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# 2018 VENDOR GUIDELINES

## INFORMATION AND GUIDELINES FOR VENDORS

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Dauphin's Countryfest 2018 takes place June 28 – July 1. The festival site is located 10 kms south of Dauphin, Manitoba on PTH#10, bordering the beautiful Riding Mountain National Park. 2018 marks the 29th anniversary, making us Canada's longest running country music festival. On a sellout year, Dauphin's Countryfest offers a daily attendance of approximately 14,000 patrons.

The upper vending area (food, shopping) is open to patrons Thursday to Sunday from 11:00 am – 1:30 am or later. The Mini Mall is open 11:00 am – 9:00 pm Thursday to Sunday.

**CHECKLIST:** Vendors will not be allowed on site without ensuring all documentation and payment has been submitted:

- Signed, dated contract, including all 4 pages of application agreement;
- Copy of Certificate of Insurance showing Countryfest as an additional insured;
- Copy of Food Permit and all other requirements of Manitoba Health Authority (for food vendors);
- Final payment of all outstanding fees.

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### SPONSORS

Vendors / Exhibitors agree to honor sponsors of the festival and agree to the terms outlined by the festival pertaining to sponsors. A complete list of sponsors will be available prior to the festival. It is the vendor's responsibility to consult with Countryfest to verify confirmed sponsors. Vendors are encouraged to check back regularly for updates or changes to sponsors of the festival.

Major sponsors of the 2018 festival are currently:

#### **DAUPHIN'S CONSUMER CO-OP - FOOD SUPPLIES, CONDIMENTS, FOOD PACKAGING, PROPANE, ETC**

**CONTACT:** Melinda 204-638-6003 ext 224 or [m.harris@dauphincoop.com](mailto:m.harris@dauphincoop.com)

Dauphin's Consumer Co-Op supplies food products, condiments, some food packaging, etc. Deliveries of product to the site should be pre-arranged by vendor well in advance of the festival via contact information above.

See info and contact info below regarding propane requirements.

#### **PEPSI - CARBONATED BEVERAGES, BOTTLED WATER, JUICES, ICED TEA, NON-ALCOHOLIC ENERGY DRINKS**

**CONTACT:** Dave Johnston 204-573-5818 (cell)

Pepsi is the exclusive supplier of bottled water, carbonated beverages, juices and iced teas. These products must be sourced onsite via Countryfest and Pepsi representative. Pepsi representatives will visit vendors daily during times listed below to take beverage orders and make deliveries. Deposits will be collected prior to festival, and accounts will be settled on Sunday of the festival weekend. **CHEQUES WILL NOT BE ACCEPTED AT FESTIVAL.** Full cases of Pepsi product can be returned on **Sunday morning only** prior to payment reconciliation.

9:00 am – 1:00 pm daily Pepsi Deliveries – by Pepsi representatives

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### FOOD PACKAGING

The following products are NOT permitted to be used on site by vendors.

- Styrofoam products – use of alternatives such as paper is mandatory
- Stir sticks
- Individual-use condiment packages, including but not limited to ketchup, mustard, relish, mayonnaise, vinegar, salt, pepper, cream, sugar, etc.

Currently, Dauphin's Countryfest does not have a preferred supplier or sponsor for vendor packaging needs.

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### PROPANE

Vendors requiring propane are able to fill up at the following locations Co-Op Gas Bars in Dauphin:

- **Co-Op Main Street Gas Bar - 1301 Main Street** 204-638-6038  
(located across from Dauphin Mall on Main Street)
- **Co-Op Mountain Road Gas Bar - 102 Mountain Road** 204-638-6326  
(travel north on #10 to Dauphin, turn east (right) onto Whitmore Ave at KFC, turn north (left) onto Mountain Road at ACC)

Both locations can fill cylinders (up to 100 lbs) and can supply auto propane. Locations are open from 6:30 am to 10:30 pm daily.

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### EXCLUSIVITY

No vendor is guaranteed exclusivity unless previous arrangements with Countryfest have been made. Vendors are not permitted to sell or stock **COWBOY OR WESTERN HATS** on site during the festival weekend.

## **SIGNAGE**

Vendors / Exhibitors are encouraged to bring their own signage and are responsible for putting it up themselves. Professionally designed signs are preferred. Signage is allowed on Vendor booth or tent ONLY.

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## **CHECK-IN / CHECK-OUT / ASSISTANCE**

Vendors should enter the festival site from the upper south entrance (off PTH #10) into the festival, rather than the main entrance. The Vendor Check-In Booth is located at the south (upper) entrance into the site, and is open **Monday, Tuesday & Wednesday** before the Festival **from 8 am to 6 pm**. Vendors arriving outside of these hours / days will be asked to wait outside gates until Check-In Booth is open the next day.

Vendors can pick up their packages and check in during those times. Vendors may check out at closing of final day of festival.

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## **VENDOR PASSES / VENDOR VEHICLES / VENDOR CAMPING**

Passes as outlined in vendor agreement will be available for pickup commencing Monday, June 25 at the south (upper) entrance to Countryfest site at upper Will-Call booth. All vendors camping in vendor camping area must have a valid pass on camper / RV. If extra vehicles or camping passes were purchased, they will be in your vendor package. These vehicles may be parked in the vendor camping area but must have a valid pass visible on vehicle at all times. All other vehicles, including stocking vehicles, may be parked in the day or weekend parking lot near the lower main entrance to the site. Passes can be purchased online or at the Main Gate onsite, and are based upon availability. Unauthorized vehicles will be towed. Vendors' campers, vehicles or tents in the vendor camping area may be required to relocate to accommodate all vendors – your cooperation is expected and appreciated. Vendor/worker wristbands must be worn to access vendor camping / shower areas.

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## **RESTOCKING**

Restocking of booths must be completed prior to 11:00 am each day of the festival. Restocking vehicles are not permitted to remain in upper vending area near booth or tent. Overflow vendor parking is located near Vendor Will-Call Booth at upper south entrance to site or in Vendor camping area.

## **10 MINUTE LOADING ZONE**

A 10 minute loading zone is provided for parking vehicles restocking booths during the weekend. It is located across from Hilltop Stage entrance (near vendor camping). Vehicles must display valid "vendor parking passes" at all times in zone.

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## **ONSITE BANK / CHANGE**

Change will be available for vendors during the festival weekend, from the Countryfest office. All transactions are subject to a 5% fee. A limited amount of change will be available. When depleted, vendors are responsible for supplying their own change. Vendors should bring ample change with them for the entire weekend. ATMs on site dispense \$20 bills only.

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## **ATMs**

ATMs are located onsite centrally in the upper vending area, in the lower area beside the Countryfest onsite office and in the VIP Lounge. ATMs on site dispense \$20 bills only.

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## **VENDOR SHOWERS**

Showers are offered at no charge to vendors and are located just east of the vending camping area. Weekend passes do not allow access to area - all vendors are required to wear vendor/worker wristbands. The general public does not have access to this area.

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## **RENTALS**

Double door coolers with flat shelves are available to rent through Countryfest (for beverage and food products) – limited quantities are available. Double door Pepsi coolers with curved shelves (specifically made to fit Pepsi beverage products) are also available to rent through Countryfest. Coolers are pre-arranged as per instructions on vendor application. Payment for coolers will be included in contract.

Tents and tables are also available to rent – vendors will fill out requests on application. Vendor must coordinate return of rental items (tables) directly to Countryfest personnel on Sunday. Vendors are responsible for any damage, theft or loss of rental items.

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## **FOOD STORAGE**

Vendors are required to coordinate their own food storage requirements. Dauphin's Countryfest does not provide reefers or cool storage for vendors. Vendors are able to arrange daily deliveries of food product through festival sponsors or other suppliers. Not all suppliers will have access to the festival site so other arrangements may have to be made.

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## **ICE**

Vendors can purchase ice onsite at two locations: Ice Compound in the Lower Campground (between Fisher and Lower Camping) or Ice Compound in Upper Camping. Cash accepted at the time of purchase.

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## **WATER**

Treated City water is available to all vendors on site. Vendors should bring ample lengths of approved water hose, connectors, etc. Food vendors needing water will have indicated such on application.

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## **ELECTRICITY**

Power requirements as per information supplied by vendor at time of confirmation are subject to approval by Countryfest prior to festival. If power requirements exceed what is approved by Countryfest, or if vendor requires additional power on site, or if vendor draws more than allocated amount and trips a circuit breaker, vendor will be charged a minimum **service fee of \$250.00** payable in cash on site, prior to extra power being supplied. Countryfest does not quantify that extra power will be available. Dauphin's Countryfest does not supply extension cords or electrical supplies.

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## **GARBAGE / RECYCLING / GREASE DISPOSAL / GREY WATER**

**GARBAGE:** Throughout the weekend, vendors are required to properly dispose of their garbage in garbage bins located in the vendor camping area near the Vendor showers/Countryfest worker compound area.

**RECYCLING:** All cardboard boxes must be flattened and taken to nearest recycling bin located in the upper vendor area. Vendors are required to sort recyclables into appropriate containers supplied by Countryfest.

**GREASE DISPOSAL:** Any grease should be disposed of into the original containers and taken back by vendors.

**GREY WATER:** Grey water can be disposed of in a holding tank behind the Credit Union Corral near vendor camping on site.

A minimum charge of **\$250** for cleaning of booth / tent area or disposal of articles left behind including food or garbage will be **CHARGED TO THE VENDOR**. Other charges may apply.

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## **CLEANING / CHARGES**

Vendors are responsible for leaving booth / space in a tidy condition before checking out, including proper disposal of garbage, recycling, grease and grey water. A minimum charge of **\$250** for cleaning of booth / tent area or disposal of articles left behind including food or garbage will be **CHARGED TO THE VENDOR**. Other charges may apply.

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## **SECURITY**

The upper vending area is locked up every night after 2:00 am. Security is onsite 24 hours a day throughout the weekend. Countryfest is not responsible for articles left in the vending area after hours. Vendors / exhibitors are responsible for bringing locks, chains, etc to secure their buildings / trailers / tents / setups.

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## **INSURANCE**

The vendor is responsible to insure its own exhibit, personnel, display, products and materials from any damage or loss through theft, fire, accident or other cause. Neither Dauphin's Countryfest nor the facility will assume liability for loss or damage, through any cause, of vehicles, trailers, equipment, products, goods, exhibits or other materials owned, rented or leased by the vendor. Vendors are responsible for any damage, theft or loss of any items rented from Dauphin's Countryfest.

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## **CANCELLATION**

No refunds for cancellations after May 1. If cancellation occurs prior to May 1 and if the space or booth can be reassigned, consideration will be given to allocating a portion of the rental fees less the cancellation fee of \$500 toward the next festival.

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## **SHIPPING**

All goods to be sold during the weekend should be brought with the vendor at the time of entry into the festival grounds. If however, extra stock must be shipped to Dauphin, the following address can be given to couriers:

**DAUPHIN SUPER 8 ATTN: COUNTRYFEST 1457 Main Street South, Highway 10, Dauphin, MB R7N 3B3 (204) 638-0800**

Shipping costs are the responsibility of the vendor. Shipments will be delivered to the Countryfest site on Thursday and Friday (only) of the festival, from this location. No shipments will be accepted after Friday, June 29, 2018. Shipping and courier arrangements are the sole responsibility of the vendor.

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## **CONTACTS**

Brenda Basaraba, Ron Love or Duane McMaster can be reached at 204-622-3700 or at the Countryfest office onsite. Brenda can also be reached on her cell at 204-648-5035 or by email [brenda@countryfest.ca](mailto:brenda@countryfest.ca).

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