV Park will be sent with your contract, and will be accepted on a first come first serve basis. A numbered spot will be assigned and all payments must be submitted upon approval of the application. If you have any special requests, please note them on the RV application.





Food Concession Application

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LOCATION PREFERENCE *Please refer to APPENDIX 3*

- Area A (\$30/ frontage foot) Area B (\$25/ frontage foot) Area C (\$20/ frontage foot)

NOTE: This is a location preference request only. Preferred location is not guaranteed and is at the sole discretion of the Red River Exhibition Association.



REFERENCES *New Applicants Only*

- Or, attach letters of recommendation from previous event hosts in which this concession has participated.

| | Event Name | Event Date(s) | Contact Name & Number |
|----|------------|---------------|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

NEW IN 2024: FEATURED MENU ITEMS

In an effort to help promote each concession, the Red River Exhibition Association plans to bring social media attention to one featured menu item per concession. Please submit one photo and a description of your featured item with this application. Concessions will receive:

- A social media post of the featured item by @redriverex leading up to the event.
- A featured food listing on redriverex.com.
- A poster for your concession window.

COMPLETED APPLICATION ATTACHMENT CHECKLIST

- Two photos of the concession.
- Copy of the menu.
- Letters of recommendation (new applicants only).
- A high quality photo of your featured menu item with description.

I, _____ have read, understand and agree to all of the guidelines, terms, and conditions outlined in this document.

Please return completed application form with all attachments by email to:
 Alana Fehr, foodconcessions@redriverex.com
 PHONE 204-888-6990 x109

IMPORTANT REMINDERS

- NO ALCOHOL is permitted behind the line at anytime. Security will be monitoring this.
- Daily payments must be made at the Exhibition office prior to 2:00 pm each day.
- Sandwich boards of any kind are NOT permitted.
- Tip jars are prohibited.
- False frontage measurements and/ or electrical requirements on the application will result in a \$350 charge.
- Using park garbage cans will result in a fine of \$250.
- All fees must be paid in full prior to May 1, 2024. Failure to do so will void all contracts/ agreements/ applications.





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APPENDIX

1

Temporary Food Service Establishment Guidelines - Manitoba Health



A Temporary Food Service Establishment is any place where food is prepared or provided for consumption at a fixed location for 14 consecutive days or less in conjunction with a single event.

All temporary food service establishments are subject to the requirements of Manitoba Regulation 339/88R, Food and Food Handling Establishments Regulation under The Public Health Act, and such other requirements as may be required by a Public Health Inspector.

All Temporary Food Service establishments must obtain a permit from a Public Health Inspector prior to opening.

Please complete your application by following this link:

<https://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/tempfood.pdf>



APPENDIX

2

Mobile Food Service Units and Commissaries – Fire Safety Requirements and Fees

The Fire Prevention By-law No. 35/2017 contains regulations for mobile food service units and commissaries. Requirements of the By-law can be viewed in Part 6 of the By-law Fire Prevention By-law 35/2017 .

These requirements were implemented to ensure that all mobile food service units are maintained in a safe condition and do not pose a safety threat to the operators or the public.

<https://legacy.winnipeg.ca/fps/FirePrevention/Regulations/MobileFoodService.stm>

Following the Winnipeg Fire Paramedic Service (WFPS) Fire Prevention inspection, a label indicating that your unit has passed an inspection will be provided by Fire Prevention. The label must be affixed to the mobile food service unit within 25cm of the rear licence plate or in a conspicuous location. If you are operating within the City of Winnipeg and are not displaying a WFPS label you will be ordered to cease operations until such time as a fire safety inspection is completed and a WFPS label is issued.



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APPENDIX 3 Map of The Ex Food Vendor Areas

Frontage fees based on location:

- Area A = \$30 per frontage foot.
- Area B = \$25 per frontage foot.
- Area C = \$20 per frontage foot.

