

# MusicFest 2024

# 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

### Fees

Maximum frontage 20 feet and maximum depth 10 feet.

Base rate for craft booths is \$700 for a 10 x 10 space.  
Additional frontage above 10 feet will be \$50 per foot

See

[Vendors Fees and Information](#)  
for details on power and water fees

# MUSICFEST 2024 CRAFT BOOTH APPLICATION

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

## 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 change in price.

Sketch of Booth, maximum depth allowed 10ft



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

Please include three (3) photos representative of what you are planning to sell.

# Vendor Pass Order Form

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

- 10 x 10 Craft Booths - 3 comps
- 10 x 20 Craft Booths - 4 comps

If you have additional pass requirements for staff you must submit your order with your application form.  
Payment for your additional passes will be due upon check in.

Maximum of four (4) discounted staff passes per booth.

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

Additional pass prices: 4 maximum

Adult: \$190.00 + Tax

Youth: \$120.00 + tax

Booth Name: \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Staff Names \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_ Adult Passes @ \$190.00 = \_\_\_\_\_

# \_\_\_\_\_ Youth Passes @ \$120.00 = \_\_\_\_\_

GST on tickets = \_\_\_\_\_

Total Owing For Additional Tickets = \_\_\_\_\_

## 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 \_\_\_\_\_

Ticket Fee \_\_\_\_\_

Total Owed \_\_\_\_\_

# 2024 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 March 25, 2024. Cheques payable to Comox Valley Folk Society. If you wish to send an e-transfer please contact the vendor Coordinator.
4. Any Vendor wishing to cancel a booth space must submit their request in writing no later than 27 May 2024. 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 27 May 2024.
5. 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 charge for this rearrangement of the site in addition to \$50.00 per foot for any additional space required.
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. **Booth serving lines and sandwich boards must not be placed outside of the vendor frontage line as marked out by MusicFest.**
8. **No vendors will be allowed onsite before Friday morning at 7:30 a.m unless previously arranged with the vendor coordinator.** 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 2:00 p.m. on Friday 12 July & all vehicles must be removed from the site by 2:30pm. 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 music has ended and the festival site has been cleared by security on Sunday night.
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 3 P.M. Friday 12 July 2024 to closing time at midnight Sunday 15 July 2024, 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 2024.
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. The expectation of MusicFest is that all booths will be open by 3:00pm Friday & 9:00am Saturday & Sunday and remain open until 10:00pm nightly and lighted until the music ends each Festival day.
20. All vendors must supply and show proof of liability insurance in the minimum amount of **two (2) 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 27, 2024**

IN CONSIDERATION FOR THE RIGHT TO OPERATE A CONCESSION AT THE COMOX VALLEY FOLK SOCIETY - MUSICFEST 2024- July 12,13 & 14 2024

THE FOLLOWING GROUP OR VENDOR \_\_\_\_\_ AGREES TO PAY THE COMOX VALLEY FOLK SOCIETY

( name of booth )

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**, PO Box 3788, Courtenay, BC V9N 7P2

**Please make cheques payable to Comox Valley Folk Society**

Please read all information carefully.  
If you have questions, email at  
[musicfestvendor@gmail.com](mailto:musicfestvendor@gmail.com)

## 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 25, 2024 |
| 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  
PO Box 3788, Courtenay, BC  
V9N 7P2