

January 3rd, 2019

Dear Concessionaire,

The Edmonton Folk Music Festival is gearing up for production and looking forward to our 40th festival. The 2019 festival will run **August 8th to 11th** 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, you will receive a full information package and contract, to be signed and returned, with fees no later than June 14th. **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 2019 festival is **Thursday April 4th 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 communications@edmontonfolkfest.org

Sincerely,

Muffy McKay

Communications Manager/Vendor Relations – EFMF

communications@edmontonfolkfest.org

2019 FOOD CONCESSION APPLICATION FORM

Food is a huge part of the folk fest experience. We love great food and are proud to offer festival goers a delicious variety food choices. Applications for the 2019 festival will be made available online on January 1st, 2019. The deadline to apply is **NOON on Thursday, April 4th, 2019.**

Booth locations available:

Main Line Food Village (approximately 22 vendors)

Traditionally these have been tent style booths, either 10 or 20 feet wide. We do incorporate some food trucks into this area as well. These vendors are open from gate opening each day until 11:00.

West End Vendor Area (approx. 5 spots)

Can accommodate both tent style and truck/trailers. Hours are slightly less – west end is not open Thursday night and closes at the start of main stage on the other three nights.

Beer Garden (2-3 spots)

These vendors usually serve on both the inside of the beer garden and to the outside. Open hours are the same as the Main Line.

Top of the Hill (1 – 2 spots)

These vendors see less traffic than the main line and fees are lower. They are open the same hours as Main Line.

Fees:

The basic vendor fee is \$3500.00 plus GST for a single, main line booth with a 10 foot frontage. Fees for other areas, and other sized booths will vary. (i.e. because the West End vendors are open for fewer hours, their fees are less.)

Services and Facilities:

Some services may vary with location. In general, the festival provides electricity, fresh water into booths and various grey water disposal/drainage. We also provide space in a dry goods reefer and in a cooled reefer (not a freezer). A limited number of passes are allocated to vendors for staff.

The festival may have exclusive providers for propane, bottled water, coffee or other supplies. All vendors must use these provider while on site.

All other equipment and materials are the responsibility of the vendor. (i.e. tent and floor, signage, sinks, food grade hoses, electrical distribution panels). Further details will be made available once the choices are made.

Environmental Policies:

All vendors are **required** to opt in to the festival's plate program, and to purchase certified compostable serving-ware (cutlery, napkins, bowls etc).

Selections:

The festival tries to offer a good mix of food types to our patrons. Menu is the first thing we look at. We also endeavor to have choices available for any special diets and to highlight local vendors and suppliers wherever possible. Other important factors include: experience, previous history at our event, overall menu balance festival-wide and the look of your concession.

Incomplete applications will not be considered.

If you have any further questions, please contact communications@edmontonfolkfest.org or call (780) 429-1899. More detailed information is available upon request and full details will be sent out with contracts once choices are made.

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 |
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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.

Irregular 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: Muffy McKay - Concessions
P.O. Box 4130, Edmonton, AB. T6E 4T2

In person drop offs:

10115 - 97A Ave.
Monday - Friday, 10:00 a.m. to 5:00 p.m.

For office use only:

Date Rcv'd _____

Dep. Rcv'd _____

Payment type _____

Rcpt # _____

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: _____