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

Food Vendor Application Form

BOOTH REQUIREMENTS / AGREEMENT:

Fees & Registration

- **$455 per booth fee, this includes up to four staff weekend passes & one 15 AMP circuit.**
  Additional staff passes are available for $85 each in your application.
  Additional 15 AMP circuits are available for $50 each.
  Booth size is 15' (frontage) X 20' (depth); note that for every foot over the allotted 15' of frontage the vendor agrees to pay a surcharge of $20/foot, this includes trailer hitches, serving & prep areas etc. **(All prices include HST)**
- Applicants will be notified by email that their application has been accepted/refused by April 15th, 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 MARCH 31st, 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 food@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.**
- Damage deposit cheque of $100 dated July 23rd, 2012, will be held by StarbellyJam until after the event to ensure site clean-up.

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

April 1-April 30	**refunded all but $50**
May 1-May 31	**refunded all but $150**
June 1-June 14	**refunded all but $250**
June 15 – July 22	**no refund**

Health & Safety

- **A SPECIAL EVENT FOOD SERVICES PERMIT must be obtained for your booth from Regional Health with a copy (scanned/emailed 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
- **Each operator and worker must have completed the BC FoodSafe Course with copy of certificates (scanned/emailed or photocopied/mailed) supplied to StarbellyJam Vendor Manager no later than June 1st , 2012.**
- No food preparation on site unless in commercial kitchen approved by Regional Health.
- **As health inspections become more rigorous, it is the vendor's responsibility that their entire operation (including all equipment – in good working condition) meet current health and safety standards & be approved by health inspector. Should health inspection take place at or before festival & vendors permit be revoked, StarbellyJam will not reimburse any vending fees.**
- No smoking in food prep area.
- **There will be potable water faucets only provided to the back of each vendor site, no basins or hot water provided. Vendors must provide their own utility wash sink, food grade hoses etc.**

- Selling of drugs/alcohol or related paraphernalia is not allowed & will result in your removal & banning from future festivals.
- **As part of our ZERO WASTE program, vendors are responsible for separating garbage, compost & recycling (cleaned) into their own bins (NO GARBAGE BAGS PERMITTED) & depositing these materials at supervised designated locations.**
- All wastewater must be tanked for disposal off site.
- **All grease must be disposed of off site.**
- Each vendor booth must have at least one ABC fire extinguisher, minimum 5lbs.
- **Each vendor must have $2 million public liability vending insurance with a copy (scanned/emailed or photocopied/mailed) provided to vendor manager no later than June 1st, 2012.**

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 9pm each of the three days (no later than midnight).
- **Site locations for booths will be a maximum of 15 ft frontage by 20 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 propane for your refrigeration &**

cooking equipment. Power will be supplied on request – notify the Vendor Manager in this application of your power needs. StarbellyJam reserves the right to shut down equipment when necessary &/or require vendors to alternate usage of equipment.
NOTE – generators are not permitted.

- Vendors are responsible for their own shelters/tables/chairs and all other equipment/materials required.
- **Vendors are required to bring their own electrical extension cables which meet the following standards:**
  -minimum #14 wire size AWG
  -12'-20' lengths only (longer lengths prohibited by electrical inspector)
  -cable should read "SOOW" OR "SJOOW"
  -note: yellow/orange cords not permitted (typical outdoor extension cords) , "SJTWA" or similar cords not permitted
- 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 and 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 supplying & maintaining at least one container for each: garbage, returnables, cleaned recycling & composting at their booth. All of these are to be deposited 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 and 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

- **As over 75% of all garbage produced at StarbellyJam is originates from food vendors, 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 food/beverages at event in packaging that can be recycled or composted. Reduce use of disposable whenever possible.**
- DO NOT sell food/beverages packaged in non-recycle or non-compostable materials, for example: Polystyrene, Waxed cardboard, Foiled Wax Sheets. Recyclable plastic in our area are number 1,2,4,5 & 7.
- **DO NOT provide single serving items such as sugar, cream, ketchup, sauce, relish, salad dressing, mustard, etc. Instead use large closeable dispensers or squeeze bottles (make sure they meet health requirements).**
- Eliminate unnecessary waste items & over-packaged products.
- **Reduce the use of plastic cutlery and plastic bags. Instead use wooded cutlery and wooden stir-sticks. Compostable corn bags are permitted.**
- Correctly sort & properly dispose of waste, recyclables, returnables & 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 & 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!!**

LOFT

- **We encourage vendors to include menu items that feature locally produced, organic or fair trade ingredients.**
- We invite you to designate as follows any menu items that apply:

  L = LOCAL
  O = ORGANIC
  FT = FAIR TRADE

SELECTION

Our primary basis for selection of food vendors is the quality of your menu. Other important considerations are:

- Technical feasibility & electrical requirements.
- Overall menu balance of the Festival.
- The look of your booth.
- Previous history with StarbellyJam.
- Experience with festivals & events.
- The professional nature of your application.
- The inclusion of local, organic & fair trade ingredients.

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.

POWER REQUIREMENTS

Detail/clarify your power requirements (if any): _____

_____

_____

FOOD VENDOR INFORMATION:

BUSINESS NAME:_____

CONTACT PERSON: _____

ADDRESS:_____

PHONE/FAX #: _____E-MAIL:_____

TYPE AND ORIENTATION OF BOOTH: (use back side of paper)
Please describe size & type of your booth (include picture or drawing showing dimensions and orientation, including hitch & customer service counters)

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)

MENU ITEM	PRICE	LOFT

DESCRIPTION OF YOUR FOOD:

(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)

_____

_____

_____

_____

CALCULATION OF VENDING FEE:

$ 455 **BASIC FEE -** for up to 4 people and one 15 Amp circuit

$ **Extra 15 AMP electrical circuits @ $50 each**

$ **Extra staff @ $85 per person**

$ **Extra frontage @ $20/ft**

$_____TOTAL FEE PAYABLE (Pay via cheque or PAYPAL)

PLEASE NOTE: THIS FEE INCLUDES 12% HST

NAMES OF PERSONS WORKING IN YOUR BOOTH:

STAFF NAME: _____

STAFF NAME: _____

STAFF NAME: _____

STAFF NAME: _____

PREVIOUS FESTIVAL/EVENT VENDING EXPERIENCE:
(Use backside of paper if you need more space.)

_____

_____

_____

_____

REGISTRATION DEADLINE AND FEES:
Deadline for registration and payment of fee is
March 31, 2012.
You will be notified via email if your application has been accepted or refused.
(If refused, your funds will be returned to you by April 15)

Please be sure if you are paying by cheque to include a separate cheque of $100.00, 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 FOOD VENDOR APPLICATION FOR STARBELLY JAM 2012.
I understand that failure to comply with these requirements can result in loss of damage deposit and 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: StarbellyJam 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: food@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.