

# 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 \$550 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 \$550

Do you Require Power? Yes \_\_\_\_ No \_\_\_\_

If Yes: **120v/15a** \_\_\_\_ (up to 4 ccts, 60\$) or **240v/30amp** \_\_\_\_ (60\$) 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 \$140.00 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. \_\_\_\_\_

Please list additional staff.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_ Number of additional passes Requested \_\_\_\_ x \$140

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

**Vendors will be not let in after gate hours.**

If you are accepted as a vendor a space will be allotted to you. **All Vendors must check in with the Vendor Coordinator or designate before entering site and setting up.**

**Vendors will be not let in after gate hours.**

**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 in word format 50 words or so describing your booth to [scfvendors@gmail.com](mailto: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**

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 350\$.

Some criteria to determine if you qualify:

- Your space is no larger than 10- 15ft
- You specialize in one or two things.
- 550\$ 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](mailto: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**

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 driven in at an angle.

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 8am and 9am. 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 Vendor camping area or 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.

#### **Personal Electrical Use Policy.**

While camping in the designated Vendors Camping Vendors are ***not*** to plug any personal camping accessories into South Country Fairs power grid. There is limited Power on site and the power we have is to be used for vending. In the past vendors plugging in their personal power has caused the grid to crash causing Vendors to lose power. If you choose to ignore this policy you will forfeit your damage deposit and if you are caught again you will be asked to pack up your booth leave the fair immediately.

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

#### **Vendor Hours of Operation Policy**

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.

During the fair we ask that you are open by at least 10am and remain open until at least 10 pm. You may open earlier and stay open later up until the end of music if you choose.

#### **Check In/Set Up Hours**

Thursday (9 am - to 5.00 pm.)

Friday (9 am - to 3.00 pm.)

Must be set up for 3pm, Friday,

#### **Vendors will be not let in after gate hours**

#### **Tear down**

Sunday, 10 minutes after the music on the Main Stage has come to an end or at the discretion of the Vendor Coordinator you may start early if it will enable you to be off site by 7 pm.

#### **All patrons are required to be off site by 7 pm on the Sunday for security reasons.**

#### **Payment and Cancellation policy:**

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. Vendors agree 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**

If you are accepted as a vendor you may cancel up until July 1, with proper notification to the Vendor Coordinator, there is no penalty for withdrawal for any reason. ***If you cancel after July 1 there are no refunds on cancellations received after July 1.***

**Donation:**

South Country Fair Volunteers are the heart of this festival. On the Saturday all volunteers are asked to gather in front of the Main stage for a photo opportunity and to be recognized for the hard work they put in to make the festival possible. As a show of appreciation our Volunteer coordinator makes a draw of names from the volunteers to win a prize donated by you our vendors. It would be wonderful if you would help us out by donating an item/product of yours to this recognition draw. Thank you.

A volunteer will be sent around once everybody is set up to collect any donations you have.

**No E-mail applications will be accepted. Please include your 2 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](mailto:scfvendors@gmail.com)**

***Only those Vendors who are chosen to attend the fair will be contacted.***

**Your payment may 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: **Fill in Please!**

Fees	Fill In
<b>Costs</b>	Total
___ x Space Fee \$550	\$
___ x (60\$) electrical service	\$
___ \$100 damage deposit ( <b>separate cheque</b> )	\$ 100
___ x 140\$ each Extra bands	\$
___ x I have included <b>two separate cheques</b> one for damage deposit and on for the rest of the fees.	
<b>TOTAL</b>	Cheque 1: \$ <b>(booth fee + electrical fee + extra bands)</b> Cheque 2: \$100 <b>(Damage deposit)</b>

Documentation	Circle		
Emailed-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 <a href="mailto:scfvendors@gmail.com">scfvendors@gmail.com</a>	YES		
I have included payment with my application	YES		

<u>Policy's</u>	Circle and initial	
I have read and agree to abide by the <b>Vendor Structure Policy</b>	YES	Initials: _____
I have read and agree to abide by the <b>Vendor Vehicle Policy</b>	YES	Initials: _____
I have read and agree to abide by the <b>Vendor Camping Policy</b>	YES	Initials: _____
I have read and agree to abide by <b>Personal Electrical Use Policy.</b>	YES	Initials: _____
I have read and agree to abide by the <b>Vendor Hours of Operation Policy</b>	YES	Initials: _____
I have read and agree to abide by <b>Payment and Cancellation policy:</b>	YES	Initials: _____
I have read and agree that I must <b>Vacate the fair site by 7PM Sunday</b>	YES	Initials: _____

Any Additional Notes?