



CavendishBeachMusic.com

PO BOX 242, WINSLOE, PRINCE EDWARD ISLAND C1E 1Z2

TEL: **902.892.5647** FAX: **902.566.9270**

To: Potential Cavendish Beach Music Festival 2018 Food & Merchandise Vendors

From: Cavendish Beach Music Festival

Date: January 19th, 2018

Re: Request for Cavendish Beach Music Festival 2018 Vendor Application

The 10th annual Cavendish Beach Music Festival will be held on July 6th – 8th, 2018. The enclosed packet includes everything you need to apply as a food or merchandise vendor for the 2018 Cavendish Beach Music Festival (CBMF). Please ensure that you complete all sections of the application so that we can properly plan to meet the needs of festival attendees and vendors for this growing signature event.

Be sure to read and understand all the enclosed information. Please fill out all of the information that is requested. Please include a list of items you wish to sell and the proposed price to the public. Do not make site requests or ask for a site map, they will not be given out at this time. CBMF staff will determine the location of each vendor.

In order for your application to be considered complete you MUST include the following with your application:

- ✓ DO include your \$500 deposit in form of money order or certified cheque only, **PERSONAL CHEQUES WILL NOT BE ACCEPTED**. If your application is accepted your money order or certified cheque will be cashed. If your application is refused it will be returned to you. Money orders and certified cheques can be made out to Cavendish Beach Music Festival.
- ✓ DO include a complete application including space required and electrical requirements.
- ✓ DO include a proposed menu and prices to the public.
- ✓ DO include a picture of your operation.

Applications that fail to provide any of the above information will be rejected and asked to resubmit with all the proper information and documentation requested.

For those vendors who have been part of the Cavendish Beach Music Festival in the past, please do not assume we have all your information. You MUST submit a completed application with the requested information listed above. Submitted applications that have “same as last year” on them will be rejected and you will be asked to resubmit.

Thank you for your interest in the Cavendish Beach Music Festival.

Sincerely,

Jeff Squires

Cavendish Beach Music Festival

Vendors can only sell authorized Pepsi beverages supplied by the festival for resale. The Festival maintains exclusive rights to sell and distribute all beverage items! The festival also maintains exclusivity to Cavendish Farms in that all fry and potato products must be of Cavendish Farms make. Meaning that any style, type or flavor of fry must be a Cavendish Farms product. All fries must be frozen, no fresh cut fries.

TO BE CONSIDERED AS A FOOD/MERCH VENDOR FOR THE 2018 CAVENDISH BEACH MUSIC FESTIVAL, APPLICANTS MUST:

1. Submit this application in person to the festival office (112 Longworth Ave, Charlottetown, entrance on Esher St.) by March 15, 2018.

Or mail to:

Vendor application
c/o Cavendish Beach Music Festival
PO Box 242
Winsloe, PE C1E 1Z2

Questions with regards to the application can be submitted via email to: info@cavendishbeachmusic.com

2. Accept and sign a contract that includes the following terms:

A. 20% of net sales will be retained by Cavendish Beach Music Festival

B. Along with your application, you are required to submit a \$500 deposit. Should your application be rejected your deposit will be returned to you. If your application is accepted, your deposit will be cashed. Following the Festival, a review of your operation will take place and if your operation met and followed all the guidelines of the Festival, your deposit will be refunded.

C. Provide proof of insurance and name certain organizations as additional insurers. If approved, more information on this will be provided.

D. Accept approval of all food/merch items and their pricing by the festival and comply with food restrictions indicated on the "menu submissions" page of this document. Pricing is not to be altered during the Festival.

E. Provide their own staff during the event in order to operate during the days and hours of: Friday July 6th 12pm-11pm, Saturday July 7th 12pm-11pm, Sunday July 8th 12pm-11pm

F. At the end of each night and especially upon removing your setup from the grounds, all garbage must be put in the garbage cans and all empty crates must be removed from the site. Failure to comply with this will result in the forfeit of your deposit.

G. All vendors and their staff will be required to check-in each morning. Vendors and their staff will be searched including bags etc., to the equal extent of festival go-ers. Vehicles accessing vendor row, may also be subject to searches. Vendor check-in will start at 9:00am each morning.

H. Any vendor or employee of a vendor attempting to bring in alcohol or drugs onto the grounds, whether in their car, cooler or bag will be subject to a \$500 fine. There is zero tolerance for this behavior.

3. Accept only festival tokens as cash for payment for all vendor products. Tokens will be redeemed with the bank and exchanged for currency per token redeemed. NO CASH IS TO BE ACCEPTED. ACCEPTING CASH WILL RESULT IN IMMEDIATE DISMISSAL FROM THE FESTIVAL AND FORFEIT OF YOUR \$500 deposit.

4. Must be present for all Department of Health and Fire Marshal inspections. Should you miss your inspection without prior arrangements made with the Department of Health and the Fire Marshal, you will be asked to leave and you will forfeit your \$500 deposit.

5. If you are supplying your own tent, it must adhere the Prince Edward Island Provincial Fire Marshal Office regulations. Information on this is included in a separate attachment.

Cavendish Beach Music Festival will:

1. Provide a space sufficiently sized for your setup on the festival site or other festival approved location(s).
2. Provide potable water hookup at a common location. Vendor responsible for providing approved potable water hoses, (small fee applies).
3. Provide an outline of necessary and specific guidelines and information.
4. Host a mandatory vendor meeting to provide Cavendish Beach Music Festival vendor specific information and details.

VENDOR INFORMATION

BUSINESS NAME	
CONTACT PERSON	
ADDRESS	
CITY/PROVINCE	
POSTAL CODE	
PHONE (DAY)	
PHONE (EVENING)	
FAX	
EMAIL	
WEBSITE	
TAX I.D NUMBER	

Please fill in the blanks where applicable

LOCATION	SIZE	DESCRIPTION	# LOCATIONS
TENT (indicate if renting from festival)			
TRAILER (Please include tongue in Measurement)			
PUSH CART			
OTHER			

GENERAL INFORMATION REGARDING YOUR VENDING LOCATION

WILL YOU BE USING LP GAS?	YES	NO
If yes, include the number of containers and weight in the following spaces:		
Will you be parking a vehicle at the festival (ONE PER LOCATION)?		

ELECTRIC SERVICE NEEDS

Provide a detailed description of your electrical requirements, in the space provided. Use this example as a guide. Any question regarding your electrical requirements, please email thane.hansen@hansenelectric.ca

EXAMPLE:

4- 20 amp 120volt receptacle
 1 - 30 amp 120/240 direct connection
 1 – 20 amp 240 volt twist lock connector (provide Nema configuration)
 1 – 70 amp 120/240 direct connection to our trailer.

- Please note: If the information provided is not accurate, it will result in a delay in your area being connected in a reasonable amount of time.
- Vendors will be responsible for the cost of all electrical connections ran to their location.
- Vendors are responsible for providing their own extension cords.

ELECTRIC SERVICE CHARGES: * TO BE DETERMINED

MENU SUBMISSION

List all menu items and their portion size that you would like to sell. You may provide several menus and/or menu choices but the final menu selections and prices will be determined by the Cavendish Beach Music Festival.

(menu restrictions have to be put in place by Environmental Health and are supported by CBMF. Based on the principles of food safety and food service at mass public gatherings).

All exclusivity requests will be dealt with on an individual basis.

If more space is needed, attach a separate sheet to this application form:

MENU ITEM/ PRODUCT LINE	DESCRIPTION	(Proposed) MENU PRICE

***RAW GROUND MEAT PRODUCTS ARE NOT PERMITTED. ONLY GROUND MEAT PRODUCTS THAT HAVE BEEN PURCHASED FROM AN APPROVED SOURCE IN A PRECOOKED STATE ARE PERMITTED.**

***PLEASE NOTE : RAW, FROZEN SEAFOOD AND POULTRY PRODUCTS (EX. SCALLOPS, FISH, POPCORN CHICKEN, CHICKEN BURGERS) COOKED FROM FROZEN FOR SUFFICIENT TIME AND TEMPERATURE TO KILL DISEASE CAUSING ORGANISMS IS PERMITTED. FREQUENT INTERNAL TEMPERATURE CHECKS WITH A PROBE THERMOMETER MUST BE DONE TO ENSURE ALL PRODUCTS ARE COOKED TO SAFE TEMPERATURES OF 165 FAHRENHEIT OR HIGHER. ALL PRODUCTS MUST BE FROM APPROVED SOURCES.**

SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE SELECTION TO
VEND AT THE 2018 CAVENDISH BEACH MUSIC FESTIVAL.

VENDOR APPLICANT SIGNATURE

DATE