

MusicFest 2019

Craft Booth Application

Before completing the application form, please read the

Vendor Fees and Information

It will provide you with all the information you need to complete the application form and prepare for MusicFest

Booth Name _____

Contact Person _____

Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ email _____

Booth Size

Frontage: _____ feet ****FRONTAGE: must include overhanging eaves, awnings or hitches, plus any access doors and/or stairs on ends**

****DEPTH: selling area must not exceed ten (10) feet**

PLEASE PROVIDE INFORMATION ON YOUR FAIR TRADE POLICIES AND PRACTICES

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.

List of items to be sold and their prices

- Please provide information on your fair trade policy and practices
- Please include three (3) photos representative of what you are planning to sell.

Sketch of Booth, maximum depth allowed 10 feet

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

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

Craft booth fees will include complimentary Festival weekend passes as follows:

- 10 x 10 Craft Booths - 2 comps
- 10 x 20 Craft Booths - 3 comps

If you have additional pass requirements for staff, please complete this order form and include it 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 **\$165.00 each for adult passes and \$130 each for youth passes** 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

Number of circuits required _____ 15amp@120volt circuits; _____ 30amp@240volt circuits;

My booth will require water Yes No

Booth Fee _____

Fee for Power _____

Fee for Water _____

Total Fee Owed _____

2019 CRAFT BOOTH AGREEMENT

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 29 March 2019. 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 31 May 2019. 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 31 May 2019.
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 charge for this rearrangement of the site.
6. **Booth serving lines and sandwich boards must not be placed outside of the vendor frontage line as marked out by MusicFest.**
7. 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.
8. **No vendors will be allowed onsite before Friday morning at 7:30.** The concession is responsible for its own setup, organization and facilities. MusicFest will determine which of the booth sites you will be occupying. All concessions will be fully setup by 2:30 p.m. on Friday 12 July. **There will be no exceptions.** Vendors arriving after 2:00 p.m. Friday will not be permitted to set up until Saturday morning. This set up must be completed by 9:00 a.m. Saturday.
9. Vendors must provide their own twist lock for any 30A 240V circuits; they will pay an \$80 fee if MusicFest must provide the twist lock Any power requirements beyond what we typically provide must be approved by our electrician and additional fees will be charged as determined by the electrical coordinator.
10. 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. Vendors will not be connected to services until they comply with all MusicFest specifications.
11. Light trespass and glare from quartz floodlights is a problem. A maximum of 150 watts per quartz fixture will be allowed.
12. All concessions will remain on site until the Festival is finished. Any vendor who removes their booth early may not be invited back to future MusicFest events.
13. 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.
14. The Comox Valley Folk Society shall be responsible for the general security of the festival site from 4 P.M. Friday 12 July 2019 to closing time at midnight Sunday 14 July 2019, but shall not be responsible for individual booth 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 2019.
15. 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 or raises their prices during the Festival will be asked to change the price back to the application form price and they may not be asked back for future MusicFest events.
16. 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.
17. There will be a \$30.00 charge for any NSF cheque.
18. The depth of all craft booths must not exceed 10 feet. Any booth that exceeds this depth will be asked to downsize to a 10-foot depth.
19. All booths will remain open and lighted until midnight each Festival day.

IN CONSIDERATION FOR THE RIGHT TO OPERATE A CONCESSION AT THE COMOX VALLEY FOLK SOCIETY - MUSICFEST 2019 ON July 12, 13, & 14, 2019

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

THE SUM OF \$ _____ (INCLUDES TAXES) 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 (include photos) | <input type="checkbox"/> |
| Concession Agreement | <input type="checkbox"/> |
| Description of your 'Fair Trade Policy' | <input type="checkbox"/> |
| Cheque covering fees and power | <input type="checkbox"/> Post-dated to March 29, 2019 |
| Order form for extra passes | <input type="checkbox"/> |

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