



**FESTIVAL DATES: [AUGUST 3, 4, & 5, 2019](#) - MARINA PARK, COMOX, BC
APPLICATION FOR FOOD VENDORS, SERVICE ORGANIZATIONS & EXHIBITORS**

(NOTE: ARTS & CRAFTS APPLICANTS CONTACT PAUL BAAL [PBAAL@TELUS.NET](mailto:pbaal@telus.net))

IMPORTANT ADVISORY FOR ALL APPLICANTS !!

**TO STREAMLINE AND IMPROVE FESTIVAL PLANNING , THE DEADLINE FOR ALL
APPLICATIONS IS Monday, April 1, 2019**

GENERAL INFORMATION

Booth Type

- Food Vendor
- Non Profit and/or Service Organization
- Commercial Exhibitor
- Children's Ride / Entertainment
- Other (please describe: _____)

Contact Information

Booth Name: _____ Contact: _____

Address: _____

Email Address: _____

Phone (home): _____ Phone (work): _____ Fax: _____

Food Vendor Specific (Electrical and water connection may not be available to non-Food vendor booths)

Electricity required? Yes No

If yes, number of outlets required: 120 volt _____ 240 volt: _____

Propane required? Yes No

If yes, please list all propane equipment: _____

Will you need to be connected to water all day? Yes No

Will you be using our water for food preparation? Yes No

Please identify the dimensions of your set-up, including hitch: L _____ W _____

Application Deadline

- Applications, **with payment and attachments**(see Terms & Conditions), to be received no later than Monday April 1, 2019.
- Cheques may be post-dated to **Monday April 1, 2019**.

Fees

All fees are flat rate, non-refundable; cheques payable to Comox Nautical Days.

Fee Table	Fee	Number Required	Sub-Total
Food Vendor	\$500		
Non Profit Service Organization	\$300		
Commercial Exhibitor	\$400		
Children's Ride / Entertainment	\$400		
Other (please call)	TBD		
Food Vendor / Rides - 120-volt 15-amp circuit	\$10		
Food Vendor / Rides - 240-volt 30-amp circuit	\$15		

Total Fee	
-----------	--

Payment & Agreement Requirements

- A booth space will not be considered sold and occupied until full payment has been made and confirmation has been received from Comox Nautical Days.
- No booths may be set up on the site until full payment has been received.
- This application becomes a contract after it is signed by the exhibitor and participation is confirmed by **Comox Nautical Days organizers**.
- All NSF cheques are subject to a \$75.00 service charge.
- Photos of your booth, and as applicable, copies of your insurance policy, BC Health permit, FOODSAFE certificate and electrical permit must be included with you application.

Submission Instructions

Send your completed application to:

Mail: Booth Application
Comox Nautical Days Festival
PO Box 1397
Comox, BC V9M 7Z9

Phone: 250.230.0776
Email: nauticaldays@telus.net

By submitting this application I hereby agree to comply with the attached terms and conditions.

Signature: _____

Date: _____

Successful applicants will be notified on or before May 1st, 2018.

TERMS & CONDITIONS

Dates, Hours of Set-Up and Operation

1. Food vendor and exhibitor set-up is on Friday, August, 2 from **noon to 4pm**. Please do not arrive early and expect access to the site.
2. All booths to be open 10AM to 8PM on Sat., Aug 3 and Sun., Aug 4, and 10AM to 5PM on Mon., Aug 5.
3. Food vendors may choose to remain open during the Monday, August 7 fireworks display, but **must be shuttered** before the end of the fireworks show.
4. Exhibitors booth takedown and removal is Monday, August 6, beginning 5 PM and must be completed no later than 7 PM.
5. The pancake breakfasts will be served by community service organizations each morning from 8AM to 11AM in the Family Food Court (Lower Gazebo). Set-up and strike immediately before and following.
6. Booth location on the festival site is at the discretion of festival management. (Attendance and site location at previous CND festivals is not a guarantee of previous site location).
7. Your booth may be listed in the festival site information publications and on-line posting.

General Rules & Conditions

1. All displays must be clean and attractive.
2. No Vendor, Service Organization nor Exhibitor may sublet, sell or share their space at the festival without prior written consent of **Comox Nautical Days**.
3. The booth operator shall repair, at his or her own expense, any damage to the grounds and infrastructure.
4. **Comox Nautical Days** reserves the right, if and when required, to alter or change the location and area assigned.
5. Participation in previous **Comox Nautical Days** does not guarantee participation in current year.

Specific Food Vendor Policies & Requirements

1. Food booths must have a fire extinguisher meeting current fire code regulations.
2. All Food Vendors must obtain and display the appropriate health permit.
3. Food vendors must have a FOODSAFE certificate displayed on premises.
4. A copy of your Comox Valley VIHA (Vancouver Island Health Authority) Temporary Food Vendor Permit must be attached with your application.
5. A copy of your BC Health Permit and Liability Insurance must be attached with your application.
6. NO glass bottles or glass containers are to be served to customers.
7. Vendors are to use environmentally friendly / recycle-able packaging and to avoid using styrofoam products.
8. **Comox Nautical Days** reserves the right to adjust menu pricing. (This will take place once all price lists are in and a decision has been made on booths attending the festival.)
9. All regular coffee, tea, canned pop and bottled water are to be sold for a set price in accordance with **Comox Nautical Days** policy.
10. Only food items at the prices listed on your application may be sold at the festival.

Staffing of Events

1. All booths must be staffed at all times during the hours of the festival unless prior, written consent is provided by **Comox Nautical Days**.

Security

1. Security personnel will be on duty from 10PM, Friday, Aug. 2 until noon Tuesday, August 6.
2. All booth operators are responsible for locking and securing their property, products and assets while participating in **Comox Nautical Days Festival**.
3. Operator identification must be on your person at all times – security has site access control.

Parking

1. All booth operators will receive **one** parking pass, which must be displayed prominently on the vehicle dashboard at all times, including the operators Cellular phone number.
2. Booth operators must park in the designated areas as directed by the **Comox Nautical Days** parking attendant.
3. All **tow vehicles** must be parked in designated parking areas. No exceptions without specific, prior approval.
4. Vehicles parked in the designated area without passes may be subject to removal at the owner's expense.
5. Any vehicles blocking entrances or driveways may be subject to removal at the owner's expense.
6. Booth operators may bring inventory onto the festival site prior to and during festival hours of operation.
7. Vehicle access and parking during loading and unloading of inventory is at the discretion and direction of the **Comox Nautical Days** parking attendant.
8. Any infraction of the above regulations may result in the towing on your vehicle at your expense.

Insurance/Liability

1. **Comox Nautical Days** is not responsible for any injury to persons, loss of or damage to products, exhibits, equipment or decorations by fire, accident, theft or any other cause, during the event, and/or as a result of the move-in or move-out.
2. All booth operators are responsible for obtaining any/all insurance as required by law, and/or to permit safe and legal operation of their specific booth.
3. Vendors selling food, or their agents, must provide proof of at least \$1,000,000 (specific agreements may vary) of liability insurance, with **Comox Nautical Days** named as an additional insured party.
4. A copy of your proof of insurance **must** be attached to your application.

Dogs/Pets

1. Dogs are not permitted, with the exception of certified assistance dogs and dogs registered in the **Comox Nautical Days** Pet Parade.
2. Dogs and pets running at large may be impounded.
3. Giving away or selling any animal is not permitted.

Smoking/Alcohol/Firearms

1. Smoking is prohibited throughout the festival grounds.
2. Consumption of alcoholic beverages except in festival designated areas is prohibited by law on festival grounds.
3. Firearms, ammunition and explosives are prohibited by law on the festival grounds.

These articles are legislated, legal restrictions and subject to enforcement by security and police

Terms & Conditions may be subject to change as required by law, or as determined by the Comox Nautical Days administration.

Any exhibitor/vendor who violates any of these TERMS & CONDITIONS, or any of the rules printed herein, or any part of his/her contract, may be barred from further attendance as determined by the **Comox Nautical Days** committee.

FOOD VENDOR TECHNICAL REQUIREMENTS & APPROVALS

- All power outlets regulated by Comox Nautical Days.
- Vendors are responsible for providing all required adaptors.
- Vendors must provide a minimum 100 feet of 12/3 AWG gauge extension cable per 14-amp outlet, and all 30-amp cabling required to meet their connection requirements (100' or more).
- All mobile food vendors must display the required approvals, licences and certificates.
 - This includes, but is not limited to, any cart, trailer, van, bus, etc. that is electrically connected on-site.
- Please send photo of approval. Approvals and the process can be obtained from your local BCSA office (Visit www.safetyauthority.ca; for a list of these offices, or call 1-866- 566-7233)
- Approvals must be clearly displayed; Failure to obtain and display the required approvals
- Please provide a scale drawing of your set-up, including length (including hitch), width, access requirements, any additional tenting and/or awnings, and any other physical components that will require space.

Check-list of Items to be Attached to Application

- Fee plus power requirement charges
- Copy of insurance policy (Food Vendors only; Comox Nautical Days named as Additional Insured)
- Electrical Approval (send photo of label)
- Copy of menu with pricing
- Photo of booth
- Scale drawing showing dimensions of your booth / set-up.
- VIHA Temporary Food Permit
- Server – FOODSAFE certificate Approval is pending receipt of a COMPLETE application
- Environmentally friendly / recycle-able packaging (no styrofoam, please).