ANNAPOLIS VALLEY EXHIBITION SOCIETY
570 Main Street, P.O. Box 100 Lawrencetown, N.S. B0S 1M0
(902)584-3339 / manager@valleyex.ca

CONCESSION AGREEMENT & TERMS — 2027

100th Anniversary | August 16–21, 2027

Thank you for being part of the 100th anniversary of the Annapolis Valley Exhibition!

Our food concessions play an important role in the Exhibition experience. These terms are intended to support a safe, organized, and successful event for concession operators, visitors, exhibitors, volunteers, and staff.

1. Booking & Deposit

A **$500 damage/security deposit** is required with your signed agreement to reserve your concession space.

The deposit:

- Confirms your participation.
- Will be deducted from the balance owing, provided the space is left clean and undamaged and all agreement terms are met.
- May be used to cover damages, excessive cleaning, or unpaid fees.

2. Cancellation Policy

- Before July 15, 2027 — Deposit refunded minus a $100 administration fee.
- July 15–31, 2027 — 50% of deposit refunded.
- After July 31, 2027 — Deposit is non-refundable.
- No-shows forfeit all fees and deposit.

3. Concession Fees

Concession fee: $1,500 + HST for the week.

Payment in full is due by August 21, 2027. Failure to pay may result in cancellation of concession space, forfeiture of deposit, or reassignment of location.

4. Permits & Regulations

All concession operators must:

- Comply with applicable Nova Scotia food safety and public health regulations.
- Obtain and display all required permits and licences during the Exhibition.
- Submit proof of required permits by July 30, 2027.
- Ensure food preparation, handling, storage, and service meet applicable regulatory requirements.

5. Insurance

Proof of appropriate liability insurance must be submitted by July 30, 2027. Insurance must:

- Cover concession operations.
- Name the **Annapolis Valley Exhibition Society** and **Annapolis County Federation of Agriculture** as additional insured.

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6. Location Assignment

Concession locations are assigned by the Exhibition based on operational planning, safety, accessibility, and overall event layout.

- Specific locations cannot be guaranteed from year to year.
- Location requests will be considered where possible.
- Operators must remain within their assigned space.
- Equipment, awnings, signage, seating, and other items must not infringe upon neighbouring concessions, vendors, exhibitors, or public pathways.
- Relocation or expansion requires prior approval from Exhibition management.

7. Utilities

The Exhibition provides standard utilities where available.

Concession operators must:

- Supply their own approved extension cords and equipment.
- Operate within their assigned electrical capacity.
- Obtain prior approval for generators or additional electrical requirements.
- Ensure cords, hoses, and equipment are safely secured and do not create hazards.

8. Setup & Operating Hours

Setup

- Concession operators may begin setup on **Sunday, August 15, 2027**.
- Food service is not required on Sunday, but operators are welcome to offer a full or partial menu if they choose.
- All concessions must complete setup by Monday, August 16, and be fully operational in time to serve lunch on the first day of the Exhibition.
- Operators are encouraged to be ready to serve by **11:00 am**, with service available no later than **12:00 noon**.

Daily Operating Hours

Concessions must be prepared to serve both lunch and dinner daily throughout the Exhibition.

Recommended daily operating hours are 11:00 am to 10:00 pm.

Operators may remain open later during peak evening programming or when visitor traffic warrants.

Concession operators are expected to maintain consistent service throughout the week and make reasonable efforts to remain open during busy periods.

Temporary Closures & Staff Breaks

We recognize that concession operations may occasionally require a brief interruption in service for restocking, food preparation, staff breaks, equipment needs, or other reasonable operational circumstances.

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Short temporary closures are permitted when necessary, provided they are managed responsibly and do not unnecessarily disrupt service to Exhibition patrons.

When a temporary closure is required:

- Whenever possible, schedule closures during quieter periods rather than peak meal times or major events.
- Post a clearly visible sign indicating the expected reopening time.
- Keep closures as brief as reasonably possible.
- Ensure food, equipment, and the concession area are safely secured during the closure.
- Make reasonable arrangements for staff coverage where possible.

Temporary closures are intended to accommodate occasional operational needs, not regular or extended closures or shortened daily operating hours.

Operators anticipating an extended closure or significant interruption to service should notify Exhibition management as soon as possible.

9. Teardown & Removal

Concession operators may not begin teardown or remove major equipment before the Exhibition closes unless prior approval is received from Exhibition management.

Due to significant pedestrian, livestock, exhibitor, and vehicle traffic on Saturday evening, **Sunday removal is strongly encouraged wherever practical**.

During teardown:

- Follow Exhibition staff directions regarding vehicle access.
- Do not obstruct pedestrian pathways, emergency routes, livestock movement, or neighbouring concessions.
- Ensure all equipment, waste, and supplies are removed safely.
- Leave the assigned space clean and free of debris.

Vehicle access and removal activities may be restricted or delayed for public safety or operational reasons.

10. Cleaning & Waste

The Exhibition provides:

- Two waste bins per concession.
- Additional bins may be arranged upon request, subject to availability.

Concession operators must:

- Provide their own recycling bags.
- Follow Valley Waste guidelines.
- Place waste outside by 6:00 am daily.
- Maintain a clean and sanitary concession area.
- Leave their assigned space clean at the end of the Exhibition.

Additional cleaning costs may be deducted from the deposit.

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11. Equipment & Food Preparation

Concession operators are responsible for:

- All equipment and supplies.
- Food preparation, handling, and storage areas.
- Compliance with applicable health and safety regulations.
- Maintaining equipment in safe working condition.
- Properly securing tents, trailers, equipment, and outdoor displays.

12. Vendor Admission & Staff Passes

Each registered concession receives an admission allocation equivalent to **12 single-day admission passes**, which may be issued as:

- Twelve (12) single-day admission passes;
- Two (2) full-week admission bracelets; or
- A combination of single-day passes and full-week bracelets.

One full-week bracelet is equivalent to six (6) single-day passes.

For example, a concession operator may choose:

- 12 single-day passes;
- 2 full-week bracelets; or
- 1 full-week bracelet plus 6 single-day passes.

These passes are intended for concession owners, employees, and individuals assisting with operations throughout Exhibition week.

Additional admission passes may be purchased at a special concession rate.

Operators are encouraged to plan staffing arrangements in advance and distribute passes to staff before arrival whenever possible.

13. Parking & Vehicle Access

Each registered concession receives **one (1) parking pass** for use in designated parking areas during Exhibition week.

- All concession vehicles must park in designated parking areas unless otherwise authorized by Exhibition staff.
- Additional parking passes may be purchased at a reduced concession rate.
- Parking passes do not authorize vehicles to park within the Exhibition grounds, beside concession units, or in areas reserved for exhibitors, deliveries, emergency access, or other designated uses.
- Vehicles used for setup, deliveries, or restocking must be moved to designated parking areas promptly after loading or unloading.
- Vehicle access may be restricted during public hours or periods of heavy pedestrian, livestock, or exhibitor traffic.
- Operators must follow all posted signage and directions from Exhibition staff.

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A parking pass provides access to designated parking areas only and does not guarantee parking immediately adjacent to the concession location.

14. Security & Vendor Property

The Exhibition employs overnight security personnel and uses security cameras to help monitor the grounds and facilities.

While these measures contribute to overall event safety and security, **the Exhibition cannot guarantee the security of individual concession units, merchandise, equipment, cash, or personal belongings**.

Concession operators are responsible for securing their property and taking reasonable precautions against loss, theft, or damage.

15. Smoking, Vaping & Conduct

Smoking and vaping are not permitted at or near concession units, food preparation areas, or operating spaces.

Concession operators and staff must use designated smoking areas only.

All operators and staff are expected to conduct themselves respectfully and professionally toward patrons, exhibitors, volunteers, staff, and neighbouring vendors.

16. Damages & Liability

Concession operators are responsible for damage caused by their staff, volunteers, contractors, or equipment.

Repair or additional cleaning costs may be deducted from the deposit.

Participation in the Exhibition is at the operator's own risk. The Exhibition is not responsible for loss, theft, or damage to concession property.

17. Media Release

By participating, concession operators agree that the Exhibition may use photographs or videos of concessions for promotional purposes.

Operators with concerns about photography or promotional use should notify the Exhibition office.

18. Force Majeure

The Annapolis Valley Exhibition is not responsible for cancellations, delays, or changes caused by circumstances beyond its control, including severe weather, emergencies, government orders, power outages, natural disasters, or other unforeseen events.

If the Exhibition is cancelled or significantly modified due to these circumstances, the Exhibition reserves the right to determine refunds, credits, or rescheduling options.

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19. Social Media & Cross-Promotion

Concession operators are encouraged to:

- Tag @AnnapolisValleyExhibition in social media posts.
- Share posts announcing their participation.
- Promote menus, featured items, and specials before the event.
- Post updates during Exhibition week.
- Encourage customers and followers to attend.

Cross-promotion helps increase attendance, awareness, and visibility for everyone.

20. Agreement & Compliance

By signing this agreement and participating in the Exhibition, concession operators acknowledge that they have read and agree to these terms and applicable Exhibition policies.

Failure to comply with these terms or reasonable directions from Exhibition staff may result in cancellation of participation or removal from the Exhibition without refund.

Annapolis Valley Exhibition Society

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