



Salmon Arm Folk Music Society  
Mailing: Box 21, Salmon Arm, B.C., V1E 4N2  
PH: 250 833 4096

Send applications to: Cindy Diotte  
info@rootsandblues.ca and for further  
inquiries

Festival Dates: August 18-20, 2023

## ROOTSandBLUES Food Village Vendor Application

The Salmon Arm Folk Music Society's ROOTSandBLUES Festival is the largest outdoor multicultural festival of its kind in the BC Interior. The Food Vendor Village Area is prominently located on the site and is a busy and popular part of the Festival. As an event that celebrates a diversity of cultures and heritages, the Festival chooses to reflect the same idea in its food vendor area.

### Food Vendor Policies:

**INTERIOR HEALTH PERMIT** - All food vendor booths must meet the standards under the **BC Health Temporary Food Service Regulation** and must display a valid **BC Temporary Food Concession Permit**. All vendor information will be shared with the Health Department and the Health Inspector may contact you in advance. PLEASE CONTACT INTERIOR HEALTH WELL IN ADVANCE TO ENSURE ENTRY TO THE FESTIVAL – ALL PERMITS MUST BE UP-TO-DATE, please contact Christine Gilham to update.

Christine Gilham CPHI - Environmental Health Officer -851-16 Street NE Box 627, Salmon Arm BC V1E 4N7  
Bus: 250 833-4154

DEADLINE for Interior Health Permit IS EARLY JUNE FOR PERMIT COMPLETION

\*Interior Health will be on site to inspect your booth throughout the weekend.

**ELECTRICAL POWER PERMIT** - Concessions must conform to BC electrical and building codes **including a valid BC electrical inspection sticker or an inspection certificate posted on the premises**. All vendors must also comply with **BC Fire code required - CAN/ULC 1254 Standard**. (INSPECTOR Dan Smith from DANCOR will be on site to inspect your booth on Set up Day.) You must comply!

Any vendor failing to comply with the above requirements will not be hooked up and will not receive a refund.

**INSURANCE** - Food vendors are also required to carry and supply a copy of \$5 million liability insurance with Salmon Arm Folk Music Society as the additional insured. Please be specific about your booth length, and power requirements as we plan the layout prior to your arrival.

### HEALTH AND SAFETY

The Salmon Arm Folk Music Society adheres to evolving BC Provincial Health Authority and Interior Health Authority guidelines and recommendations. We remain committed to the health and safety of our musicians, attendees, volunteers, sponsors and stakeholders.

\*All policies are subject to change to comply with government health orders.

### ENVIRONMENTAL POLICY TERMS AND CONDITIONS

The goal of the Salmon Arm ROOTSandBLUES Festival is to improve our environmental sustainability. Every year we are committed, where possible, to adopt practices that reflect sustainable principles and best practices.

Since 2018, we have committed to implementing a composting program that includes our volunteer, vendor and beverage areas. In addition, we have implemented a policy of no single use water bottles to be sold on site. Your help and compliance with this initiative will go a long way to achieving our goal.

Fundamental to this approach is the use of compostable plates, cutlery, napkins, straws, cups and glasses. The use of Styrofoam and non-compostable packaging, such as aluminum foil is not acceptable. Single serving condiment packages are to be avoided to prevent contamination of the compost.

To facilitate this objective all materials must be **CERTIFIED COMPOSTABLE, NOT BIODEGRADABLE or RECYCLABLE**. There are a number of suppliers who can provide this type of material to you, should you need help in sourcing these materials please contact us for a list of suppliers.

1. Compostable items (manufactured items)

Some typical certifications are:

- BPI
- ASTM D6400 or D6868
- CAN/BNG 0017-088, or EN 13432
- OK Compost

Pre-festival and prior to the start up of the Vendor area a brief introduction to our waste stream process will be provided to you. Receptacles for the following types of waste will be provided for your use.

1. **Compost** – smaller containers will be located between vendors for vendor use. These will then be transferred to a large bin for transport off site. Attached is a listing of acceptable compostable materials.
2. **Recyclables** – These must be kept separate and transferred to one of our waste stations for pickup by our Environment Crew. Items for recycling must be cleaned prior to being placed in the recyclable receptacles, non-cleaned items are considered as contaminants and will have the recyclables rejected by our service provider. A list will be provided to you. Clean cardboard will be collected separately.
3. **Returnables** for deposits – These must be kept separate and transferred to one of our waste stations for pickup by our Environment Crew.
4. **Garbage** – Any material not fitting the above criteria.

**The damage deposit is \$500, we have had vendors who left cooking oil for us to clean up and also some vendors did not comply with the new enviro policy and used recycling items and not compostable products or just neglected to comply. We will keep your \$500 damage deposit if you do not use compostable items.**

## **Application Process • Application Deadline March 31, 2023**

All Applicants must submit a full menu at time of application regardless of whether they are a returning food vendor or not. Returning Food Vendors are not guaranteed a spot at the Festival.

**Spots are pre-assigned by our discretion. Booth sizes, types of food all factor in to this decision.**

Proof of \$5 million liability insurance and other required Interior Health and BC Power permits must be submitted at time of application along with cheques for fees. Application fees are due March 31, 2023. We accept credit card payment as well. A damage deposit of \$500 is to be sent to Salmon Arm Folk Music Society. We will keep your damage deposit, if you do not comply to our environmental policy terms and conditions.

## **Applicant Contact Information**

**(Please Print for Clarity)**

**BOOTH NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Prov:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### **Staff –**

Up to four staff passes including the proprietor are included with cost of space. Additional staff passes, or camping can be purchased on our website [rootsandblues.ca](http://rootsandblues.ca)

**DO YOU NEED CAMPING?** Please purchase on our website [www.rootsandblues.ca](http://www.rootsandblues.ca) before April 31<sup>st</sup>, as camping sells out fast.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Menu and Concession Photos** (Please include as attachments)

It's important to see where your serving sides and tongue is located for set-up.

All booths are pre-assigned by ROOTSandBLUES.

List detailed menu items and pricing or provide a menu.

•You may only sell menu items listed with this application.

•Please include photos of your concession.

**Check In/Set Up Hours**

Regular Food Area - 8 am to 12-noon • Friday August 18, 2023 or we will call/email you to arrange a possible Thursday set up time. TBD by the power company.

Must be Set-Up by 12 noon on Friday

No Entry to Site After 12 noon on Friday

Regular Food Area Hours of Operation

Friday August 18th • 5 pm to 11 pm

Saturday August 19th • 11 am to 11 pm

Sunday August 20<sup>th</sup> • 11 am to 11 pm

**\*Please CHECK IN with the Food Vendor Coordinator for spot assignment and your vendor package on arrival. You will be assigned one parking pass per vendor. THIS IS NOT A CAMPING PASS.**

**Application Fees and Payment Process**

**Space Rental**

**Standard Space Size:** 15'x 15' over this length is \$25 extra per foot. PLEASE be EXACT. Included: 2-15 amp 110-volt circuits – For more power see below, please be accurate!

**Beer Garden Food Vendor:** We are offering one spot in our main beer garden for a full meal food vendor - \$600 extra, we will let the vendor know once selected, then they will pay the extra fee.

**Barn Stage, 2 vendors** only, selected on food type, REGULAR RATES APPLY

**Extra Footage:** Extra footage is \$25.00 per foot.

Are you interested in being located in the Beer Garden Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you interested in being located in the Barn Stage Yes: \_\_\_\_\_ No: \_\_\_\_\_

You will be contacted if we choose your booth to be located in the Beer Garden.

**PLEASE BE ACCURATE, INCLUDE TONGUE in LENGTH - WE DESIGNATE FOOTAGE AND POWER BEFORE YOU ARRIVE- DO NOT UNDERESTIMATE. Our POWER Company will only supply you with what you have checked off below!**

**For \$1650 your unit must be no longer than 15', over 15' is \$25 per extra foot, calculate below, also, BE SPECIFIC about power required if you request 30 amp, please add in the \$105... otherwise the power company will not hook you up. We plan for your arrival prior to and layout the area, please be EXACT in measurements and POWER requirements.**

<b>Booth dimensions (INCLUDE HITCH):</b>	Length _____	Width _____	Height _____	
<b>Standard booth</b> (15' x 15' & 2-15 amp – 110 volt)			<b>Base Price</b>	<b>= \$ 1,650.00</b>
<b>Extra Footage:</b> \$ 25.00/ft. beyond 15' (incl. tongue) is _____	x	\$25.00 =		\$ _____
<b>Extra Power</b>	30 amp/125/220 volt _____	x \$105.00 =		\$ _____
	60 amp/125/220 volt _____	x \$230.00 =		\$ _____
		<b>Subtotal =</b>		\$ _____
<b>If you have been selected for the beer gardens, we will notify you for an additional payment of \$600. (Do not include until we've requested)</b>				= \$ _____
		<b>TOTAL=</b>		\$ _____

Please include cheque payable for March 31, 2023 (If you have been accepted). We also take credit card payment. Visa and Mastercard. Vendors will be selected in March, payments needed by the end of March/April. If you're using credit card, please indicate and Cindy will call you for CC payment.

Cheques payable to Salmon Arm Folk Music Society.

Credit Card YES or NO / Cheque YES or NO **All fees are non-refundable**

# VENDOR BUCK PROGRAM

Would you like to participate in our FOOD VENDOR TICKET PROGRAM to feed our hard working and dedicated VOLUNTEERS and PERFORMERS?

YES \_\_\_\_\_ or NO \_\_\_\_\_

## ONLY 7 VENDORS WHO OFFER a HEALTHY PORTION TO FEED OUR VOLUNTEERS AND PERFORMERS WILL BE ACCEPTED FOR THIS PROGRAM.

The volunteers/performers will receive tickets from us that they can use at the selected vendors who participate. We pay you \$10 for each food ticket (NO MORE). The volunteers or ROOTS and BLUES DO NOT pay any monies over and above the \$10 item and we only pay \$10 and the volunteer does not pay extra. Please state what you will give the volunteer in return for one ticket, we provide them with a menu of the selected vendors and what you will offer in return for their ticket. For the \$10 ticket, I agree to provide these items. (State if it's a full portion please)

**PLEASE SEND IN MENU ITEMS for VOLUNTEERS/PERFORMERS TO CHOOSE FROM IN ADVANCE.** We will send you what you agreed to, and we will inform all volunteers and performers to what you've agreed to provide for the \$10 vendor buck issued.

For the \$10 vendor buck coupon I agree to provide these items for the \$10 vendor buck redeemed. (THE VALUE OF EACH BUCK is \$10 ONLY)

\_\_\_\_\_

**OR** \_\_\_\_\_

\*We will send you a vendor buck cheque or an e transfer once all the vendor bucks are tallied. Please provide us your information for vendor payment

**Payable to:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

Those applicants who are not approved will have their cheques mailed back to them at the Society's expense. You will be contacted as soon as you are approved. There are **NO REFUNDS**.

### Acknowledgement of Agreement

*I accept the above stated conditions and do not hold the Salmon Arm Folk Music Society or its staff or volunteers legally responsible for any loss, damage or theft incurred to myself, my employees or my goods and equipment during this event. I understand that health and safety inspections will occur during the Festival and that I need to have all required permits and insurance present or I could be turned away (No refunds). I understand that there is a NO REFUND policy. I understand that there will be no power provided until Friday morning. I will provide my own generator until Friday. I understand that my damage deposit of \$500 may not be returned if I didn't bring compostable items or if I leave oil/grease (cooking), trash on the Salmon Arm festival grounds. I have read and agreed to the Health and Safety sections pertaining to BC Provincial or Interior Health regulations for my booth and staff to follow all regulations.*

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Checklist**

- **Vendor Buck participation if applicable and menu to include their menu options**
- **Photo or drawing of booth showing all serving sides (show where tongue is)**
- **Proof of valid BC electrical inspection sticker or certificate BC Fire code required - CAN/ULC 1254 Standard, send photo in advance**
- **Enclosed documentation proof of \$5 million Liability Insurance (send attachment)**
- **Exact Measurement of booth and exact power outlet requirements, as we lay out the site in advance and notify the Food Vendor coordinator and electrical/power team in advance**
- **Separate cheque \$500.00 Cleaning/Damage Deposit This will be taken from you if you do not use 100% compostable items for patrons, or sell plastic water bottles. Or leave behind cooking oil/grease on the festival grounds.**
- **Submit a full menu (list detailed menu items and pricing or provide a menu)**
- **Include photos of your concession or send email to [info@rootsandblues.ca](mailto:info@rootsandblues.ca)**
- **Interior Health permit VALID**
- **Booth fees (End of March 2023)**

**\*Send attachments/photos to [info@rootsandblues](mailto:info@rootsandblues.ca) where applicable**