

MusicFest 2024

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

Fees

Base rate for food booths is \$1,300 for a 10 x 10 space. Additional frontage above 10 feet will be \$50 per foot

**All food booths please submit a cleanup deposit of \$100
(cheque postdated to July 15, 2024).**

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

See

[Vendors Fees and Information](#)

for details on power and water fees

MUSICFEST 2024 FOOD BOOTH APPLICATION

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

MusicFest has an exclusive on the following products: icecream including softserve, scooped & bars as well as popsicles & snow cones, hotdogs/smokies and popcorn. Vendors are not permitted to sell any of these items.

Sketch of Booth

Indicate total dimensions of booth include 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

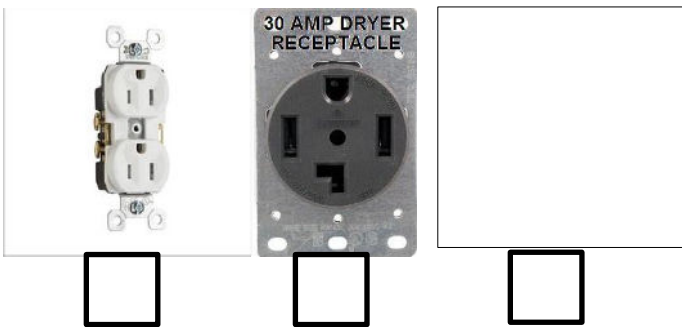
Utilities

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 2024 '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

2024 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 25, 2024. Cheques payable to Comox Valley Folk Society. If you wish to pay by e-transfer please contact the vendor coordinator.
3. Any vendor wishing to cancel a booth space must submit their request in writing no later than 27 May 2024 and the Vendor would then be entitled to a 50% refund on all monies paid. There will be no refunds considered after May 27, 2024
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 in addition to \$50 per foot if there is additional frontage.
5. **Booth serving lines and sandwichboards must not be placed outside of the vendor frontage line as marked out by MusicFest**
6. **Arrival and setup will be on Thursday evening, July 13th, 2024 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 2:00 p.m. on Friday, July 12th. **There will be no exceptions.**
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 music has ended and the festival site has been cleared by security on Sunday night
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 3 P.M. Friday July 12, 2024 to closing time at midnight Sunday July 14, 2024, 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 2024.
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. The expectation of MusicFest is that all booths will remain open and lighted until the music ends each Festival day.
17. The expectation of MusicFest is that all booths will be open by 3:00pm Friday & 10:00am Saturday & Sunday and remain open until 11:00pm nightly and lighted until the music ends each Festival day.
18. **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 27, 2024.**
 - We have read and our booth will comply with the guidelines as per the letter from the Courtenay Fire Department (See: page 6 of this application).
 - 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**
 - All mobile concessions must bear evidence of approval of a temporary entertainment permit (ELECTRICAL APPROVAL or PERMIT) from our local BCSA office. MusicFest must receive proof of this approval no later than **May 27, 2024**

IN CONSIDERATION FOR THE RIGHT TO OPERATE A CONCESSION AT THE COMOX VALLEY FOLK SOCIETY - MUSICFEST 2023 ON 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

Vendor Passes Order Form

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

10 x 10 Food Booths - up to 5 comps

10 x 20 Food Booths - up to 6 comps

If you have additional pass requirements for staff you must submit your order with your application form.

Payment for extra wristbands must be paid when you check in onsite.

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

ANY PASSES NOT ORDERED IN ADVANCE WILL BE SUBJECT TO REGULAR GATE PRICES

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

Other _____

(additional fees will be required)

My booth will require water Yes No

Booth Fee : _____

Ticket Fee : _____

Fee for Power : _____

Fee for Water : _____

Cleanup Deposit: _____

Total Fee Owed : _____



Courtenay Fire Department

650 Cumberland Road, Courtenay, B.C. Canada, V9N 2C8
Tel: - (250) 334-2513, Fax: - (250) 897-1361

May 12 2023

Vancouver Island MusicFest
Box 3788
Courtenay, BC V9N 7P2

Attn: Cresslynn Fay

Dear Ms. Fay:

Re: 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.

In preparation of this year's event, we are requesting that each food booth that is attending your event please 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.

In addition to the requirements listed above, the fire department is requesting that a list of food vendors who will be participating with your event be sent to us one week prior to the event opening. The purpose for this list is to assist us in tracking which vendors are attending which events, whose equipment is up to date, etc.

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.

I will be on site conducting the event fire inspection on Friday July 12th at 11am to ensure all conditions are met.

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

Sincerely, Sent via email
Greg Lamb Fire Inspector
City of Courtenay
Cc: Kurt MacDonald, Fire Chief, City of Courtenay



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
musicfestvendor@gmail.com**

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 Cheque to March 25, 2024 |
| Order form for extra passes | <input type="checkbox"/> | If required |
| Clean-up deposit | <input type="checkbox"/> | Post-dated to July 15, 2024 |
| 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,
PO Box 3788, Courtenay, BC
V9N 7P2