

December 6<sup>th</sup>, 2016

Dear Concessionaire,

The Edmonton Folk Music Festival is gearing up for production and looking forward to our 38<sup>th</sup> festival. The 2017 festival will run **August 10<sup>th</sup> to 13<sup>th</sup>** 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. 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 \$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, July 5<sup>th</sup>**, or the application will be considered void. The deposit will **not** be refunded if cancellation occurs after the July 5<sup>th</sup> 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 2017 festival is **Wednesday MARCH 15th 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](mailto:access@efmf.ab.ca)

Sincerely,

Tanya Corbin

Communications Manager/Vendor Relations – EFMF

[access@efmf.ab.ca](mailto: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:

**Deadline:** Completed application forms along with the \$525.00 deposit (including gst) and booth photos or sketches must be received no later than **Wednesday March 15<sup>th</sup> 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**

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 # _____
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### **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)
- 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: \_\_\_\_\_