

NORTH PEACE FALL FAIR Vendor Manual

2026



*North Peace Fall Fair
Established 1947*

Table of Contents

1. FAIR DATES & HOURS.....	3
2. IMPORTANT DATES.....	3
3. VENDOR TYPES, REQUIREMENTS AND PRICING.....	3
4. PAYMENT.....	3
5. CANCELLATION POLICY.....	3
6. SET UP / TAKE DOWN.....	4
7. LEAVING EARLY POLICY.....	5
8. FAIR ENTRY	5
9. VENDOR SPACES.....	5
10. EXPECTED BOOTH DISPLAY STANDARDS	5
11. NO SUBLET.....	5
12. FOOD VENDORS/NORTHERN HEALTH SAFETY REQUIREMENTS.....	6
13. INSURANCE.....	6
14. WIFI/INTERNET AVAILABILITY.....	6
15. SECURITY.....	6
16. CAMPING.....	7
17. FALL FAIR GROUNDS OFFICE	7
18. MISCELLANEOUS GUIDELINES	7
19. EMERGENCY RESPONSE	7
20. CONTACT INFORMATION	7

DEFINITIONS and ABBREVIATIONS:

NPFFS – North Peace Fall Fair Society
NPFF – North Peace Fall Fair
PRRD – Peace River Regional District
NHA – Northern Health Authority
EB – Early Bird Pricing

1. FAIR DATES & HOURS

Friday, August 14th – 10:00 am – 11:00 pm
 Saturday, August 15th – 7:00 am – 11:00 pm
 Sunday, August 16th – 10:00 am – 5:00 pm

2. IMPORTANT DATES

- January 1st Vendor Applications Open
- January 1st – May 1st – Early Bird Pricing
- May 2nd – onward – Full/Regular pricing
- **July 15th – all lease agreements, required documentation and payments due.**
- Week before Fair, Vendor Coordinator will provide placing and final information for vendors.

3. VENDOR TYPES, REQUIREMENTS AND PRICING

- All vendors are required to complete a vendor application and lease agreement.

Type of Vendor	Insurance Certificate Required?	Health Authority Certification Required?	Food Safe Permit Required?	Fair Booth Provided		Vendor Brings Own Booth	
				Early Bird	Regular	Early Bird	Regular
<i>2nd spots available charged at the same rate</i>				Early Bird	Regular	Early Bird	Regular
Food Vendors (limited spaces) (including Kitchen and Canned Goods)	✓	✓	✓	\$200	\$250	\$100	\$150
Goods Vendors (Crafts, Goods, low risk foods)	✓	N/A	N/A	N/A	N/A	\$100	\$150
Education / Information / Non-Profit (Libraries, Churches, PRRD, City of FSJ, info demonstrations)	✓	N/A	N/A	N/A	N/A	N/A	N/A
Political Parties Political parties providing information for voters	✓	N/A	N/A	N/A	N/A	\$100	\$150

4. PAYMENT

Payment in full is required to secure your booth. Payment must be submitted no later than July 15th.

Payment can be made by sending an E transfer to payment@northpeacefallfair.com OR by mail to North Peace Fall Fair Society PO Box 6634 Stn Main, Fort St. John, BC V1J 4J1

When submitting payment please ensure that your Vendor name is identified in the body of the e-transfer or on your cheque

5. CANCELLATION POLICY

Prior to 60 days – 30% is retained. Prior to 45 days – 50 % is retained. Within 30 days no refunds will be given.

Vendors that wish to cancel their participation in the Fair are asked to do so in writing to the vendor coordinator at vendors@northpeacefallfair.com No shows without notice will not be refunded.

Refunds will not be issued to vendors who have been dismissed under any circumstance. No cancellation refunds will be issued after July 15th.

If for any reason beyond our control the NPFF is cancelled, your fees will be refunded.

6. SET UP/ TAKE DOWN

Set up is to take place on Friday, with take down any time after 5pm on Sunday.

SET UP ON FRIDAY

- Gates are open Friday from 8 am to 10 pm for Vendors to drive to their site and set up. Please use the entrance closest to your designated spot to reduce traffic issues on the grounds.
- Please use care and caution when driving through the grounds as there are other activities taking place from 3 pm onward.
- If you aren't sure where your designated space is, check in at the office or contact Judi at 250-793-4066.
- If you have any requirements for accessibility, power or water (both of which are limited) these needs should be conveyed upon application so we can place you accordingly.
- During set up, you will be able to drive directly to your exhibit space. Please unload your products and displays as quickly as possible and then move your vehicle into the parking area, to allow other vendors access.
- Large items can be moved prior to the main move-in dates with permission and coordination from the Vendor Coordinator.
- Goods and information vendors must set up their shelter on Friday but are not required to set out goods until Saturday morning unless they choose to do otherwise. If they choose not to set up Friday they will need a way to get them to the vendor space for Saturday and Sunday as no vehicles are permitted into the grounds after Friday set up. The NPF Society can arrange dry storage in advance for anyone who needs it but vendors will need to mobilize them on their own without motorized assistance from the storage area to the booth. The gate is closed in the evening and there is security, but anything left is at the vendors' own risk.
- It is also Vendors choice if they want to vend on Friday night, or outside of any of the set hours. Vendors are more than welcome to do so but are certainly not obligated.

SATURDAY & SUNDAY HOURS OF OPERATION

- Food and vendor booths open at 10am and stay open until at least 5pm on Saturday
- It is a vendor's choice if they would like to open earlier than 10am. You are the best judge of that, depending upon your location and proximity to events. For instance, the light horse show starts at 9 am on Saturday, so a vendor in that location may want to be open earlier.
- Vendor's can choose if they would like to stay open past 5pm Saturday. The tractor pulls, light horse and family dance all run until 11 pm so there will be customers.
- On Sunday, booths are open from 10am to 5pm (except for the Heavy Horse Vendor)

TAKE DOWN ON SUNDAY

- Most Fair guests will leave by 5:00 pm except for the Heavy Horse Pull, teamsters and crowd along with many volunteers staying for cleanup, there will be opportunities for a vendor staying later. If you wish to do this, please let the Vendor Coordinator know.
- Take-down and move out will commence when the fair ends on Sunday at 5:00 pm
- No vehicles can enter the grounds before that time.
- During take-down, please use care and caution as it is very busy.
- All vendors are required to dispose of all garbage in the dumpsters and leave the area as it was provided.

7. LEAVING EARLY POLICY

Vendors shall not leave or pack up any products prior to the closing of the Fair on any given day. Should a vendor leave prior to the end of the Fair day, they risk being removed from the vendor listing and any participation in future Fairs.

8. FAIR ENTRY

Vendor wrist bands can be purchased at the gate on the day of booth set up. Ensure you secure enough wrist bands for your workers/volunteers and distribute them prior to the start of the Fair. Gate volunteers are not authorized to allow anyone access to the grounds without a wrist band. For security purposes, lanyards/wristbands must be always worn while in attendance at the Fair. To keep our booth rental costs and general fair attendance costs down, all Fair attendees, whether they are volunteering, working or chairing events, are required to purchase wrist bands.

9. VENDOR SPACES

- Vendor spaces will be well marked with painted lines on the ground and letters visible.
- Normal booth sizes are 10' x 10'.
- Food vendors will be spaced about the grounds to ensure their availability to as many people as possible. If you would especially like a specific location such as by the light horse ring, or the heavy horse ring (Sunday dinner needed for the teamsters) please advise the Vendor Coordinator.
- Specific needs such as access to power, water (**both are very limited**), if you use generators (daytime, overnight or both, accessibility needs, etc. must be communicated in your application and confirmed by July 15th so that the Vendor Coordinator can locate everyone in the spot best suited to them. Vendor must supply own power cords if connecting to Fair supplied power.

10. EXPECTED BOOTH DISPLAY STANDARDS

- Promotional material or products are strictly prohibited outside the confines of your exhibit space.
- All products offered for sale must be listed on the application form. Should a vendor wish to add a product to their booth, it must be submitted in writing to the NPFV Vendor Coordinator and be approved prior to the Fair.
- Encroachment over the booth line into walkways or roadways is not permitted. Vendors will be expected to ensure products are placed within the booth perimeter.
- As the NPFV is in an agricultural area, it is strongly suggested bringing plastic bins with lids to store any additional items and that all food vendors store their product in Rubbermaid-type containers.
- NPFV reserves the right to veto any signage within or around the booth.
- For more information, please read the "Rules and Regulations" posted on our website.
- Vendors are required to keep the immediate surrounding area tidy and garbage free.

11. NO SUBLET

No subletting of any kind is permitted. There is only one vendor/company per booth that has been approved on your application. Anyone found subletting their booth will be removed from the Fair and not permitted at any future Fairs and no refunds will be issued.

12. FOOD VENDORS/NORTHERN HEALTH AUTHORITY SAFETY REQUIREMENTS

- All vendors must adhere to all safety requirements set forth by NHA, the PRRD and the NPFFS at all times. Failure to do so may result in immediate removal from the NPFF and participation in any future Fairs.
- All food vendors must complete the required Northern Health forms for [Farmer's and Other Temporary Markets Guidelines](#) and provide completed permits and certifications to the Vendor Coordinator by July 15th.
- All vendors with food who are providing product sampling must comply with current provincial regulations.

<https://www.northernhealth.ca/services/environmental-health/food/temporary-food-permits-and-markets#are-these-temporary-food-market-guidelines-only-being-implemented-in-northern-bc#can-i-give-out-free-samples-to-the-public-at-the-temporary-food-market#what-help-can-an-cho-offer-to-a-temporary-food-market-vendor>

13. INSURANCE

- **Vendors are responsible for arranging their own insurance coverage.** There are many insurance agents in the North Peace area to choose from.
- As an approved exhibitor you must have adequate Liability Insurance with a minimum \$2,000,000 limit naming the North Peace Fall Fair Society and the Peace River Regional District as additional insured. *Example: Additional Insured: North Peace Fall Fair Society and the Peace River Regional District are added as an Additional Insured, but only with respect to legal liability arising out of the operations performed by the Named Insured.*
- This is to protect the exhibitors, the attending public, the North Peace Fall Fair Society, the Peace River Regional District, and yourself. Our insurance policy does not extend coverage to any exhibitor.

14. WIFI/INTERNET AVAILABILITY

The internet is very intermittent and not reliable at the Fairgrounds. There is no WIFI available for vendors. Please ensure you account for this when planning your methods of payment for your customers. There is usually an ATM machine on the Fairgrounds.

15. SECURITY

NPFFS cannot be held responsible for vendors' booths or products. Security is provided by the NPFFS during "closed" hours.

- Vendors are to remain in their exhibit area until the fair closes each day.
- Please cover or pack away small items when exhibit areas are closed.
- Please remove all valuables and cash from your booth immediately following the closing of your booth for the day.
- Several locations on the grounds are in tent style structures. Weather is often unpredictable and can change very quickly; the NPFFS is not liable for any weather- related damage. We strongly suggest storing items in plastic, covered bins, and covering (tarping) items overnight to avoid any damage.
- Vendors are responsible for securing their products and exhibit area.

16. CAMPING

Vendors camp in the camping area and are welcome to set up camp on a first come first served basis beginning at 5:00 pm on Thursday night before the Fair. Camping is NOT permitted next to your booth. The cost is \$40 for the weekend and is payable at the gate. Please follow all camping rules as set out in the handout you receive when you pay for your camping.

17. FALL FAIR OFFICE

The Fair Office is located inside the main entrance of the Fair Grounds. Before set up, please register at the Office so we know you have arrived on site.

18. MISCELLANEOUS GUIDELINES

- Vendor selection is at the discretion of the NPFFS Vendor Coordinator team. Previous attendance at the Fair does not guarantee acceptance at the next Fair.
- Placement of vendors is at the discretion of NPFFS Vendor Coordinator requests for specific locations are taken into consideration but not guaranteed. Competing vendors will be situated away from each other as much as possible. With food vendors, it is desired to have a combination of hot food alongside snack/treat or refreshment vendors.
- Any form of intolerance is not acceptable. Verbal, written or posted slander of NPFFS, NPFF vendors, customers, entertainment, or volunteers will not be tolerated and is grounds for immediate removal from the Fair without a refund.
- Profanity is discouraged as this is a family event.
- Please ensure that Fall Fair attendees are not made to feel uncomfortable in any way. No high-pressure sales techniques, etc.
- Quiet hours for generators are between 11 pm and 6 am. We understand that a generator may be needed for refrigeration of food and may have to be on all night. Please ensure it is a very quiet one.
- No consumption of alcohol or cannabis is permitted on the grounds. Smoking in designated areas only.

19. EMERGENCY RESPONSE

- The North Peace Fall Fair Grounds has an Emergency Response Plan. Vendors will make themselves aware of the procedures for the Fairgrounds and ensure they and any staff know what their responsibilities are in the event of an emergency.

20. CONTACT INFORMATION

NORTH PEACE FALL FAIR SOCIETY

Judi Smart – Vendor Coordinator 250-793-4066

Email: vendors@northpeacefallfair.com

- **PLEASE NOTE** – Cell service is inconsistent on the grounds although often a text gets through when a call does not.
- If you have any issues, please reach out immediately to our Vendor Coordinating team or any of the office staff.