

**STARBELLY JAM MUSIC FESTIVAL
CRAWFORD BAY PARK
JULY 20-22, 2012**

**Hand Crafted Village
Vendor Application Form**

BOOTH REQUIREMENTS / AGREEMENT:

Fees & Registration

- **\$200 per booth fee, this includes one staff weekend pass. Additional staff passes are available for \$85 each in your application.**
Vending booth size is 10' (frontage) X 10' (depth); note that vendors will also be permitted to curtain off & extend the depth by an extra 5' for purposes of storage &/or child shade space only – this is not to be used as extra display space..
(All prices include HST)
- **Applicants will be notified by email that their application has been accepted/refused by April 30th, 2012. If refused, cheques will be mailed to applicant at that point**
- **Completed applications must be received WITH PAYMENT & DAMAGE DEPOSIT CHEQUES (or copy of corresponding PAYPAL receipt) no later than APRIL 16th, 2012. NOTE: ONLY COMPLETE APPLICATIONS WITH FULL PAYMENT WILL BE CONSIDERED. Applications with cheques can be sent by mail. Applications with PAYPAL receipts can be mailed, or scanned & emailed to crafts@starbellyjam.org .**
- **Accepted applicants are not permitted to accept/join any other vendors or sell any other items in your booth other than those mentioned in your application.**
- **Once accepted, all communication with applicants will take place by email.**

- Should accepted vendor decide not to vend at the festival, note the following refund schedule:

April 16 - June 14	refunded all but \$50
June 15 – July 22	no refund
- **Damage deposit cheque of \$50 dated July 23rd, 2012, will be held by StarbellyJam until after the event to ensure site cleanup.**

Health & Safety

- **Any vendor selling any preserved food items (such as jams/canned goods) must obtain a permit from Regional Health, with a copy (scanned/mailed or photocopied/mailed) supplied to StarbellyJam Vendor Manager no later than June 1st, 2012.**
- REGIONAL HEALTH INSPECTOR:
 DAVID BUTT, East Kootenay Health Unit,
 531 16th Avenue, South Creston, BC V0B 1G5
 ph# 250.428.3605 fx# 250.428.3649
 email: David.Butt@interiorhealth.ca
- **There will be a cold potable water faucet provided to the back of the line of vendors, along with a porta-potty.**
- Selling of drugs/alcohol or related paraphernalia is not allowed and will result in your removal & banning from future festivals.
- **As part of our ZERO WASTE program, vendors are responsible for separating their garbage, compost & cleaned recycling (NO GARBAGE BAGS PERMITTED) & depositing these materials at supervised designated locations.**
- **No cooking is permitted at or around vending sites.**
- No smoking in or near vending sites.

Site & Set-up

- **Vendor load-in times will be assigned for the morning of July 20th, 2012. Vendors must check in with the vendor coordinator on site before bringing vehicle/supplies in.**
- Vehicles will not be permitted to remain on site – vendors will be assigned a nearby parking space. Vehicles will only be permitted at load-in & load-out times as assigned by Vendor Manager.
- **Vendors must be set-up & open by 5pm on July 20th, and by 11am on July 21st & 22nd.**
- Vendors must be open at least until 8pm each of the three days (no later than midnight).
- **Site locations for booths will be a maximum of 10 ft frontage by 10 ft deep unless a larger area has been approved by Vendor Manager and paid for in advance.**
- Site locations are assigned by StarbellyJam & are not subject to change.
- **StarbellyJam has a very limited power supply. We strongly encourage the use of solar for after dark lighting needs. There will be a string of white LED lights along the front of the vending booths to provide SOME limited after dark illumination. This light string may be used to attach a limited number of LED (ONLY LED PERMITTED) light strings for those wishing to remain open after dark. Access to this will depend on where your booth is situated versus the ends of the light strands, & may require the use of outdoor electrical extension cables (only 12' – 20' lengths permitted) that the vendor must provide. All vendors are required to accommodate these cords going over their shelters if required by neighboring vendor. NOTE – generators are not permitted.**
- Vendors are responsible for their own shelters/tables/chairs & all other equipment/materials required.

- **Vendors using spray paint, tinsel or other items that will stain or get embedded in the grass are required to use a 10' X 10' drop mat in order to ensure they do not damage the grass soccer field.**
- StarbellyJam is not responsible for goods left on site although there will be an overnight security person.
- **Vendors are permitted to sleep at their site, only one tent per vendor is permitted & it can only go up at dusk and must be removed no later than 9am daily.**
- As part of our ZERO WASTE program, vendors are responsible for separating their garbage, returnables, cleaned recycling & composting, depositing these materials in the appropriate containers at designated supervised location.
- **Load-out will take place Monday July 23rd, 2012, from 6am to 10am.**
- Vendors are required to keep a professional, clean & cheerful booth & area, free of attractants to animals. Please respect our 'no dogs, no drugs and no alcohol' rules.
- **Vendor must leave their site immaculately clean & void of vehicle damage upon departure.**

Zero Waste

- **With the goal of StarbellyJam to eliminate all waste, we are requiring vendors to do as much as possible to help reduce waste. Thank you for your cooperation.**
- Waste stations at festival will be supervised to assist all festival goers & vendors with proper sorting of material to be disposed.
- **Sell items at event in packaging that can be recycled or composted. Reduce use of disposable items whenever possible.**
- DO NOT sell items packaged in non-recycle or non-compostable materials, for example: Plastic Bags,

- Polystyrene, Waxed cardboard, Foil. Recyclable plastic in our area are number 1,2,4,5 & 7.
- Eliminate unnecessary waste items & over-packaged products.
 - **Package purchased item in recycled paper bags. Compostable corn bags are also permitted.**
 - Correctly sort & properly dispose of waste, recyclables, returnables and compostables at the event.
 - **Bring all goods into the festival in cardboard or reusable boxes or containers.**
 - Help promote the recycling/composting system at the festival by telling your customers and co-workers about our goal of reducing garbage to ZERO WASTE & directing them to the recycling/compost disposal area.
 - **The correct use of the facilities will make correct disposal easy. Our goal is to eliminate garbage going into landfills – WE NEED YOUR HELP!!**

HAND-CRAFTED & LOFT

- **We encourage vendors to sell items that feature Hand Crafted, Locally produced, Organic or Fair Trade components.**
- We invite you to designate as follows any items that apply:
 - HC = HAND-CRAFTED
 - L = LOCAL
 - O = ORGANIC
 - FT = FAIR TRADE

SELECTION

The Hand Crafted Village features artisans who design and produce their own work. Our primary selection is the overall originality, aesthetics & quality of the work. Other important considerations are:

- Overall variety of craft selection at the Festival.
- The look of your booth.
- Previous history with StarbellyJam.
- Experience with festivals & events.
- The professional nature of your application.
- The inclusion of Hand Crafted, local, organic & fair trade components.

All applications must include links to high quality photos of your work for the selection committee & a description of how the items are made.

StarbellyJam reserves the right to assign locations according to needs of the festival, as well as to refuse the application of any vendor for any reason at our sole discretion.

HAND CRAFTED VILLAGE VENDOR INFORMATION:

BUSINESS NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE/FAX #: _____ E-MAIL: _____

TYPE AND ORIENTATION OF BOOTH: (use back side of paper)
Please describe your booth (include photo - or link to photo - or drawing).

PRODUCTS YOU INTEND TO SELL & ESTIMATED SALE PRICE OF EACH ITEM:

(To aid in avoiding duplication you will be restricted to selling listed products only; unless you have vendor manager approval)

(Use backside of paper if you have more products.)

<u>PRODUCT</u>	<u>PRICE</u>	<u>HC or LOFT</u>
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DESCRIPTION OF HOW ITEMS ARE MADE:

(20-30 word limit – to used on in StarbellyJam program & website . . . please also include your web address) (Need more room? Use back side of paper)

PRICE RANGE OF PRODUCTS:

LOWEST \$ _____ HIGHEST \$ _____ AVERAGE \$ _____

CALCULATION OF VENDING FEE:

\$ 200 BASIC FEE – includes 1 person

\$ Extra staff @ \$85 per person

\$ _____ TOTAL FEE PAYABLE (Pay via cheque or PAYPAL)

PLEASE NOTE: THIS FEE INCLUDES 12% HST

NAMES OF PEOPLE WORKING IN YOUR BOOTH:

STAFF NAME: _____

STAFF NAME: _____

STAFF NAME: _____

STAFF NAME: _____

REGISTRATION DEADLINE AND FEES:

Deadline for registration & payment of fee is

April 16th, 2012.

You will be notified via email if your application has been accepted/refused.
(If refused, your funds will be returned to you by April 30.)

Please be sure if you are paying by cheque to include a **separate** cheque of \$50.00, dated July 23, 2012, as damage deposit. If paying via PAYPAL please include a copy of the **PAYPAL receipt**. These funds will be returned to you if all is well after inspecting your site on July 23rd, 2012.

I, _____

AGREE WITH ALL BOOTH REQUIREMENTS AS STATED ABOVE
IN HAND CRAFTED VILLAGE VENDOR APPLICATION FOR
STARBELLY JAM 2012.

I understand that failure to comply with these requirements can result in loss of damage deposit & ability to vend with the festival.

AUTHORIZED SIGNATURE: _____

DATE: _____

PLEASE PRINT, FILL OUT & SEND **pages 1-9** WITH YOUR **VENDING FEE & DAMAGE DEPOSIT**
(or corresponding PAYPAL receipt)

Make all cheques payable to: Starbelly Jam Society

**Applications with cheques can be sent by mail.
Applications with PAYPAL receipts can be mailed,
or scanned & emailed**

Send to:
Starbelly Jam Society, attn. Vendor Manager,
PO Box 15, Crawford Bay, BC, V0B 1E0
e-mail craft@starbellyjam.org

**KEEP A COPY OF YOUR COMPLETED APPLICATION
FOR YOUR REFERENCE**

NOTE – should a discrepancy be found between the application form submitted by the vendor & the current PDF version posted on the StarbellyJam website, the current website PDF form will be taken as the legitimate application form.