

# CityFolk

## 2019 CityFolk Food Vendor Guidelines



Steve Gerecke

We invite prospective food vendors to apply for the 2019 CityFolk Festival. Vendors play a vital role in the festival, helping to nourish festival patrons and give them a chance to enjoy a variety of foods.

### **IMPORTANT DATES**

**March 9<sup>th</sup>, 2019**

**Deadline - Food Vendor Application Submission**

**March 29<sup>st</sup>, 2019**

Successful applicants will be notified of acceptance

**May 10<sup>th</sup>, 2019**

**Deadline - Contract, Deposit (payment 1), General Liability Insurance**

*If these items are not received by May 10<sup>th</sup>, 2019 the festival will withdraw said vendor's 2019 application and reallocate the space to waitlisted vendors.*

**September 10, 2019**

Food vendor load-in begins. Festival will confirm dates and times.

**September 11, 2019**

Booths must be completely set up by 12:00 PM for inspection.

**Sept. 11-15, 2019**

Festival dates.

Vendor operating hours are 3:00 PM to 11:00 PM on weekends, 5:00 PM to 11:00 PM on weekdays.

**September 16, 2019**

Vendor load-out as per pre-arranged schedule.

**Note: All dates and times are subject to change, vendors will be notified on all festival changes**

## Vendor's Fee Payment

The vendor's fee in 2019 will be a fixed amount of \$3500.00. The rental fee for participating at the festival will be broken out in to two equal installments of \$1750.00. The first payment, will also be considered as the deposit, in order to secure your place at the festival. The second installment (cheque) will be required on May 10<sup>th</sup> postdated for the last day of the festival September the 15<sup>th</sup>, 2019.

## Deposit (upon acceptance of offer)

The festival will extend a letter of offer to the selected vendors for the 2019 activities. If the vendor chooses to accept the offer, he or she will need to provide the festival with a \$1,750.00 deposit (payment 1) in order to secure and hold their spot. Failure to provide the deposit (payment 1), alongside the necessary paperwork by **May 10<sup>th</sup>** will result in a "non-guarantee" of the vendor's place in the 2019 intake.

\*All festival activities are subject to change. If unable to participate based on a festival change, a full refund will be granted to the food vendor.

## 2019 Vending Options – Main Stage

Description: Main Stage Vendors are located in the main festival bowl. Vendors will present a maximum of **eight (8)** individually priced items that will be sold from the vending booth. (Combination items and plates are encouraged.) Final menu is subject to approval and may not be modified without advance permission from festival staff.

## Services Included:

Specifications	Description
Size	Vendors will have a designated location in the main bowl approximately 10 ft. X 30 ft.
Items Served	Beverages count as one (1) item sold (e.g., Lemonade, Pepsi). Only non-alcoholic beverages may be served. Beverages must be arranged via festival supplier and may not conflict with sponsorship agreements.
Power	Electrical needs must be requested in advance through the festival's Electrical Requirements Form.
Signage & Branding	Signage must be bilingual and include: name, items and prices with HST included.
Additional Services	Grey water bin and pumping (5 nights), potable water access, security throughout event duration, used oil bins, working access to site.

## Additional Services

### WORKING ACCESS TO SITE

Note that any form of access, pass, or accreditation is to be used only for working purposes, and not for festival access during off-shift hours or to view events. A drop off and pick up pass in addition to an offsite parking pass will be allocated to each vendor. There is no onsite parking available to any vendor; vendors must leave the premise with their vehicle one hour before gates open. Vendors are not permitted to purchase and/or consume alcohol while using festival accreditation.

# VENDOR RULES AND REGULATIONS

Vendors are responsible for knowing and following all festival guidelines. Knowledge of these guidelines is expected prior to the application submission.

- Vendors will only be allowed to sell items approved by the festival. Vendors may not sell any item with the CityFolk logo, word mark, or any sponsor or contractor logo. Additionally, you may not sell any item with the name or image of any band or performer playing at the festival. .
- Power and basic area lighting are provided by CityFolk. Vendor is responsible for supplying all interior lighting, extension cords, and accessories for booth space. No generators or propane lanterns.
- Vendor spaces are allocated to a single vendor. No sub-leasing or space sharing.
- All cooking on site must be done with the use of propane. Vendors must have a cut-off valve and proper TSSA certification (at vendors' expense).
- No sales outside of the confines of the booth are allowed without prior permission from the festival.
- No bullhorns or megaphones, flashing lights or strobes, speakers or amplified sound is allowed.
- No hawkers. A vendor cannot solicit or harass the crowd for sales.
- No motor vehicles. During festival operating hours, no vehicles (including golf carts, scooters, etc.) of any kind are allowed on-site by any vendor during the festival.
- No pets of any kind.
- No alcohol consumption is permitted in vendor stands/booths/carts. Vendors are not permitted to consume alcohol or be intoxicated while working on the festival grounds.
- No overnight camping on the festival grounds or staff parking lot.
- Festival provides reasonable security on the park grounds during the festival and overnight.
- Final booth setup and display are subject to approval by the festival logistics coordinator[s] on site.
- \$125.00 change fee (signage, administration).
- Proof of liability insurance, contracts, and any additional fees are due with first payment. The Proof of Liability Insurance Certificate (*minimum of \$2,000,000.00 per occurrence*) must name CityFolk festival as an additional insured and must be in English.
- It is the responsibility of the vendor to ensure that all necessary permits and insurance forms have been properly obtained with proof provided to the Festival. All vendors must follow all federal, provincial and municipal regulations that apply.
- Vendors must abide by these guidelines and follow instructions from festival staff.
- Acceptance and participation this year does not guarantee a space in future or affiliated festivals.
- CityFolk reserves the right to charge vendors for removal and cleanup costs if sites are damaged or left in an unclean state.

**Disclaimer:** Terms and conditions of this information package and agreements are subject to change before and or during the festival activities.