

# BEAR CREEK FOLK MUSIC FESTIVAL

August 18-20th 2023



## 2023 FOOD CONCESSION APPLICATION FORM: INTRO

Dear Concessionaire,

The Bear Creek Folk Festival is gearing up for production and looking forward to our sixth annual festival, which will run August 18-20, 2023. Our 2022 festival saw over 6,000 people onsite per day over our three days and we are on a trajectory to see those numbers rise.

We are looking for concessionaires to participate in our busy food service area Friday 4:30pm-11:00pm, and all day/evening Saturday (10:00am-11:00pm) and Sunday (10:00am-10:00pm). Vendors must remain open for the duration of these times.

We do our best to keep each vendor unique within their category. Thus, we are not accepting vendors of mini donuts, cotton candy, or lemonade slushies as we carry those items in our own festival concession stand.

The selection committee will look for well-organized vendors with high quality foods. We will place an emphasis on locally sourced ingredients, and will also strongly consider prices, menu variety, power requirements, environmental practices (use of enviro friendly plates/containers/cutlery), and proposed booth structure. Please indicate if/where you will be using locally sourced and/or organic foods.

We tend to receive a large volume of applicant inquiries, and will unfortunately not be able to accommodate all of them. Please note that participation in one year does not guarantee a place in the coming year. If you meet all of our vendor qualifications and are not accepted, we encourage you to try again next year.

A deposit of \$400 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 a damage deposit pending satisfactory clean-up post festival. Deposits **MUST** be made by cheque made out to Bear Creek Folk Music Festival Society. CASH AND MONEY ORDERS ARE NOT ACCEPTED.

Once accepted, the basic fee for each booth is \$900 PLUS GST (\$945). Successful applicants are expected to pay the full fee payment with the completed contract by Friday, July 14, or the contract will be considered void.

The deposit will not be refunded if cancellation occurs after the July 14th deadline. In return for your fee, the festival will provide you with access to water and power.

Successful applicants must comply with Capital Health Authority and Emergency Response Department regulations, and must be willing to comply with any health and safety policies that are in place at the time of the event.

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 is **Friday, March 24th**.

Late applicants will not be considered. We will be contacting concessionaires in the second week of April with regard to decisions.

Be sure to fill out the application thoughtfully and do not hesitate to add any additional information that you think might be useful.

If you have any questions, please email [vendors@bearcreekfolkfest.org](mailto:vendors@bearcreekfolkfest.org)

Sincerely,

The Vendors Team

[vendors@bearcreekfolkfest.org](mailto:vendors@bearcreekfolkfest.org)

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Company name: \_\_\_\_\_

Company gst #: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime contact number: \_\_\_\_\_

Alternate phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

1) Please describe the 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.** We expect that prices presented in this application will not be altered during the event in a way that impacts other vendors.

Please note that glass bottles are not permitted on the festival site.

***Please indicate by checking boxes (✓) below which food items use local and/or organic ingredients, and which are suitable for special diets as listed.***

Menu Item:	Price:	Local (✓)	Organic (✓)	Vegetarian (✓)	Vegan (✓)	Gluten Free (✓)

*August 18-20th 2023*

[illegible]

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**2.)** List a breakdown of **all** electrical appliances you will be using, and list accurate power rating **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 asked to provide their own distribution panels. The panel must be able to connect to a 50 amp, 120/240-volt standard range receptacle connected to a 40 amp breaker.**

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

APPLIANCE/EQUIPMENT	POWER RATING IN AMPS	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 detailed, accurate, and legible sketch of indended structure and indicate dimensions. **BE SURE TO INDICATE YOUR REQUIRED FRONTAGE.** Please keep in mind that the fee is based on 10' frontage and the Folk Festival does not provide any materials for your booth.

Booths requiring additional space will be negotiated on a case by case basis.

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5.) Do you have any special requirements?

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6.) Please use the following space to provide a brief history of your concession's experience.

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7.) Please provide a couple of sentences (no more than 3) that we can use to promote you as a vendor in the festival program.. We suggest you use these sentences to sell your food to hungry people reading about you in the program.

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**\*If you are selected as a vendor, we will be asking you to provide a photo of your power plug (to aid our technical crew in preparing for your arrival), a copy of your business permit (if you are local), and you will need to fill out an AHS Vendor Application Form. Concessionaires must adhere to all City of Grande Prairie safety code regulations, as outlined in the link [bearcreekfolkfest.org/vendors](http://bearcreekfolkfest.org/vendors)**

**Deadline:** Completed application forms, along with \$300.00 deposit and booth photos or sketches must be received no later than **Friday, May 24th** in order to be considered.

The application package should be mailed to:

**The Bear Creek Folk Festival  
Attention: Vendors Team  
Concessions**

**PO Box 21510  
Grande Prairie Co-op, Grande Prairie  
T8V 6W7**

For office use only:

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

Payment type \_\_\_\_\_

Dep. Rcv'd \_\_\_\_\_

Rcpt # \_\_\_\_\_

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### Application Check-List

I have included (please check):

☐ **\$400.00 Fee/Deposit (please provide cheque or money order. NO cash or postdated cheques will be accepted)**

Please make cheques and money orders payable to: **Bear Creek Folk Music Festival Society**

gst registration # 78956 6528 RT 0001

☐ your company GST number

☐ All necessary contact information including phone number, 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 with dimensions, including extensions like trailer hitches and awnings.)

☐ Board of Health certificate for off-site food prep.

☐ Copy of your AHS food handling permit

☐ Copy of your certificate of insurance

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

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Signature of Concessionaire

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Date: