

December 15th, 2017

Dear Concessionaire,

The Edmonton Folk Music Festival is gearing up for production and looking forward to our 39th festival. The 2018 festival will run **August 9th to 12th** and as in the past, we are looking for concessionaires to participate Thursday and Friday evenings, and all day Saturday and Sunday night.

The selection committee looks for well-organized vendors with high quality foods. We are beginning to place an emphasis on locally sourced ingredients in addition to our usual criteria including prices, menu variety, power requirements, and proposed booth structure. Please indicate where you will be using locally sourced and/or organic foods.

Food service experience is also important as this is a very high traffic festival and can get very busy for vendors. Proof of food safety training is an asset. Please remember that it is a juried process and quite competitive and therefore, past participation does not guarantee a place in the coming year.

A deposit of \$500.00 plus gst (\$525.00) is required at the time of application. This deposit will be returned promptly to those applicants who are not successful. Successful applicants' deposits will be held as damage deposits pending satisfactory clean-up post festival.

Once accepted, the basic fee for each booth is \$3500.00 plus gst (\$3675.00) based on a 10-foot frontage in the main row. Other sizes/locations are varying prices and will be dealt with as assigned. Successful applicants are expected to pay the full fee payment with completed contract by **Wednesday, June 21st, 2018**, or the application will be considered void. The deposit will **not** be refunded if cancellation occurs after the June 21st deadline.

In return for your fee, the festival will provide cold and dry storage space, access to water, power and vehicle parking off site for **one vehicle per concession**. **Successful applicants must comply with Capital Health Authority and Emergency Response Department regulations.** Participation in the festival's reusable plate program and other environmental initiatives, including purchase of approved compostable supplies, is also **required**.

Please note: for any food prepared off site, a copy of the Board of Health Certificate for the facility where prep takes place must be provided.

The application deadline for the 2018 festival is **Thursday April 5th at NOON**. Late applications will not be considered. We will be contacting concessionaires by the end of April with regard to decisions. Be sure to fill out the application thoroughly and do not hesitate to add any additional information that you think may be useful. If you have any questions, please call Tanya Corbin at 780-429-1899 or e-mail access@efmf.ab.ca

Sincerely,

Tanya Corbin

Communications Manager/Vendor Relations – EFMF

access@efmf.ab.ca

2.) List a breakdown of **all** electrical appliances you will be using and list accurate power ratings **in amps**. This would include **every** kettle, fan, cash register, etc. regardless of how small, we need to know the **total** amount of power you require. Check the bottom or back of appliances for rating. The **maximum** power available per concessionaire is **40 Amps**. Anything over that WILL compromise your application. **Concessionaires are REQUIRED to provide their own distribution panels. The Folk Festival will supply power in one form only: 40 amp, 120-volt range receptacle #8 cable.**

****Any appliances not listed here will NOT be permitted to be used during the festival.****

APPLIANCE/EQUIPMENT	POWER RATING IN AMPS

Total Power Requirements: _____

3.) Will you be using propane? **YES/NO (circle one)**

4.) Booth -Please include photos or a sketch of intended structure and indicate dimensions. BE SURE TO INDICATE YOUR REQUIRED FRONTAGE. Please keep in mind that the fee is based on a **10' frontage**, and the Folk Festival does not provide any materials for your booth.

Booth sizes **MUST** conform to the dimensions – 10x20 for a single booth, 20x20 for a double – **no depth extensions** past 20 feet will be allowed.

Overage on frontage will be charged extra by the foot.

5.) Do you have any special requirements?

6.) Please use the following space to provide a brief history of your concessions experience:

7) Deposit Refund Name (if different than that on cheque):

Deadline: Completed application forms along with the \$525.00 deposit (including gst) and booth photos or sketches must be received no later than **Thursday April 5th at NOON** in order to be considered.

The application package should be mailed to:

The Edmonton Folk Music Festival
Attention: Tanya Corbin - Concessions
P.O. Box 4130, Edmonton, AB. T6E 4T2

For office use only:

Date Rcv'd _____

Dep. Rcv'd _____

Payment type _____

Rcpt # _____

In person drop offs:

10115 - 97A Ave.

Monday - Friday, 10:00 a.m. to 5:00 p.m.

Application Check List

Please ensure you have included (please check):

- \$525.00 Fee/Deposit (gst included; please provide cheque or money order, NO cash or postdated cheques will be accepted.)

Please make cheques and money orders payable to: **Edmonton Folk Music Festival** - gst registration # 128941226RT0001

- your company GST number
- All necessary contact information including phone numbers, email and website (if applicable) as well as **name for the deposit refund.**
- Accurate appliance list with power requirements broken down by appliance
- Detailed** booth sketch and/or photos (must show layout of booth and measurements of full concession)
- Board of Health certificate for offsite food prep.
- Proof of Food Handling/Food Safety training

I understand that my application will not be considered unless all of the above is enclosed at the time of initial application.

_____ Signature of Concessionaire

Date: _____