

January 2023

Dear Concessionaire,

The Edmonton Folk Music Festival is gearing up for production and we are looking forward to working with some amazing vendors again this year. The 2023 festival will run August 10 – 13 and we would like to invite concessionaires to apply to participate.

The selection committee looks for well-organized vendors with high quality foods. We like 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. Please remember that it is a juried process and quite competitive. **Past participation does not guarantee a place in the coming year.**

Successful applicants must comply with Capital Health Authority and Emergency Response Department regulations, as well as any City of Edmonton vendor requirements. Participation in the festival's environmental initiatives, including purchase of approved compostable supplies, and eliminating single use plastics, including bottles, is also required. Details will be provided to successful applicants.

**The application deadline for the 2023 festival is Friday March 24th at 5:00pm.** Late applications will not be considered. We will be contacting concessionaires mid-April with final decisions. We do not require a deposit at the time of application. Successful applicants will receive a full information package and contract. **A damage deposit of \$525 will be due on notification of participation, and full fees and contract will be due on June 23, 2023.**

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 Muffy McKay at 780-429-1899 or email [communications@edmontonfolkfest.org](mailto:communications@edmontonfolkfest.org)

Sincerely,

Muffy McKay

Communications Manager/Vendor Relations – EFMF

[communications@edmontonfolkfest.org](mailto:communications@edmontonfolkfest.org)

## 2023 Vendor Application

Deadline for submissions is Friday, March 24, 2023 5:00pm MST.

Please read carefully and ensure that the requested information and documents are included. Incomplete applications will not be considered.

### **Booth locations available:**

**Main Line Food Village and Top of Hill:** Traditionally these have been tent style booths, either 10 or 20 feet wide. We do incorporate some food trucks into these areas as well. These vendors are open from gate opening each day until 11:00 pm.

**West End Vendor Areas:** Can accommodate both tent style and truck/trailers. Vendors are open Friday, Saturday and Sunday, with reduced hours of operation. Fee reflects reduced hours and available services.

**Bar Service Area:** These vendors are located near the Bar Service Area – we no longer have a gated Beer Garden. Hours of operation are the same as the Main Line.

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**Fees:** The basic vendor fee is \$3500.00 plus GST for a single, main line booth with a 10 foot frontage. Food trucks and trailers using the space of 2 or more booths will be charged accordingly per 10 foot frontage used. Fees for other areas and irregular sized booths will vary.

Successful applicants will be required to pay a refundable deposit of \$525 in addition to the fee.

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**Services and Facilities:** Some services may vary with location. In general, the festival provides electricity (40 amps per booth), fresh water into booths and various grey water disposal/drainage. We also provide space in a cooled reefer (not a freezer). A limited number of festival access passes are allocated to vendors for staff.

The festival may have exclusive providers for propane, water, coffee or other supplies. All vendors must use these providers 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 to successful applicants.

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**Environmental Policies:** All vendors are required to use certified compostable serving ware, including plates, cutlery, napkins, etc. Recycling bins will be provided for cardboard, and we encourage vendors to gather and recycle plastics and other recyclables as much as possible.

We are moving towards the elimination of single use plastics on site, including bottled water and plastic packaging. Details will be provided to successful vendor in the contract and Concessions Guide.

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**Selections:** The festival strives to offer a good mix of food types to our patrons. Menu is the first consideration, with quality and variety being crucial. Other important factors include power requirements, experience, previous history at our event, overall menu balance festival-wide and the footprint and structure of your concession.

Incomplete applications will not be considered.



**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 (stove plug end) Our electricians are not able to accommodate any other power forms.*

**\*\*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.) Will you require reefer space/storage?

**YES/NO (circle one)**

5.) Booth - Please provide photos or a sketch of intended structure and indicate dimensions. BE SURE TO INDICATE YOUR REQUIRED FRONTAGE. *Prior vendors also need to complete this section - please do not assume that we know what your set up looks like.*

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. If you are applying with a truck or trailer, please indicate drivers side of vehicle and details about tow vehicle if applicable.

Irregular frontage will be charged extra by the foot.

6.) Do you have any special requirements?

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

**Deadline:** Completed application forms including booth photos or sketches must be received no later than **Friday March 24 at 5pm** in order to be considered. If you have any questions, please contact [communications@edmontonfolkfest.org](mailto:communications@edmontonfolkfest.org) or call (780) 429-1899.

The application package can be scanned and emailed, mailed directly, or dropped off in person.

**Email:** [communications@edmontonfolkfest.org](mailto:communications@edmontonfolkfest.org)

**Mail:** The Edmonton Folk Music Festival  
Attention: Muffy McKay - Concessions  
P.O. Box 4130, Edmonton, AB.  
T6E 4T2

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

For office use only:

Date Rcv'd \_\_\_\_ \_

## **Application Checklist**

Please ensure you have included (please check):

- 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
- Accurate menu list with pricing
- **Detailed** booth sketch and/or photos (**must indicate entire footprint, including layout of booth and all measurements of full concession**)

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

Signature of Vendor \_\_\_\_\_ Date: \_\_\_\_\_