

Booth Name _____

Contact Person _____

Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ email _____

My/our booth has participated at MusicFest since _____ Booth Frontage _____ ' x 10' deep

Type of Booth: Food [Please provide information on your recycling/composting plan](#)

Craft [Please provide information on your fair trade policies.](#)

Utilities

List all electrical equipment you plan to use and the power it takes to operate it. Check the label for the specs and approval rating (i.e. cooler – 12 amp @ 120 volts or coffee urn – 1500 watts @ 120 Volts). Only CSA approved equipment will be permitted.

Equipment	Amps or Watts & Voltage	Equipment	Amps or Watts & Voltage

We retain the right to reject or disconnect any piece of non-conforming or unsafe equipment and may require the shutdown of any piece of equipment if necessary due to unforeseen circumstances.

Note: "Light" trespass and glare from quartz floodlights is a problem. A maximum of 150 watts per quartz fixture will be allowed. Vendors not in compliance with the above specifications will not be connected until they are.

Preference will be given to booths with lower power requirements

Sketch of Booth

Your drawing should show total dimensions of the booth including overhanging eaves, awnings or hitches and any access doors on ends

List of items to be sold and their prices

Craft Vendors please include three (3) pictures representative of what you are planning to sell.

NOTE

- ❖ Vendors will be allowed to sell only products listed above and agreed to by MusicFest.
- ❖ Prices shown on your application forms must remain in effect for the duration of the Festival. Booth Coordinator must authorize any changes in price.

Vendor Passes Order Form

Food and craft booth fees will include complimentary Festival weekend passes as follows:

10 x 10 Food booths - 3 comps	10 x 10 Craft Booths - 2 comps
10 x 20 Food Booths - 4 comps	10 x 20 Craft Booths - 3 comps
10 x 30 Food Booths - 5 comps	

If you have additional pass requirements, please include this order form with your application form and we will do our best to accommodate your needs. Maximum of Five (5) discounted passes per booth. A list of your staff is required.

These special prices refer to weekend passes only; no special rates will be offered for day passes.

Booth Name: _____ Contact person: _____ Phone Number: _____

I would like to order _____ (max. 5) additional weekend passes for booth staff at a cost of **\$75.00 each** to be paid upon arrival at the site.

Staff: _____; _____; _____;
_____;

Summary of Booth Requirements and Fees

My booth will require _____ 15a – 120-volt circuits _____ 240 volt circuits @ _____ amps.

My booth will require water Yes No

I will require camping Yes No (free in volunteer camping area [while space is available](#), so come early)

Booth Fee owed _____

Fee for Power Owed _____

Fee for Water Owed _____

Total Fee Owed _____

2010 CONCESSION AGREEMENT 2010

PLEASE READ, SIGN AND RETURN WITH YOUR APPLICATION

1. MusicFest reserves the right to accept or reject any booth application if it does not conform to our guidelines.
2. All applications will be given equal consideration and MusicFest will determine booth selections and locations.
3. The total booth & power fee must be paid in full upon application or application will be returned. Cheques will not be cashed unless your booth is confirmed as accepted. The deadline for payment of fees is April 10, 2010.
4. Any Vendor wishing to cancel a booth space must submit their request in writing no later than May 31, 2010. Upon approval of MusicFest Board of Directors, the Vendor would then be entitled to a 50% refund on all monies paid. There will be no refunds considered after May 31, 2010.
5. If a vendor arrives and their booth does not conform to the space provided, he will wait until all other booths are set up and then, if possible, be accommodated. There will be a \$100.00 penalty charge for this rearrangement of the site.
6. Should a vendor set up in the wrong booth space, they agree to move to the proper location at their own expense and without protest.
7. **No vendors will be allowed onsite before Friday morning at 7:45.** The concession is responsible for its own setup, organization and facilities. We will let you know which of the booth sites you will be occupying. All concessions will be fully setup by 3:00 pm on Friday July 9TH. **There will be no exceptions.** Vendors arriving after 2:00pm will not be permitted to set up until Saturday morning. This set up must be completed by 9:00 am Saturday.
8. We retain the right to reject or disconnect any piece of non-conforming or unsafe equipment & may require the shutdown of any piece of equipment if necessary due to unforeseen circumstances. Vendors will not be connected to services until they comply with all MusicFest specifications.
9. Light trespass and glare from quartz floodlights is a problem. A maximum of 150 watts per quartz fixture will be allowed.
10. All concessions will remain on site until the Festival is finished, any vendor who removes their booth early will not be invited back to future MusicFest events.
11. The registered concessionaire shall be responsible for all damages, claims, charges and injuries resulting from or arising in connection with the operation of or vandalism to the concession including all equipment, and agrees to indemnify and hold harmless the Comox Strathcona Regional District, and the Comox Valley Folk Society, its members, organizers and staff from any such claims and charges including liability arising out of the concessionaires exhibit itself and the actions of the concessionaires employees and/or agents.
12. The Comox Valley Folk Society shall be responsible for the general security of the festival premises from 3 PM Friday July 9th to closing time at midnight Sunday July 11, 2010, but shall not be responsible for individual booths whether the exhibitors booth is staffed and open to the public or not, and shall not in any event be responsible for care and control of the exhibitors equipment and property or the equipment and property of third parties used by the exhibitor, all of which is the sole responsibility of the exhibitor throughout the Comox Valley Folk Society - MusicFest 2010.
13. Prices shown on your application forms must remain in effect for the duration of the Festival. Booth Coordinator must authorize any changes in price. Any vendor who undercuts another vendor's prices during the Festival will be asked to change the price back to the application form price and they will not be asked back for future MusicFest events.
14. Scalping of credentials by vendors, their agents, family members or any other person will result in immediate closing of the booth with no refund and the vendor will not be allowed to return to subsequent MusicFest events. The booth will remain on site until the end of the Festival.
15. There will be a \$30.00 charge for any NSF cheque
16. **ALL FOOD CONCESSIONS**
 - Must comply with all rules and regulations of the Ministry of Health for operation of a concession. An up to date Health Permit must be obtained from the Courtenay Health Unit well in advance of the event. MusicFest must receive a copy of your health permit by **June 10, 2010**.
 - Must have a functioning 5 – pound fire extinguisher at their site at all times during the Festival. Any booth operating a deep fryer must have a 10 – pound fire extinguisher on hand.
 - Must supply and show proof of liability insurance in the minimum amount of two million dollars; the policy must have MusicFest listed as an Additional Named Insured. MusicFest must receive a copy of your liability insurance by **June 10, 2010**
 - A temporary entertainment permit from your local BCSA office must be in place and all mobile concessions must bear evidence of approval.

IN CONSIDERATION FOR THE RIGHT TO OPERATE A CONCESSION AT THE COMOX VALLEY FOLK SOCIETY - MUSICFEST 2010 ON JULY 9, 10 & 11, 2010

THE FOLLOWING GROUP OR VENDOR _____ *(name of booth)* _____ AGREES TO PAY THE COMOX VALLEY FOLK SOCIETY

THE SUM OF \$ _____ (INCLUDES GST) AND AGREES TO READ AND ABIDE BY ALL THE CONDITIONS AS WRITTEN ABOVE.

SIGNATURE _____

(PRINT NAME) _____ DATE _____

Completed contracts and cheques to be mailed to; **Booth Coordinator, 114 – 2077 St Andrews Way, Courtenay, BC V9N 9V5**