

January 01, 2012

Dear Concessionaire,

The Edmonton Folk Music Festival is gearing up for production and looking forward to our 33rd festival. The 2012 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. In addition, there is a possibility of an added Wednesday night concert on August 8th. If this is confirmed you will be notified immediately and given the opportunity to open Wednesday evening as well, for an additional fee.

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. Please be aware that due to the nature of our site, trailers and food trucks have been generally not allowed although there may be exceptions made for specific locations. 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 \$315.00 (including gst) 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 \$3150.00 (incl. gst) 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 July 6th, or the application will be considered void. The deposit will **not** be refunded if cancellation occurs after the July 6th deadline.

In return for your fee, the festival will provide cold and dry storage space, access to water, power and vehicle parking off site. 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 2012 festival is Friday March 23rd at NOON. Late applications will not be considered. We will be contacting concessionaires by April 18th 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

Access Manager – EFMF

access@efmf.ab.ca

2012 FOOD CONCESSION APPLICATION FORM

Company Name: _____

Company gst #: _____

*Note: To receive a refund on deposit that includes the gst, the gst number provided must match company name.

Contact name: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____

Daytime contact number: _____

Alternate phone number: _____

Email: _____ Company website: _____

1) Please describe type of food. List and describe ALL menu items (food and drink) you would like to sell, and the corresponding price for each. **ONLY the items listed here will be approved for sale unless other arrangements are made.** Please note that the festival will have an exclusive supplier for bottled water. Glass bottles are not permitted on the festival site.

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, 120/208 volts**. Anything over that WILL compromise your application. **Concessionaires are asked to provide their own distribution panels with a 120/208 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:

Deadline: Completed application forms along with the \$315.00 deposit (includes gst) and booth photos or sketches must be received no later than Friday March 23rd @ **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

In person drop offs:

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

Application Check List

I have included (please check):

- \$315.00 Fee/Deposit (gst included; please provide cheque or money order, NO cash or postdated cheques will be accepted.)

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

- 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)
- Board of Health certificate for offsite food prep.

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: _____

For office use only:
Date Rcv'd _____
Dep. Rcv'd _____
Payment type _____
Rcpt # _____