

MusicFest 2019

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

PLEASE COMPLETE THE 'GREEN QUESTIONNAIRE' ATTACHED

Sketch of Booth

Your drawing must 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

NOTE

- ❖ Vendors will be allowed to sell only items 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
- ❖ MusicFest has an exclusive on ice cream so please do not include this item on your menu

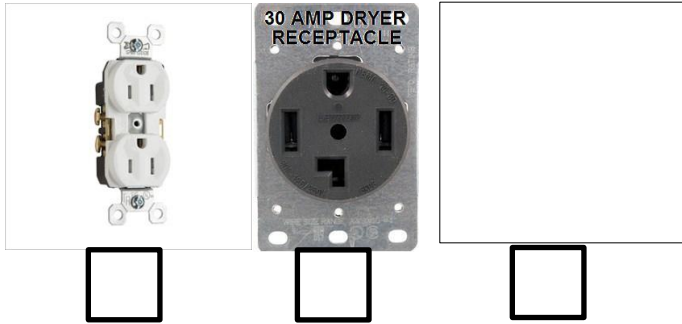
Utilities

Please see Vendor Fees and Information for pricing for Power and Water

Power

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.

Please check the type of receptacle your equipment requires. If you require a different receptacle, please provide a diagram



If you require a 30A 240V circuit you must provide your own twist lock. There will be an \$80 charge if MusicFest provides 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

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.

Water

We require water hook-up and will provide a 100-foot hose and a Y connector for each hook up

YES NO

MUSICFEST 2019 'GREEN' QUESTIONNAIRE

Booth Name _____

Contact _____ Phone _____ Fax _____

Our drink containers, serving dishes, cutlery, napkins, etc. are

Recyclable or Compostable Yes _____ No _____

Condiments are

Individually packaged _____ Bulk service _____ Not required _____

Plan for compostable food waste

Plan for Recyclable materials i.e. cardboard, cans, plastics, paper

Do you have your own grey water disposal or will you be using the one provided?

Additional information

2019 FOOD BOOTH AGREEMENT

PLEASE READ, SIGN AND RETURN WITH YOUR APPLICATION

1. All applications will be given equal consideration and MusicFest will determine booth selections and locations. All decisions will be final.
2. 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 March 29, 2019. Cheques payable to Comox Valley Folk Society.
3. Any vendor wishing to cancel a booth space must submit their request in writing no later than 31 May 2019 and the Vendor would then be entitled to a 50% refund on all monies paid. There will be no refunds considered after May 31, 2019
4. If a vendor arrives and their booth does not conform to the space requested, they 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.
5. **Booth serving lines and sandwich boards must not be placed outside of the vendor frontage line as marked out by MusicFest**
6. **Arrival and set up will be on Thursday evening, July 11th, 2019 and a schedule will be sent to vendors.** 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 12th. **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.
7. **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**
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 12, 2019 to closing time at midnight Sunday July 14, 2019, 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 2019.
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 or raises their 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 booths in the main bowl will remain open and lighted until midnight each Festival day. Booths in the Beer Garden will observe same hours as beer garden
17. **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 **May 31, 2019**.
 - We have read and our booth will comply with the guidelines as per the letter from the Courtenay Fire Department (See: page 4 of this application).
 - 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 **May 31, 2019**
 - All mobile concessions must bear evidence of approval of a temporary entertainment permit from our local BCSA office. MusicFest must receive proof of this approval no later than **May 31, 2019**

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

Vendor Passes Order Form

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

10 x 10 Food Booths - 3 comps
10 x 20 Food Booths - 4 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 **\$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

Other _____
(additional fees will be required)

My booth will require water Yes No

Booth Fee _____

Fee for Power _____

Fee for Water _____

Total Fee Owed _____

Food Booths

BC Fire Code Requirements

One of the responsibilities of the Courtenay Fire Department is to ensure public safety in all areas where people may gather.

From this point forward, any events where cooking is taking place, we are requesting that each food booth meet the following requirements of the British Columbia Fire Code:

- 1) Any food booth that produces grease laden vapour as part of their cooking process shall have a NFPA 96 compliant suppression system installed and serviced.
- 2) Any food booth that produces grease laden vapour as part of their cooking process shall have a K Class fire extinguisher mounted in an accessible location within the booth. Proof of a current fire extinguisher service must also be provided at the time of your event.
- 3) Any cooking process that involves the use of wood fired ovens outside of the food booth is not permitted to be used in accordance with the City of Courtenay Fire Protective Services Bylaw /2556, 2008. Please note that having one of these under a tent still would be considered to be an outdoor fire and as such is prohibited.
- 4) All food booths, regardless of their cooking processes are required to have one fire extinguisher meeting a minimum 2A-10B:C rating mounted in an accessible location within the booth. Proof of a current fire extinguisher service must also be provided at the time of your event.

Please advise the vendors of these requirements and include this condition in their agreement. Any vendor that does not meet these British Columbia Fire Code regulations at the time of our inspection will not be permitted to operate.

If you have any questions or concerns, please do not hesitate to contact me at 250-334-2513.

Yours Sincerely,

Kurt MacDonald Deputy Fire Chief

APPROVALS FOR MOBILE CONCESSIONS

Please Note:

MusicFest will provide the temporary entertainment permit as required for events such as ours

All mobile concessions with hard wiring must provide evidence of electrical approval by submitting a photo of the approval label affixed to the unit.

This would include but not be limited to any unit with walls on all four sides and a permanent roof; constructed, imported, or operated in British Columbia, that is hard wired and used at events where they use electricity. The typical label below or a special inspection label must 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 Dan Kelly for more information



Dan Kelly
Electrical Safety Officer
Courtenay, BC
250-897-8510

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

Application checklist for food vendors

- | | | |
|---------------------------------|--------------------------|------------------------------|
| Application form | <input type="checkbox"/> | |
| Concession Agreement | <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"/> | If required |
| Clean-up deposit | <input type="checkbox"/> | Post-dated to July 14, 2019 |
| Completed "Green" Questionnaire | <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