



2015 EXHIBITORS GUIDE



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GENERAL **INFORMATION**

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CONTACT

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Event Coordinator
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BEING AN EXHIBITOR AT THE GRAND PRIX SKI-DOO OF VALCOURT

Since 1983, the City of Valcourt – Snowmobile Capital of the World – and its population, are proud to welcome more than 30,000 spectators, snow riders, professional and amateur racers annually to our event.

The Grand Prix of Valcourt is:

- **Three days** of intense competition (Snocross, Ice oval track snowmobile, Motocross and ATV racing, Snowmobile Drag Racing and Freestyle Snocross) at the legendary Yvon-Duhamel track.
- Musical Stage Shows, Fireworks, Family Fun and Game Zone for the kids.
- **Six types of motorsport competitions** featuring the best riders in the world over the course of a single race weekend.

When you become an exhibitor at the Grand Prix Ski-Doo of Valcourt, you...

- Promote your business to a passionate audience: 25 to 54-year-old active adults with an income above the Canadian average.
- Benefit from the Grand Prix of Valcourt's reputation to promote your product.
- Increase your profile and market share with a select motorsport clientele.

SITE RESERVATION FORM & INSTALMENT SCHEDULE

To secure your spot:

- Contact our Event Coordinator to discuss your needs:
Véronique Lizotte, info@grandprixvalcourt.com | 450-532-1349
- Fill out the registration form, available on our website, or request one by mail. It is very important to clearly indicate your specific needs and to detail the products you wish to promote or sell. Please include an image of your booth with your registration form.
- Following receipt of your request form, you will receive a confirmation notice that includes the total cost, as well as the locations of spaces available.
- Once you accept the offer of space, a contract will be sent to you.
- A deposit of 50% of the total amount is payable upon signature of the agreement. This deposit is non-refundable, except if Gestion G.P.V. cancels the event. We do not accept post-dated checks.
- The balance of the amount due must be paid by January 15 of the event year. No exhibitor will be allowed to access the site if the amount due has not been paid in full and if Gestion G.P.V. has not received the signed contract.
- Failure to pay the final amount due will result in the agreement being cancelled without possibility of refund. Payment of outstanding amounts will not be accepted during the Grand Prix weekend.

RATES

	Outside / Inside	Rates	Goods exchange
Exhibitors			
10 x 10	OUT	\$350	+ \$200 of goods
10 x 10	IN	\$700	+ \$350 of goods
10 x 20	OUT	\$700	+ \$350 of goods
Food Stand Vendors			
10 x 10	OUT	\$350	+ \$100 of goods
10 x 10	IN	\$1000	+ \$300 of goods
15 x 15	OUT	\$600	+ \$150 of goods
15 x 25	OUT	\$850	+ \$150 of goods

**Rates are sample only. Please contact us to obtain a personalized proposal. The total amount includes basic rate plus goods.

For instance: \$350 + \$250 in goods.

Fees include:

Exhibitors:

- Space to install your booth according to the dimensions stipulated in the agreement.
- The right to sell and/or promote your products and services as stipulated in your agreement.

Food Stands:

- Space to install your booth according to the dimensions stipulated in the agreement.
- The right to sell the products stipulated in your agreement.
- Access to the drinking water reservoir.
- Wastewater drainage once a day, according to the schedule established by Gestion G.P.V.

** Please note that exhibitors and vendors must bring electrical extension cords up to 100 feet long, personalized containers to transport drinking water, as well as containers to store wastewater.

** Additional fees could apply depending on the electrical requirements for the food stand vendors.

** Exhibitors can increase their visibility on the site by joining our sponsorship program. Contact us for details.

ACCESS TO THE SITE AT THE GRAND PRIX SKI-DOO OF VALCOURT

KIOSK INSTALLATION

Upon arrival at the Grand Prix site:

- Go to the credential office to register and pick-up your passes.
- Go to your reserved space according to the plans supplied with your agreement.

KIOSK UNIT ASSEMBLY AND BUSINESS HOURS SCHEDULE	
Outside Assembly Schedule:	
Monday	
Tuesday	8 a.m. to 4 p.m.
Wednesday	
Inside Assembly Schedule:	
Wednesday	8 a.m. to 4 p.m.
Arrival and Installation During the Event:	
Thursday to Sunday	6 a.m. to 9 a.m.
Business Hours Schedule:	
Thursday	9 a.m. to 5 p.m.
Friday	9 a.m. to 10 p.m.
Saturday	9 a.m. to 10 p.m.
Sunday	9 a.m. to 5 p.m.
Closing Time:	
Thursday	5 p.m.
Friday	10 p.m.
Saturday	10 p.m.
Sunday	5 p.m. to 10 p.m.

KIOSK DISMANTLING

Dismantling of the kiosks may begin as soon as the last race is concluded at 5 p.m. on Sunday.

Absolutely no vehicle is permitted to enter or exit the site prior to the last race on Sunday.

All booths and kiosks must be dismantled by 5 p.m. Monday. After this deadline, a surcharge will be billed for extended administrative costs.

ACCESS TO THE SITE DURING THE EVENT

Thursday to Sunday:

- **Vehicles are not permitted to move around the site between 8:30 a.m & 10 p.m.**
- Transporting goods or other merchandises onto the site must be completed in the morning before 8 a.m. or in the evening after 9 p.m. Supply vehicles must travel in the areas indicated on the site plan.
- Dealers and vendors can access the official event schedule at all time on our website or at the credential office.

PARKING

Unless an agreement has been authorized and signed with event management, the exhibitor and his/her employees must park their personal vehicles in the public parking areas.

* Shuttle vehicles are available during opening hours of the event.

CREDENTIALS

Prior to accessing the site to set up the kiosk or stand:

- Please go to the credential office to register and pick-up your passes.
- A temporary vehicle pass will be provided in order to access the site to set-up. This pass does not permit you to park on site or in the S1 and S2 parking areas.

The credential office is located at the entrance of Circuit Yvon-Duhamel



Credential Office Hours:

Monday – Tuesday - Wednesday	8 a.m. to 4 p.m.
Thursday – Friday - Saturday	7 a.m. to 5 p.m.
Sunday	7 a.m. to 4 p.m.

QUÉBEC SAFETY LAWS AND REGULATION CODES

QUÉBEC BUILDING CODE ¹ RÉGIE DU BÂTIMENT DU QUÉBEC (RBQ)

¹ Source: For events held outside, rules and regulations documentation are available in French only in PDF format: <https://www.rbq.gouv.qc.ca/fileadmin/medias/pdf/Publications/francais/evenements-plein-air-foires-carnavals-festivals.pdf>

In the event that the French and English versions of relevant legislation and regulations differ materially, the French version, as the sole version having legal validity and authority in Quebec, will prevail.

The surface material of a kiosk, if it made of canvas, must be flame resistant in accordance with the CAN/ULC-S109 non-flammable requirement norms for canvas and film layers.

All propane gas installation work must be done by a Régie du Bâtiment du Québec (RBQ) certified contractor. All propane gas installations must be done in accordance with Chapter II of the Quebec Gas Construction Code and Chapter III of the Gas Safety Code. All propane gas canisters, whether they are stocked (or not connected to any device) or in operation, must be in the upright position and firmly secured to prevent spillage. All propane gas canisters must be fixed on a level, non-combustible permanent base with a maximum load of four canisters per base. If the gas canisters are installed inside a tent, they must be located at least three (3) feet (1 metre) away from the canvas of the tent.

In case of an accident, Gestion G.P.V. cannot be held responsible for any damage. (*See Insurance and liability section*).

It is forbidden for any exhibitor or their employees to smoke under a canvas tent or to use any unit with an open flame device.

Food vendor kiosks must be outfitted with one or more 5 pound, ABC certified portable fire extinguisher. Cooker hoods are not required if more than 40% of the longest wall of the kiosk is open to the outside. In all other cases, a commercial regulation cooker hood must be installed.

QUÉBEC MINISTRY OF AGRICULTURE, FISHERIES AND FOOD

*MINISTÈRE DE L'AGRICULTURE, DES PÊCHERIES ET DE L'ALIMENTATION du QUÉBEC (*MAPAQ)*

Exhibitors are required to follow all sanitary and quality norms required by the Québec Ministry of Agriculture, Fishery and Food (*MAPAQ). Gestion G.P.V. reserves the right to cancel all agreements with the food vendors if they contravene to this regulation.

In accordance with the directives established by *MAPAQ, operators of food stands must obtain a licence prior to the start of the event.

Link to the French version of the food kiosk licence:

http://www.mapaq.gouv.qc.ca/SiteCollectionDocuments/Formulaires/permis_form_san_sbutlucratif.pdf

Finally, food vendors must ensure that one or more of its employees has received hygiene and public health program training, and be on hand at all times during the event.

RÉGIE DES ALCOOLS, DES COURSES ET DES JEUX

(Québec's Alcohol, lottery and gaming agency)

All lottery games fall under the jurisdiction of the Régie des alcools, des course et des jeux (RAC). If an exhibitor wishes to organize one or more than one lottery in his booth, he must first obtain a permit from the RAC.

For more information, please contact the Québec Government offices in Québec City at 418 643-7667 or the Montréal office at 514 873-3577.

INSURANCE POLICY AND LIABILITY

The exhibitor must have a valid insurance policy with one (1) million dollars in civil liability for the duration of the event.

Proof of the valid insurance policy must be sent to Gestion G.P.V. by January 15 of the event year along with the final payment of the agreement contract.

If the exhibitor fails to produce the insurance policy by the date required, the agreement contract will be voided. The exhibitor's deposit will be kept by Gestion G.P.V. in lieu of damages.

The exhibitor must agree in writing to release Gestion G.P.V., its personnel, sponsors and all organising bodies and persons connected with the Grand Prix Ski-Doo de Valcourt, from all responsibility in terms of breakage, lost or stolen goods, or equipment from its concession stand, as well as in regard to employee's personal effects or goods, whatever the reasons.

The exhibitor is totally liable/responsible for his truck, trailer and merchandise.

SALES

The exhibitor is not permitted to sell or promote in his kiosk (nor anywhere else on the site except if he has valid, signed authorization) other products than those agreed to in the signed contract.

In the case of dispute, Gestion G.P.V. reserves the right to force the exhibitor to immediately cease selling or promoting the item(s) in dispute.

The sale of laser guns, illegal materials that can place the public in harms way such as starter pistols, firecrackers, fireworks or any other dangerous devices, as well as objects that can be use for illicit drug consumption or the use of other illegal substances, is totally forbidden and violators will be expelled without refund.

In regards to the sale of product or services, the vendor has the obligation to display in full public view, and for the duration of the event, the prices of all its services or products on sale.

Food vendors must buy all beverages from Gestion G.P.V. (See Procurement Section) at the administrative caravan located in the strategic management zone. (See site plan in the attached document).

Along with the contract, the attached document "A" lists the products available, the cost price for vendors, and on-site retail sale prices.

Please note that the sale or distribution of any products that are in direct competition with the Grand Prix Ski-Doo of Valcourt suppliers and sponsors, is strictly forbidden.

Unless an exhibitor has a signed agreement to this effect, the sale of alcoholic beverages or products on site is strictly forbidden. Violators will be expelled without refund.

PROCUREMENT

Food vendors must buy all beverages (sodas, water bottles, juices and energy drinks) from Gestion G.P.V.

Procedure:

- 1- Food vendors must go to the administrative caravan located in the strategic management zone. (See site plan in the annex)
- 2- Food vendors must place their order with the clerk.
- 3- Payment is due immediately. (Cash, debit or credit card)
*Gestion G.P.V. will not agree to bill an exhibitor at the end of the event.
- 4- Food vendors must remit a copy of the receipt of payment to the delivery person upon reception of goods.
- 5- Food vendors must sign the delivery slip upon receipt of goods.
**Gestion G.P.V. will keep the signed copy.

Attached document “A”, which lists the products available, the cost price for vendors, and on-site retail sale prices, will be sent to exhibitors with their contract.

*This procedure is subject to change without notice. Exhibitors would then be advised of any change upon their arrival at the site. *

OFFICIAL ***GRAND PRIX PARTNERS LIST***

LIST TO COME – OCTOBER 2015

CUSTOMER

TASTING AND SAMPLING

Minimum one (1) ounce size sampling cups are mandatory for beverage tasting. Exhibitors cannot offer free samples in cans or other containers larger than two ounces. Violators will be expelled from the site without refund.

LODGING

- It is the responsibility of the exhibitors and their employees to find their own lodging.
- It is strictly forbidden to use a vehicle or an RV for lodging on the Grand Prix site.

Official Lodging Partners in the Region:



SUMMARY...

- ✓ Contact our Event Coordinator – Véronique Lizotte.
- ✓ Fill out the reservation form early and send it to us along with a picture of your booth.
- ✓ Sign your contract and return it with your deposit (50%).
- ✓ Prior to January 15, please send:
 - Your final payment
 - Your insurance liability policy
- ✓ When you arrive on site, please go to the credential office to register and pick-up your passes.

We hope to welcome you as a partner at the 33rd running of the Grand Prix Ski-Doo of Valcourt.