



2018 Food Vendor Guidelines

Application Process

- Vendors must apply each year.
- Application and past participation does not guarantee acceptance.
- Payments to be sent to *Sally Wilkins*.
- Payments to be made by Visa, MasterCard or Certified Cheque – payable to PPLP
- Balance of contract due June 15, 2018
- Please fill out application in full. Incomplete applications will not be considered.
- Failure to meet application deadlines may result in forfeiture of booth space.

Selection Process

- The BVJ Vendor Committee will determine the number of food vendors.
- Applications are graded on product uniqueness, previous vending experience, history with BVJ, product quality, and overall presentation.

Hours of Operation

Food vendor booths must remain open for the duration of the festival. BVJ goes on rain or shine and all vendors are expected to be open during the hours listed unless notified by PPLP personnel.

	Main Street	Concert Bowl & Backroom Bar
Thursday	12:00pm – 3:30am	Closed
Friday	7:00am – 3:30am	10:00am – 11:00pm
Saturday	7:00am – 3:30am	10:00am – 11:00pm
Sunday	7:00am – 3:30am	10:00am – 11:00pm

Booth Fees

Booth fees cover all 4 days of BVJ. Minimum 100 sq.ft orders. For maps please visit www.bigvalleyjamboree.com.

- Main Street \$20.50/sq.ft
- Concert Bowl \$20.00/sq.ft
- Backroom Bar \$20.00/sq.ft

No space will be held without completed contract in full. All vendors are required to have a potable water hook up and garbage removal at a flat fee of \$250.00.

On-site electrical is supplied for a nominal fee through Superior Show Service. *See order form provided.*

Refunds

- No refunds for cancellations after June 15, 2018.
- No refunds for inclement weather.

Space Details

- BVJ vendor committee will assign booth locations to each vendor.
- Ensure your square footage is accurate. **A third party auditor will review your square footage, any overages are payable prior to the start of the event at an increased rate.**
- Vendors may not trade, switch, or set up in another area.
- Booth depth can be no more than 20 feet.

Set Up

- All vendors must be set up by 4:00pm on Wednesday, August 1, 2018
- AHS and fire inspections will take place starting in the morning of Thursday, August 2, 2018
- Booth must be clean and in good structural condition.
- Coke coolers are available by filling out the request form. Please clearly mark in your booth sketch to aid in proper delivery placement.
- Booths must be skirted to the ground.
- Signage must be professional.

Booth Operations Guidelines

- Vendors must restrict all activities to their booth space.
- Vendors may not advertise outside of their booth space including the use of flyers and sandwich boards.
- No space-sharing, subletting, or reassignment of contract to another party will be permitted.
- PPLP provides onsite security, but is not responsible for lost, stolen or damaged property. In case of security issues please notify a visible PPLP staff member or contact the BVJ central dispatch.
- Vendor is responsible for a clean booth area, free of debris.
- All workers must be presentable, dressed appropriately and in proper hygiene.
- Vendors should furnish sufficient change for their sales transactions. BVJ cannot provide change to vendors, the ATM's dispense \$20 bills.

Camping

- Concession camping is located at the west end of main street or concert bowl entrance.
- Sites are allocated on a first come first served basis.
- Limit of two (2) camping units per vendor. All extra units will be placed outside of the main grounds.
- Power and water not provided.
- Generators are allowed providing they are of a low noise output.
- Messy campsites are subject to a \$300.00 fine.
- Any damages done to property will be charged to vendor and they will not be asked to come back.



Additional Wristbands / Parking

- All workers must be wearing a workers band at all times at the festival. Any persons on the BVJ site without a band will be escorted out.
- Two (2) wristbands are provided with your package. Any additional wristbands are \$65.00.
- Any additional wristbands required after June 15 will have to be purchased onsite.
- Worker wristbands do not allow entrance into the Concert Bowl.
- For your convenience, wristbands can be left at the Will Call booth under the workers name for pick-up. Will Call is open daily from 8:00am to 10:30pm.
- Parking is available at the end of the processing lanes for \$10.00/day. A free shuttle service is then provided to Main Street running from 9:00am to 3:00am.

Booth Covering

- All tents used for assembly and/or cooking must be constructed of flame retardant material. If tent has been flame treated, proper documentation to verify is required. No recreational utility tarps are allowed.
- Vendors requiring a tent can rent one from Superior Show Service. *See order form provided.*
- All tents will be staked down by Superior Show Service for a nominal fee.

Health & Safety

- Vendors must comply with all Alberta Health Services regulations.
- No alcoholic beverages or drugs permitted in rental space.
- Any vendor in non-compliance with the Alberta Health Services regulations will be asked to rectify the issue, failure to do so will result in immediate closure.
- Vendors must comply with BVJ guidelines for the disposal of grey water, grease, recyclables and garbage.
- When using 100lb propane cylinders, the maximum to site is four cylinders; two cylinders are to be connected by a manifold system and two as spares.
- 20lb cylinders must be set in a box or crate to prevent it from being overturned. Only one 20lb cylinder per tent (properly stored with valve in the closed position).
- Use soapy water to test all fittings and connections for leaks before operating the appliance.
- Use approved appliances only.
- All equipment, hoses, connections, piping and cylinders must be of approved type and in good condition.
- The travel distance to the nearest extinguisher cannot exceed 25m or as required by the Fire Department.
- Cooking appliances shall be operated **at least 1m** from any combustible material, structure or tent or separated using fire rated wallboard, tile or stainless steel to reduce spatial requirements.
- All open flames, hot plates, grills, BBQs and other cooking appliances shall be out of reach of the public. Provide a **1m barrier** around all such appliances to prevent the public from intentional or accidental contact.
- Deep fryers must be separated from open flame grills or devices by a minimum 40cm space or by using a 40cm stainless steel baffle between appliances.
- Deep fat fryers must not rest on combustible material or be situated within 1m of tent walls. The use of non-combustible material such as fire rated wallboard, tile or stainless steel under and behind may reduce spatial requirements.
- Food venues with exhaust hood extinguishing systems shall have an up to date certified inspection and be operational. The proper fire extinguisher shall be provided to supplement the extinguishing agent in the hood system.
- Briquettes shall be wetted down and properly disposed of in a non-combustible container partially filled with sand.



Permits & Inspections

- All festival food vendors are required to complete a Food Facilities Registration Form supplied by Alberta Health Services. This application will be sent to those approved vendors who are invited to vend.
- A Health Inspector and a Fire Marshall will inspect your booth on Thursday, August 2.
- Your booth will have a measurement inspection to ensure correct selling space.
- If erecting your own tent, it will be inspected and if the anchoring is deemed insufficient Superior Show will anchor your tent and charge for that service.

Water, Trash & Grey Water Disposal

- Water supply, garbage removal, and grey water disposal is supplied by BVJ for \$250.00.
- Vendors must properly dispose of garbage, cardboard and recyclables in the provided and marked bins.
- Vendor is responsible for cleaning of their booth.
- Vendors to supply the appropriate number of leak free garden hoses for water and grey water. Hoses must be a minimum of 100ft and have water and grease collectors.
- Vendors to supply protective covering for hoses, as they will cross a service alley.

Power

- Electricity is hooked up by Superior Show Services. Vendors must indicate on their applications a complete, specific list of electricity needs.
- Approved vendors will receive a Superior Show Services order form for completion.
- Vendors should bring one 100ft (or larger) 12-gauge cord per circuit, and other outlet strips as needed. All cords not of acceptable gauge will be disconnected.
- All electrical hook ups must be CSA approved.
- Power will be available on Main Street and Beer Gardens on Tuesday afternoon. Concert Bowl power is available Wednesday afternoon.
- Power will be disconnected at 10:00am Monday morning.

Menu

- PPLP does not permit the use of any Styrofoam products. Please use greener alternatives such as paper.
- Vendors are free to price products accordingly. Please use discretion and consideration when pricing.
- BVJ is a trans fat free festival. Please use trans fat free oil.
- Only menu items approved by the BVJ vendor selection committee may be sold.
- Vendors must list on their application all items they wish to sell. Items not listed and approved may not be sold and will be removed from vendor's booth.
- Non-food items may not be sold.
- Vendors are not granted exclusive rights to sell any particular item.
- Changes/additions are only allowed with approval by the BVJ Vendor Committee **prior** to the start of the festival.

Exclusive Suppliers

Vendors are required to buy and sell product from our exclusive providers where applicable (ice & bottled beverages). There is a zero tolerance policy regarding the selling, displaying or consuming of any products other than the following suppliers without prior approval of the BVJ Vendor Committee. Vendors will be immediately decommissioned if found non-compliant and forfeit their contract rental dollars.



Vehicles On Main Street

Vehicles are allowed on-site ONLY during the following times:	
Wednesday	8:00am – 6:00pm
Thursday through Sunday	6:00am – 9:00am

- For the safety of the BVJ attendees, vehicles are not allowed to move onto, out of, or within the site during operating hours.
- Only authorized vehicles may be parked on festival grounds. Vehicles are NOT allowed to be parked behind or near vendor booths during the festival.

Booth Clean Up

- The dismantling and move out is between 6:00am – 11:00am Monday August 6. Take down prior to Monday morning is not permitted.
- Vendors must take home their entire booths including carpet, display racks, storage containers and decorations.
- Any vendors failing to completely clean up their booth areas must pay a clean-up fee of \$300.00.

Taxes & Insurance

- Vendors must furnish PPLP with a certificate of insurance showing liability insurance with a minimum coverage of \$2,000,000.00. PPLP must be named as an additional insured.
- Vendor is responsible for his or her own insurance for Fire, Theft, Vandalism, etc.

Indemnification

Except to the extent caused by the negligent act of PPLP or its employees, the Vendor agrees to indemnify and hold harmless PPLP, its officers, directors, licensees, agents and employees from and against any and all claims, demands, obligations, causes of action and lawsuits and all damages, liabilities, fines, judgments, costs (including settlement costs), and expenses associated therewith (including the payment of reasonable legal fees and disbursements) ("Claims"), arising out of: (1) any breach of any obligation or covenant made by the VENDOR in this Agreement; (2) any wrongful act, negligent act or omission of the VENDOR, or those of its employees, agents, or subcontractors or any person(s) for whom in law the VENDOR is responsible, with respect to this Agreement; or (3) any claim that the use of any of the VENDOR trade marks in accordance with the terms of this Agreement violates or infringes upon the trademark, copyright or other intellectual property rights of any third party in or to such property, or any other rights of any third party.

Force Majeure

If PPLP is hindered in or prevented from the performance of any term, covenant or act required to be performed by PPLP under the terms of this agreement, or if BVJ is cancelled in whole or in part, by reason of any cause beyond the control of PPLP including, without limitation, strikes, lockouts or other labour disputes, the enactment, amendment or repeal of any applicable laws, riots, insurrection, sabotage, rebellion, war, acts of terrorism, acts of God, or any other similar reason, then performance of such term, covenant or act is excused and the VENDOR shall not be entitled to a refund of any monies already paid to PPLP under the terms of this agreement nor shall the Vendor be entitled to claim damages for any loss incurred as against PPLP including the loss of income or profit.

PPLP reserves the right to amend these guidelines as needed.

In the event of a dispute, the decision of the BVJ Vendor Committee will be accepted as final.

