

# Castlegar Sunfest Festival In The Park! Food vendor application

May 31, June 1, 2, 2024

Hours of the Festival:

- |                      |                |
|----------------------|----------------|
| * Friday, May 31st   | 3 pm to 8 pm.  |
| * Saturday, June 1st | 11 am to 8 pm. |
| * Saturday June 2nd  | 10am to 4 pm   |

- \*Set up must be completed by 2pm for the 3pm opening
- \*There will be NO driving on the field once the festival is open.

**\*\*\*Vendors WILL NOT be permitted to take down early \*\*\***

- \* All entries must be received no later than May 8th, 2024. Entries may not be accepted after this date.
- \* Spots will be assigned on a first-come-first-serve basis; therefore, we encourage you to return the application ASAP. Payment of fees is due upon receipt of application.

**\*\*\* The application will not be accepted, nor your spot be considered reserved for you, without full receipt of payment. We only accept cash, chq (please don't send cash in the mail) Or e transfer (once application has been accepted I will respond with an e mail address to send payment to) \*\*\*PLEASE RETURN THE APPLICATION ASAP AS IT IS FIRST COME FIRST SERVE AND THERE ARE NO DUPLICATE FOOD VENDORS PERMITTED\*\*\***

- \* The Festival Society has the authority to reject any application. If your application is rejected, your money will be refunded to you. If you cancel 6 weeks before the festival 100% of your money will be refunded. If you cancel up to one month before the festival, 50% of your money will be refunded. There will be no refunds for any cancelations closer than one month before the festival date. IF Sunfest is cancelled due to Government mandates or restrictions due to Covid, your vendor fees will be returned.

- \*Please include copies of your insurance and copies of your food Safe with your application

### **Set Up:**

- \* Set up must be completed by 2 pm for the 3'clock opening May 31, 2024
- \* All vendors must remain open during festival hours.
- \* **No vendors will be allowed to drive on the event grounds during opening hours.**
- \* Space for food booths are as needed, please be specific on your application.
- \* Power is limited!! We need to know exactly how much power you require!!

### **Security:**

- \* General overnight security will be provided, but any damages or loss will be the responsibility of the vendor and not the festival.
- \* The festival committee will visit all booths and have the authority to request removal of any or all undesirable items.

### **Booths:**

- \* Each vendor is provided a space, which is assigned by the committee.
- \* Vendors will not be allowed to move to a new location at any time.
- \* If vendors are using a fryer, they must provide a catch beneath the fryer.
- \* Vendors will be responsible for any property damage incurred in the area of their booth.
- \* All electrical cords must be grounded and meet site approval.
- \* Vendors are required to supply and maintain at least one trash and/or recycling Container at their booth. Two trash cans for food vendors, as well as one recycling can would be appreciated.
- \* Food vendors must provide: Tent or coverage, refrigeration, fire extinguisher and have a valid health permit and supply the number.
- \* **Power & water supply is limited, so if water is required, you are responsible for contacting us to arrange the details**
- \* All waste water must be tanked for disposal off site. No food waste or grease disposal will be permitted in the bathroom sinks.
- \* Castlegar Sunfest will not provide any type of framed tents or coverings for vendors.
- \* **NO** alcoholic beverages may be sold or consumed at your concession space.
- \* Power is limited and can be supplied upon request. This is on a first come first serve basis, so notify the coordinator of any power needs on your application in advance. Proper grounded power cords however will be the responsibility of the vendor.

### **Clean-up:**

- \* Vendors are responsible for maintenance and clean up within a 10 foot radius of their booth at all times during the event. Please provide and maintain your own garbage and recycling receptacles. Please take all garbage to the bins provided on site.

### **Sunfest Committee Contact:**

- \* Lori Orser                      250-354-7266      castlegarsunfest@gmail.com

***Reminder:*** locations will be assigned on a first come, first serve basis. We encourage you to return your application as soon as possible!!

**Castlegar Sunfest Festival In the park**  
**May 31, June 1, 2, 2024**  
**Food Vendor Contract**

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ e-mail address \_\_\_\_\_

**POWER: IS LIMITED!!!**

**How much power do you require?** \_\_\_\_\_

**How many feet is your trailer/tent? (Including hitch)** \_\_\_\_\_

What items are on your menu, and what price do you sell them at

Item	Price
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Food Vendors # of spaces \_\_\_\_\_ @ \$300.00 = \_\_\_\_\_  
Non profit/charity # of spaces \_\_\_\_\_ @ \$ 100.00 = \_\_\_\_\_

Total Enclosed \$ \_\_\_\_\_

**\*\*\*Please make cheques payable to Castlegar Festival Society\*\*\***  
**Are copies of your insurance and Food Safe included??**

Vendors Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

**In order to properly process your application, please enclose the following**

- \* Food Permits
- \* Completed copy of this contract per vendor.
- \* Payment – you will be notified of acceptance at which time if you choose to pay by e transfer, I will advise you when to send it
- \* **Applications will not be accepted until fees are paid**

Send Completed Contracts and payment to:  
Castlegar Festival Society  
C/O Lori Orser  
1503 Slocan St  
Nelson B.C.  
V1L 1G1