

MusicFest 2012

GENERAL INFORMATION FOR VENDORS

- MusicFest 2012 will be held at the Fairgrounds in Courtenay, BC on July 6, 7, & 8, 2012
- The Festival is a three-day event -- and the gates are open to the public as follows:
 - 3:30 p.m. – midnight Friday; 9 a.m. – midnight Saturday and Sunday**
- The site plan again will be arranged with the booths around the perimeter of the site
- Attendance over the three-day event is estimated at 7,500 people per day.
- Please be advised that you are responsible for creating your own booths – none will be provided. It's a good idea to make sure that booths will provide adequate weather protection, we're planning on having good weather for the event, but there is always the possibility of a shower.
- We ask that you bring only the helpers necessary to work in your designated area.
- Complimentary vendor passes will be distributed upon arrival at the site – see "*vendor passes*".
- Vendor camping is available in the Volunteer camping area. It is on a first come first served basis and only as long as space is available.
- 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.
- See page 4 for details on ***Fair Trade Principles and Recyclable Materials***
- MusicFest will be accepting up to a maximum of three (3) booths selling the same main item – this will apply to food booths as well as craft booths.
- MusicFest has an exclusive on ice cream so do not include ice cream on your menu
- MusicFest will determine booth selections and locations.
- There will be a \$30 charge for NSF cheques.
- Any booth cancellations will be entitled to 50% refund of all monies paid upon approval of Board. Deadline for cancellations is May 15, 2012.
- Please complete all forms, (Application Form, Concession Agreement, extra pass order form)
 - **Applications received without payment will be returned**
 - **Incomplete applications WILL NOT BE PROCESSED**

Booth Fees

Food Booths

SIZE	FEE PLUS HST	ADDITIONAL FRONTAGE
10 x 10	\$1,050 (\$937.50 + HST)	Each additional foot will cost \$26.00 (\$23.30 + HST)
10 x 20	\$1,310 (\$1,170 + HST)	We will not be accepting food booths larger than 22 feet

Clean up Deposit for all food booths
 Returned to vendor if vending space is left clean after the festival
\$100 CHEQUE POSTDATED TO JULY 10, 2012.

Craft Booths

SIZE	FEE PLUS HST	ADDITIONAL FRONTAGE
10 x 10	\$560 (\$500 + HST)	Each additional foot will cost \$27.00 (\$24.10 + HST)
10 x 20	\$830 (\$741 + HST)	We will not be accepting craft booths larger than 20 feet

Application Deadlines

- Please complete all forms - application form, concession agreement and cheques - and return to MusicFest by the deadline, **April 1, 2012**
- Successful applicants will receive confirmation no later than **April 15, 2012.**
- Food vendors must provide liability insurance and health permit by **June 1, 2012**
- All correspondence to be mailed to:

Booth Coordinator, 114 – 2077 St Andrews Way, Courtenay, BC V9N 9V5

Power and water

All vendors are required to have lights for the evening

REQUIREMENTS FOR CONNECTION

Power	Up to two 15a 120 volt circuits	\$30 each	Minimum of 2 – 50 foot #12 extension cords with 3 prong plugs for each 15a circuit purchased.
	Additional circuits <i>if available</i>	\$55 each	
	240 volt connections	\$110	Min. 2 – 50 foot #12 extension cords per 15a or 20a circuit Min. 2 – 50 foot #10 extension cords per 30a circuit
Water	Per hook-up	\$15	Vendor must provide a 100-foot hose and a Y connector.

- There is ***limited power and water available***, so be as self-sufficient in these areas as you can. Please note that generators are not allowed.
- Vendors must supply all their own power cords & power bars appropriately sized to the connected load with the correct cord ends
- Use propane if possible and make sure that we understand what your total power requirements are.
- All cords should be tagged with vendor's name for identification purposes
- Preference will be given to booths with a lower power requirement.
- Draw a picture of your cord end on the back if it is out of the ordinary.
- The Electrical Inspector will be inspecting all booths. Onsite electricians will approve all extension cords.
- All mobile concessions with hard wiring must obtain a temporary entertainment permit from your local BCSA office and must bear evidence of approval
- **Please insure you have the indicated cord sizes for each circuit ordered. If you bring the wrong cords we will not be able to connect you to power.**
- MusicFest will supply standpipe and hose connection for water, the vendor must supply a 100-foot hose and a Y connector with shut off valves.

MusicFest Fair Trade Principals

Vancouver Island MusicFest strives to be a good global citizen and to support fair trade principles wherever possible in our operations. As such, MusicFest craft vendors must demonstrate in their application that they follow fair trade principles in their purchasing. These are summarized as:

- Producers and artisans receive a fair price for their products that will provide them a stable living wage.
- Buyers and producers trade under direct long-term relationships
- Producers have access to financial and technical assistance
- Sustainable, healthy and safe production techniques are encouraged.

Recyclable Materials

In our continuing effort to "green" the Festival, MusicFest has established initiatives including:

- Comprehensive composting and recycling of all site waste,
- Replacement of kitchen plastics with starch based and paper based bio-degradable alternatives,

and we want to ensure that all our vendors are on board. *Therefore, MusicFest food vendors must provide a copy of their recycle/composting plan with their application*

For the past several years we have required that all items sold at the Festival be sourced from a fair trade market. We were pleased to discover that most of the vendors were already following Fair Trade Principals so it was a very easy transition for the Festival.

We have extended the "green" focus to include the food vendors making it mandatory for all food vendors to use recyclable or compostable serving containers and utensils to serve their meals. "Recyclables" will also include - plastics/tin, refundable plastic soft drink containers, compost/paper and cardboard/paper from their vending operations. (see: Information for food vendors).

Since 2009 our festival has been a glass bottle and a water bottle-free event. This policy was received with great success and enthusiasm and we will be continuing this policy going forward. The requirement for water for patrons will be met by providing a permanent water-station manned by MusicFest volunteers placed in the food vendor area.

For more information go to www.islandmusicfest.com

Information for Food Vendors

- Food vendors are required to obtain a temporary permit from the Upper Island Health Unit Environmental Health Inspector. MusicFest must receive a copy of this permit no later than June 1, 2012. If you have any questions regarding the health regulations, call Environmental Health at 250-334-1140.
- The Fire Chief requires all food booths to 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 40-pound fire extinguisher in their booth.
- Please bring a **garbage receptacle** for your booth – your staff will be expected to keep it emptied. There are dumpsters and recycling bins on site.
- We will be providing containers for grey water that will be emptied each morning. Locations to be decided but they will be placed conveniently for the vendors.
- We are trying to offer a wide range of foods at reasonable cost. Try to keep portions generous and prices reasonable. Please be accurate in your application when itemizing what you plan to serve so that we can avoid duplication as much as possible.
- All mobile concessions with hard wiring must bear evidence of approval of a temporary entertainment permit from your local BCSA office.
- All food vendors must use compostable alternatives for serving containers and utensils. Compostable alternatives are **recyclable OR compostable** (starch based plastic solutions) to cutlery, plates, cups, bowls etc. These items can now be purchased through most restaurant suppliers like Little River Sales or North Douglas. Regular non-bleached paper plates are compostable and can be purchased at any supplier. "Recyclables" will also include - plastics/tin, refundable plastic soft drink containers, compost/paper and cardboard/paper from their vending operations.
- **NOTE: MusicFest is a water bottle free event.**
- **PLEASE READ SECTION ON RECYCLABLE MATERIALS**

Insurance

- All food booths must supply and show proof of liability insurance in the minimum of two million dollars. MusicFest must receive a copy of this insurance policy no later than June 1, 2012. The policy must have the Comox Valley Folk Society DBA MusicFest listed as an 'Additional Named Insured'.
- Any craft booth that uses fire, gas etc in the booth during the Festival must also provide proof of liability insurance in the minimum of two million dollars. MusicFest must receive a copy of this insurance policy no later than June 1, 2012. The policy must have Comox Valley Folk Society DBA MusicFest listed as an 'Additional Named Insured'.

Arrival and Set up

- No vendors will be allowed onsite before 7:30 a.m. Friday.
- Vendors can start checking in at 7:30 a.m. Friday morning. Please arrive early to allow yourself enough time. Vendors with large mobile booths are requested to arrive early as once the booths are set up it is very difficult to manoeuvre large vehicles and trailers.
- Booth set-up is to be completed by 2:30 p.m. on Friday and all vehicles must be removed from the site by 2:45 p.m.
- **Any vendors arriving after 2:00 p.m. on Friday will not be permitted to set up until Saturday morning and this set up must be completed by 9:00 a.m.**
- **Friday night** gates open to the public at 3:00 p.m. so we will begin clearing the site at 2:30 p.m.
- **Saturday and Sunday** the gates open to the public at 9:00 a.m. so we will start clearing the site at 8:30 a.m.
- This means that no one will be allowed to enter the site with vehicles after 2:00 pm on Friday or after 8:30 am on Saturday and Sunday.

Parking

- There will be one parking pass issued per booth. Vendors must park in designated vendor parking area.
- Vehicle parking will be allowed behind the booth only if it doesn't interfere with the space behind the neighbouring booths.

Schlepping and Re-stocking Booths

- We suggest that you provide your own wagon or dolly to make sure you have it when you need it
- However, a wagon is available at the HUB and may be signed out by vendors to assist in bringing inventory and supplies to the site from the parking lot
- Vendors are not allowed to recruit MusicFest volunteers to help them move merchandise in the golf carts

Vendor passes

- The fee for food & craft booths will include complimentary weekend passes as follows

	Craft Booth Comps	Food Booth Comps
10 x 10	2	3
10 x 20	3	4

- If you have additional pass requirements for your staff, please complete the included order form. Maximum of four (4) discounted staff 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.
- If your booth requires more than four (4) additional staff passes, they will be available to you from the box office at the full gate price.
- Arrangements for the additional staff weekend passes must be made through the Booth Coordinator and paid for upon arrival at the Festival.
- An order form for these passes is included in the application.
- For any lost or damaged wristbands during the Festival, the vendor must contact a member of the Vendor Services crew and they will arrange to replace it for you.

Once the festival begins, any additional passes required by the vendors can be purchased at the main gate at the full regular gate price

THERE WILL BE NO EXCEPTIONS



APPROVALS FOR MOBILE CONCESSIONS

Please Note:

A temporary entertainment permit must be in place for events that require it and:

All mobile concessions must bear evidence of approval.

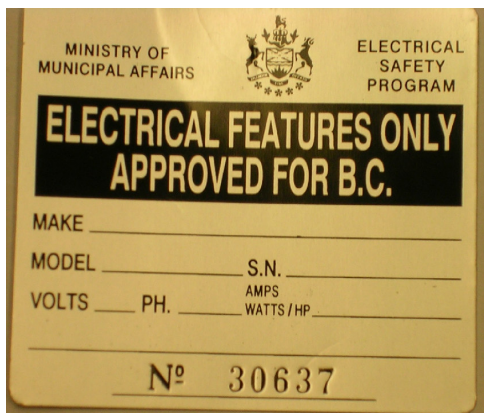
This would include but not limited to any cart, trailer, van, bus etc that is wired and used at events where they use electricity. The typical label below or a special inspection label would be affixed to the unit.

The units that do not bear evidence of approval will not be allowed to be energized.

Approvals and the process can be obtained from your local BCSA office.

www.safetyauthority.ca for a list of these offices or call 1-866-566-7233

(Labels may vary from this actual label) Please contact Gerald or Dan for more information



<p>Gerald Childress Electrical Safety Officer Courtenay, BC 250-334-1105</p>	<p>Dan Kelly Electrical Safety Officer Courtenay, BC 250-334-1132</p>
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Booth Name _____

Contact Person _____

Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ email _____

Total Booth Frontage _____ feet **(The frontage must include overhanging eaves, awnings or hitches, and any access doors and/or stairs on ends).** The depth of the booth spaces is 10 feet.

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 and/or stairs on ends

List of items to be sold and their prices

MusicFest has an exclusive on ice cream so do not include ice cream on your menu
Craft Vendors please include three (3) photos 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

If you have additional pass requirements for staff, please include this order form with your application form. Maximum of four (4) discounted staff 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. 4) additional weekend passes for booth staff at a cost of **\$95.00 each** to be paid upon arrival at the site. Please provide staff names. If unsure at this point, you can provide this information when you register at the Festival

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

Booth Fee _____

Fee for Power _____

Fee for Water _____

Total Fee Owed _____

PLUS separate post-dated cheque from food booths for clean up deposit \$100

2012 CONCESSION AGREEMENT 2012

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. All decisions will be final.
3. The total booth & power fee must be paid in full upon application or application will not be processed. Cheques will not be cashed unless your booth is confirmed as accepted. The deadline for receipt of application plus fees is April 1, 2012. Cheques payable to Comox Valley Folk Society.
4. Any Vendor wishing to cancel a booth space must submit their request in writing no later than May 15, 2012. 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 15, 2012.
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 7:30.** 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 2:30 p.m. on Friday July 6TH. **There will be no exceptions.** Vendors arriving after 2:00p.m. Friday will not be permitted to set up until Saturday morning. This set up must be completed by 9:00 a.m. 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 site from 4 P.M. Friday July 6th to closing time at midnight Sunday July 8, 2012, but shall not be responsible for individual booths security 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 2012.
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 no later than **June 1, 2012**.
 - 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 Comox Valley Folk Society DBA MusicFest listed as an Additional Named Insured. MusicFest must receive a copy of your liability insurance no later than **June 1, 2012**
 - All mobile concessions must bear evidence of approval of a temporary entertainment permit from our local BCSA office.

IN CONSIDERATION FOR THE RIGHT TO OPERATE A CONCESSION AT THE COMOX VALLEY FOLK SOCIETY - MUSICFEST 2012 ON JULY 6, 7, & 8, 2012

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

THE SUM OF \$ _____ (INCLUDES HST) 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**

Please make cheques payable to Comox Valley Folk Society

Please read all information carefully.
If you have questions, email Gail at
musicfestvendors@shaw.ca

Application checklist

- | | | |
|-----------------------------------|--------------------------|-----------------------------|
| Application form | <input type="checkbox"/> | |
| Concession Agreement | <input type="checkbox"/> | |
| Cheque covering Fees and power | <input type="checkbox"/> | Post-dated to April 1, 2012 |
| Order form for extra passes | <input type="checkbox"/> | |
| Clean-up deposit for food vendors | <input type="checkbox"/> | Post-dated to July 8, 2012 |

Cheques payable to [Comox Valley Folk Society](#)

Please complete **all** information

Incomplete applications will not be processed.

Applications submitted without fees will be returned

Mail application package to:

Booth Coordinator

Comox Valley Folk Society

114 – 2077 St. Andrews Way

Courtenay, BC

V9N 9V5