

MusicFest 2019

VENDOR FEES AND INFORMATION

- MusicFest 2019 will be held at the Fairgrounds in Courtenay, BC on **July 12, 13, & 14, 2019**.
- The Festival is a three-day event with the gates open to the public as follows:
3:30 p.m. – midnight Friday; 9 a.m. – midnight Saturday and Sunday
- The site plan will be arranged with the booths around the perimeter of the site.
- There will again be a beer garden near the Grassy Knoll stage and we will place two food booths there.
- Attendance for the three-day event is estimated at 10,000 people per day.
- Please be advised that you are responsible for creating your own booths – none will be provided. It is a good idea to make sure that booths will provide adequate weather protection. We expect good weather for the event but there is always the possibility of rain.
- 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 on a first come first served basis and only as long as space is available. You must pre-register. Details to follow after acceptance.
- Prices shown on your application forms must remain in effect for the duration of the Festival. Vendor 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 risk not be asked back for future MusicFest events.
- See page 4 for details on **Fair Trade Principles and Recyclable Materials**.
- MusicFest selection committee will accept 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 this item on your menus.
- MusicFest will determine booth selections and locations.
- There will be a \$30 charge for NSF cheques.
- Any booth cancelled by the vendor will be entitled to 50% refund of all monies paid upon approval of Board. Deadline for cancellations is 31 May2019.
- 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

Fees

Food Booths

Size	Location	Fees (Incl. tax)	Additional Frontage
10 x 10	Concert Bowl	\$1,500	\$70 for each additional foot up to 20 feet
10 x 20	Concert Bowl	\$2,200	\$100 for each additional foot over 20 feet*
10 x 10	Grassy Knoll**	\$1,000	Not available

*Note: Booths over 20 feet MAY be considered, depending on selection committee approval.

**Note: Hours for booths in the beer garden by the Grassy Knoll stage will be 4 pm to 10 pm on Friday, and 10am to 10pm on Saturday and Sunday

**All food booths please submit a cleanup deposit of \$100
(cheque postdated to July 14, 2019).**

Cheques will be shredded if vending space is left clean after the festival.

Craft Booths

Maximum frontage 20 feet and maximum depth 10 feet.

Size	Location	Fees (Incl. tax)	Additional Frontage
10 x 10	Concert Bowl	\$700	\$40 for each additional foot up to 20 feet
10 x 20	Concert Bowl	\$1,000	Not available

Deadlines

Date	Action
29 March 2019	All forms due (including application form, concession agreement and cheques) and returned to MusicFest.
12 April 2019	Successful applicants confirmed and notified.
31 May 2019	Proof of liability insurance and health permit provided by food vendors.

All correspondence to be mailed to:

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

Power and Water

All booths in the concert bowl area are required to be lighted from sundown until midnight.

	Fees (incl. tax)	Requirements for Connection
Power***		
Up to two (2) 15A 120V circuits	\$35 ea	Min. 2 – 50 foot #12 extension cords with 3 prong plugs for each 15A circuit.
Additional circuits <i>If available</i>	\$60 ea	Min. 2 – 50 foot #12 extension cords with 3 prong plugs for each 15A circuit.
30A 240V connections (limited number available)	\$120 ea	Please provide your own twist lock 30A. There will be an \$80 charge if MusicFest provides the twist lock. Min. 2 – 50 foot #10 extension cords for each 30A circuit.
Water		
Per hook-up	\$20	Vendor must provide a 100 foot hose and a Y connector.

***Note: 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.

- There is limited power and water available, so be as self-sufficient in these areas as you can. Please note that generators are not permitted.
- 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 at both ends with vendor’s name for identification purposes.
- Preference will be given to booths with a lower power requirement.
- If your extension cord end is out of the ordinary, please draw a diagram of it on the application.
- The electrical inspector will be inspecting all booths. Onsite electricians will approve all extension cords.
- All mobile concessions with hard wiring must provide evidence of electrical approval by submitting a photo of the approval label affixed to the unit.
- Please ensure you bring 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. 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. 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 provides 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. It is therefore 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).
- 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 (See [Green Questionnaire](#) attached)
- Since 2009 our festival has been a glass bottle and a water bottle-free event. MusicFest will meet the requirement for water for patrons by providing a permanent water station in the food vendor area plus mobile water wagons manned by MusicFest volunteers.

For more information go to www.islandmusicfest.com

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.

Arrival and Set up

- No craft vendors will be allowed onsite before 7:30 a.m. Friday.
- Food vendors will be scheduled for arrival on Thursday evening.
- Craft vendors can start checking in at 7:30 a.m. Friday morning. Please arrive early to allow yourself enough time. Booth serving lines and sandwich boards must not be placed outside of the vendor frontage line as marked out by MusicFest.
- 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 any vehicles from 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.
- Menu signs should be clean and tidy and only reflect the items you are offering. Please refrain from using tape to cover up menu items that you are not offering to our Festival patrons.

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 to recruit MusicFest volunteers to help them move merchandise in the golf carts. We will, however, have a cart available to be used on a scheduled basis to be arranged onsite.

Vendor passes

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

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

- If you have additional pass requirements for your staff, please complete the included order form. Maximum of four (4) discounted staff passes per booth. Staff names must be provided.
- 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 can be purchased from the box office at the full gate price if available.
- 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.
- If a wristband gets damaged during the Festival, you must contact a member of the Vendor Services Crew and they will arrange to replace it for you. Do not cut the damaged wrist band off yourself.

Once the festival begins, any additional passes required by the vendors can be purchased at the main gate at the full regular gate price and as long as there are still tickets available.

THERE WILL BE NO EXCEPTIONS

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 31 May 2019. If your booth has an annual health permit from your area, please include a copy with your application, it may be acceptable to our Health Department
- Please see fire extinguisher guidelines from the Courtenay Fire Department on the next page.
- 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.
- Our goal is 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 provide evidence of electrical approval by submitting a photo of the approval label affixed to the unit.
- All food vendors must use compostable alternatives for serving containers and utensils. Compostable alternatives are recyclable OR compostable (starch based plastic solutions) and include 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**
- **Beverages must not be sold in glass bottles**
- Please read section on **Recyclable materials**.

Insurance

- All food booths must supply and show proof of liability insurance for a minimum of two million dollars. MusicFest must receive a copy of this insurance policy no later than 31 May 2019. 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 provide proof of liability insurance for a minimum of two million dollars. MusicFest must receive a copy of this insurance policy no later than 31 May 2019. The policy must have Comox Valley Folk Society DBA MusicFest listed as an 'Additional Named Insured'

Food Booths

BC Fire Code Requirements

The following is a letter from the Courtenay Fire Department outlining their guidelines for all food booths.

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 event 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.technicalafetybc.ca for a list of these offices or call 1-866-566-7233

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



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