

Bands:
Power:
Arriving:
Do not fill Vendor Coordinator use

South Country Fair

Food and Beverage Vendors Application

Deadline for application May 30

Name of Booth/Organization/Food:
Type of Booth: Food/Beverage Vendor
Contact Person:
Phone – day Phone – eve Fax
Address – in full Postal Code
E-mail Website

Space:

Each Vendor space is 20ft x 20ft. The fee is \$500 per space, plus \$100 refundable deposit (please make a separate cheque—it will be returned upon final inspection of site before departure.) If you have a rigid structure please draw a diagram of it and send with your e-mail submission or on the back of this form if you mail it in.

Length.....Breadth.....Height at highest point.

Special requests:.....

Vendors are required to provide flooring, their own power cords (minimum length of 200 ft.) (bring your own ext. cords, a 2 pole-30a plug...any booth requiring more power is a special consideration due to power limitations and will have to be evaluated.), sump pump, hand wash sinks, hose, water, lighting, display tables, chairs, tent/canopy (which must be pegged to withstand inclement weather), and all other equipment.

The electric grid at the fair is limited, and electrical needs are an important consideration in the selection process. The festival is an eco-aware event, and requires vendors to participate in composting, recycling and other green programs.

Number of Vendor Spaces Requested ____ x Space Fee \$500

Do you Require Power? Yes ____ No ____

If Yes: **120v/15a** ____ (up to 4 ccts, 30\$) or **240v/30amp** ____ (30\$) Per Plug X ____

Generators are not allowed except as an emergency backup.

South Country Fair Week-end Passes:

Each vendor receives two non-transferable Passes for staffing. A maximum of 4 additional staff passes can be purchased at the time of registration for \$80.00 each. Any time after registration and during the Fair weekend, full gate prices apply.

Please list yourself (proprietor) and up to 1 staff that is included with cost of space.

1. _____ 2. _____ Number of additional passes Requested ____ x \$80

Please list additional staff.

1. _____ 2. _____

3. _____ 4. _____

Please indicate the day and time you will be coming to set up:.....

Please include description and photos/website of your products and service. Please submit a full menu at time of application regardless of whether you are a returning food vendor or not. Only the items listed in your menu and approved will be allowed for sale. Do not write "Same as before." As well include a price range for your items. ***NOTE*** This information and your website address will be used for a 'brief description' of your booth in the Festival's Program. Please **E-MAIL 50 words or so describing your booth to scfvendors@gmail.com**, to be used in the festival program. Photos will be returned if you include a stamped addressed envelope. Returning Food Vendors are not guaranteed a spot at the Festival.

Food and Beverage Vendors:

Artisanal Food Vendor (NEW for South Country Fair 2016!)

If you are a small food vendor specializing in one item only (e.g. only coffee, only ice-cream, only mini donuts etc...) you may be eligible to apply as an artisanal food vendor at a reduced vending rate of 300\$.

Some criteria to determine if you qualify:

- Your space is no larger than 10- 15ft
- You specialize in one or two things.
- 500\$ would be the difference between you applying to be a food vendor or not.

If you feel like you qualify please do not send in an application and payment before you get a hold of the Vendor Coordinator well ahead of the deadline to determine if you qualify. When you qualify all other aspects of the application process will be in effect.

Health and Safety:

All food vendor booths must meet the standards under the **Health Temporary Food Service Regulation** and must display a valid **Food Concession Permit**. All vendor information will be shared with the Health Department and the Health Inspector may contact you in advance. Public Health department requirements for temporary food establishments must be adhered to. It is the vendor's responsibility to know these regulations and it is in the vendor's best interest to contact the local Health Inspector well in advance of the Fair to introduce yourself and to ensure you can meet all health, safety and environment requirements. The *Special Event Vendor Package, Temporary Event (Vendor) Notification and Permission to Use an Approved Fd Est Form* are intrinsic to this application and can be downloaded from our website. Please contact a health inspector regarding questions related to these forms:

Robert Rippen, Public Health Inspector
Chinook Health Region
Community and Family Health
744 – 26 Street, Fort Macleod, Alberta
T: 403-553-5363 F: 403-553-2333
E: robert.rippen@albertahealthservices.ca

Robert will be onsite to ensure compliance and he has the authority to immediately shut down a food vendor. Concessions must conform to Alberta electrical and building codes. All vendors must also comply with Fire code. Any vendor failing to comply with the above requirements will not be hooked up and will not receive a refund. Food vendors are also required to carry and supply a copy of \$2 million liability insurance.

I have contacted the local Public Health Inspector and understand requirements for temporary food establishments.

Signature: _____ Date: _____

Vendor Structure Policy (NEW for South Country Fair 2016!)

At the fair vendors should expect the possibility of inclement weather with winds up to 100KM. Every year there is at least one tent destroyed due to it not being of sufficient strength and design, and or not being secured correctly. Vendors using tents will be required to use tents **like** an EZEUP: <http://www.ezup.com/eclipse.html>

No lesser tents will be allowed at the fair. E.g. cheap imitations sold at box stores, gazebos and the like.

Tents will also be secured with **2 quality ropes** of no less than **1/4" thick** at **each corner** which are attached to the ground with quality **stakes of 9"** or more.

The determination of quality of tents and their attachments is entirely up to the discretion of the Vendor Coordinator and designates. If either aspect is found to be insufficient you will not be allowed to set up or be required to take down until such time as any insufficient aspects are remediated.

This policy is for the safety of fairgoers and the well being of Vendors.

Vendor Vehicle Policy

Over the past few years, we have had several close calls, wherein vendor vehicles have posed serious safety risks to fairgoers, especially children. In order to address this problem and reduce the risks of an accident, the following vendor vehicle policy has been implemented for South Country Fair.

Vendors may use vehicles to set up and stock booths until 3pm on Friday. After which, vehicles may be used to restock booths only between the hours of 5am and 7am. Otherwise, rickshaws or carts may be used for restocking purposes. Vendors may use vehicles to pack up their operations, on Sunday, one hour after the music and festivities on the main stage have come to an end. When not being used for restocking purposes, vendor vehicles are to be parked in the public fairgoer lot in the vicinity of the Main Gate.

Vehicles that enter the grounds must not exceed a speed limit of 5km/hr (average walking speed). When reversing or parking your vehicle, you must have a spotter.

Vendor Camping Policy

In order to better manage and secure the stage area, vendors are not allowed to camp within the stage area and, instead, will be asked to camp in the designated vendor camping area. Vendors with camping vehicles (trailers, motor homes, tent trailers, camping vans and campers) will be provided with complimentary vendor vehicle access pass.

Vendors with special circumstances can apply to sleep in dual purpose trailers (business/rest). When applying for an exception please provide a detailed explanation as to the necessity of having a trailer.

In the rare circumstance that an exception given it is understood that from the time the music ends until 7am, you are welcome to sleep in your trailer but you cannot hang out anywhere else in the mall area.

No pets allowed. All South Country Fair rules apply to vendors as well.

Vendor Hours of Operation

In order to provide the opportunity to secure, clear and clean the stage area, on Friday and Saturday night, vendors must close their booths no later than 10 minutes after the music on the Main Stage has come to an end and may reopen no sooner than 8am the following morning.

Check In/Set Up Hours (NEW for South Country Fair 2016!)

Thursday (9 am - to 5.00 pm.)

Friday (9 am - to 3.00 pm.)

Must be set up for 3pm, Friday,

Tear down is Sunday , 10 minutes after the music on the Main Stage has come to an end

Payment and Cancellation:

Payment is required with your signed application. No vendor shall be placed until payment is received. Vendors must abide by the South Country Fair (SCF) rules and regulations, and any other applicable regulations and legislation. There are no exclusive rights on products being sold at the SCF. Vendor agrees to have their name included in SCF marketing material. In the event that a vendor damages or causes to be damaged, any property or equipment belonging to or under the authority of the SCF, the SCF may repair the damage and charge the cost that exceeds the damage deposit to the vendor. The SCF is not responsible for any lost, stolen or damaged property or any injuries that might occur. Vendors must carry and show proof of personal liability insurance. The SCF reserves the right to make changes, additions or deletions to the Vendor contract regulations at any time.

Cancellation

Up until July 1, and with proper notification to the Vendor Coordinator, there is no penalty for withdrawal for any reason. **There are no refunds on cancellations received after July 1.**

No e-mail applications will be accepted. Please include your cheques when you mail your application.

Please make cheques payable to: South Country Fair Association

Application deadline is May 30. Applications and cheques can be mailed to:

Gary Unser, 1342 Hook Dr, Kamloops, B.C V2B-7S9

E-Mail: scfvendors@gmail.com

You will be contacted whether selected or not no later than May 30th

Your payment will be processed June 1

I accept the above stated conditions and do not hold South Country Fair or its staff or volunteers legally responsible for any loss, damage or theft incurred to myself, my employees or my goods and equipment during this event. I understand that health and safety inspections will occur during the Festival and that I need to have all required permits and insurance present.

Signature _____ Date _____

Did You Forget Anything? Checklists:

Costs	Total
_____ x Space Fee \$500	
_____ x (30\$) electrical service	
_____ \$100 damage deposit (separate cheque)	\$100
TOTAL	

Documentation			
Description, Menu and website for your product/services	YES	NO	NA
Stamped self addressed envelope	YES	NO	NA
Full menu (Food Vendors)	YES	NO	NA
Diagram of Structure	YES	NO	NA
Proof of insurance (required)	YES		
Contacted health inspector	YES		
Copy of \$2 million liability insurance	YES		
I have sent an electronic description of my business to be included in the SCF program to scfvendors@gmail.com	YES		
I have included payment with my application	YES		