



# 2018 VENDOR APPLICATION / AGREEMENT

Dates of Dauphin's Countryfest: June 28 – July 1, 2018

CANADA'S LONGEST RUNNING COUNTRY MUSIC FESTIVAL

This application will serve as Page 1, 2 and 3 of contract if accepted.

## 1. VENDOR INFORMATION:

Name appearing on Booth (for advertising) \_\_\_\_\_

Proprietor's (Vendor's) Legal Name (for billing) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

On-Site Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Alternative On-Site Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Social Media: Facebook \_\_\_\_\_ Twitter \_\_\_\_\_ Instagram \_\_\_\_\_

GST# \_\_\_\_\_ PST# \_\_\_\_\_

Other Festivals / Events you have participated in: (1) \_\_\_\_\_

(2) \_\_\_\_\_ (3) \_\_\_\_\_

Please briefly describe your business or product line. (This may be used for marketing purposes) \_\_\_\_\_

What is your signature product? List one to three unique snazzy named items that you plan to sell at Countryfest along with a brief description. Don't forget to send pictures also so we can market it prior to the festival. (Use of back of form or separate attachment if necessary)

Product 1: \_\_\_\_\_ Brief Description: \_\_\_\_\_ Pic Emailed? YES / NO

Product 2: \_\_\_\_\_ Brief Description: \_\_\_\_\_ Pic Emailed? YES / NO

Product 3: \_\_\_\_\_ Brief Description: \_\_\_\_\_ Pic Emailed? YES / NO

## 2. RENTAL OPTIONS: Please check **one** of the three options (A, B OR C) listed below for each setup:

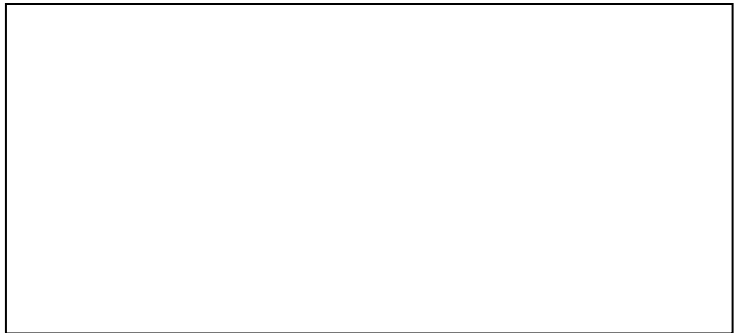
- A) OUTDOOR SPACE:** (Food or Shopping) Vendors bring their own setup (tent, trailer or other mobile unit). The total size of setup with hitches, open awnings, tables, chairs, etc is approximately

\_\_\_\_\_ feet (frontage) X \_\_\_\_\_ feet (depth).

Please use the space at right to sketch set up of unit, showing dimensions, curb side window, hitch location, awnings, and other pertinent information.

Prices vary depending on size, menu or products sold, location, etc and will be available upon approval of application.

*Hrs of Operation: Thurs to Sun 11 am to 1:30 am.*



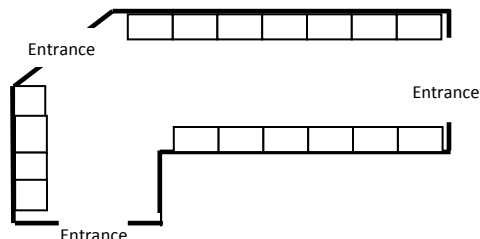
- B) OUTDOOR BOOTH:** (Food or Shopping) Vendors rent an existing wooden building complete with window opening, serving counter & door, and a limited number have appliances such as stoves, fridges, sinks. Food preparation areas meet codes set by Manitoba Health.

Prices vary depending on location, menu, etc and will be available upon approval. *Hrs of Operation: Thurs to Sun 11 am to 1:30 am.*

- C) INDOOR SPACE (MINI MALL):** (Shopping) Indoor space rental in the Mini Mall, located centrally in the upper vending area, includes one table, two chairs. Pipe and Drape separate exhibitors and provide backdrop. *Hrs of Operation: Thurs to Sun 11 am to 9 pm.*

Please check requested space below and circle preferred area on map (based on availability):

- 8' deep X 10' wide SPACE \$500.00 + GST \$25.00 = \$525.00
- 8' deep X 15' wide SPACE \$650.00 + GST \$32.50 = \$682.50
- 8' deep X 20' wide SPACE \$800.00 + GST \$40.00 = \$840.00



**3. PASSES REQUIRED (if accepted into festival):**

Vendor passes (up to a maximum) are supplied to confirmed vendors at no charge. Vendor passes do not permit entry into amphitheatre. Two vehicle passes and two camping passes are supplied to confirmed vendors at no charge. Vendor camping and parking is located directly across from upper vendor area. Charges for additional passes will be added to contract. All passes are based on availability. Please indicate quantity of passes below:

**VENDOR PASSES – QUANTITY REQUESTED:** \_\_\_\_\_ Subject to approval.

**VENDOR CAMPING PASSES – QUANTITY REQUESTED:** \_\_\_\_\_ Two (2) supplied at no charge. Additional passes are \$80 plus fee + GST

**VENDOR VEHICLE PASSES – QUANTITY REQUESTED:** \_\_\_\_\_ Two (2) supplied at no charge. Additional passes are \$60 plus fee + GST

**WEEKEND FESTIVAL PASSES – QUANTITY REQUESTED:** \_\_\_\_\_ \$249 each til April 30. \$279 each May 1 to festival. Fee + GST apply.

**4. PRODUCTS SOLD:** ALL PRODUCTS SOLD MUST BE LISTED AND ARE SUBJECT TO APPROVAL BY COUNTRYFEST. (Use back of form if necessary).

Vendor may be asked to remove any items not listed on this application. Non-compliance could result in eviction of vendor from the site.

Item _____	Selling Price \$ _____	Item _____	Selling Price \$ _____
Item _____	Selling Price \$ _____	Item _____	Selling Price \$ _____
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Item _____	Selling Price \$ _____	Item _____	Selling Price \$ _____
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**5. RENTALS (COOLERS, TENTS, ETC):** All rentals are based on availability. Vendors are responsible for bringing own locks, chains, etc for securing coolers. Payment will be added to contract. No refunds for cancellations after May 1<sup>st</sup>. Items will be delivered to vendor location onsite prior to festival. Vendor is responsible for coordinating returns with Countryfest personnel. Any damage, theft or loss of items will be charged to vendor.

- DOUBLE DOOR FLAT SHELF COOLER(S).** Quantity required: \_\_\_\_\_ \$220 EACH + TAXES
- DOUBLE DOOR CURVED SHELF COOLER (S).** Quantity required: \_\_\_\_\_ \$220 EACH + TAXES (curved to hold Pepsi products).
- PLASTIC FOLDING TABLE(S), 8', grey.** Quantity required: \_\_\_\_\_ \$40 EACH + TAXES
- TENT(S).** Size: \_\_\_ x \_\_\_ with \_\_\_ walls. Please indicate size and quantity of walls. Price includes setup/tear down: depends on requirements.

**6. TECHNICAL REQUIREMENTS (WATER / POWER):**

- A) **IS WATER HOOK-UP REQUIRED:** YES \_\_\_\_\_ NO \_\_\_\_\_ (Vendors are responsible to bring hoses, connectors, etc)
- B) **POWER REQUIREMENTS** (Subject to approval): Please be specific - list all equipment you will be bringing. Please use back of form if necessary.

EQUIPMENT: _____	POWER NEEDED: _____	AMPS, VOLTS, OTHER
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EQUIPMENT: _____	POWER NEEDED: _____	AMPS, VOLTS, OTHER
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**PLEASE NOTE:** POWER REQUIREMENTS ARE SUBJECT TO APPROVAL AT TIME OF CONFIRMATION. 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.

**7. REACH YOUR CUSTOMERS! CHOOSE FROM MARKETING OPPORTUNITIES LISTED BELOW:**

- COUNTRYFEST WEBSITE -** Connect with your customers throughout the entire year and give them a tease on what to expect during the festival weekend!  
3 month advertisement (April – June ) - \$500.00 Required dimensions – 150px high x 1170 px wide.  
Available on interior pages only. \*Company is responsible for producing and providing artwork\*
- CAMPING BAG COUPON, FLYER OR SAMPLE:** (Quantity required: 4000) \$500.00 + \$25.00 GST = \$ 525.00  
Promote your product with a sample or coupon complimentary to every campsite!
- COUNTRYFEST APP -** Connect with your customers instantly throughout the festival weekend or give them a shout in advance.
- APP / PRIOR TO FESTIVAL: MAY / JUNE.** App Pushes 3 / \$50 Let your customers know you'll be at Countryfest 2018!  
3 Date(s) requested - 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
Wording of ad: (130 Characters max) \_\_\_\_\_
- APP / DURING THE FESTIVAL: JUN 28 – JUL 1.** App Pushes 3 / \$75. Reach out to festival patrons instantly with your sales or specials!  
3 Date(s) requested - 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
Wording of ad: (130 Characters max) \_\_\_\_\_

All info or product is to be supplied by the vendor / exhibitor by April 30, 2018. Dimensions may be scaled down to be proportionate to publication. Dates requested for app are subject to availability. All marketing costs are subject to 5% GST.

**8. TERMS AND CONDITIONS:**

- I. Vendor agrees to be fully set up, adequately staffed and open for business during the dates and times listed below:  
**OUTDOOR VENDORS: Thursday - Sunday 11:00 am – 1:30 am or later**  
**INDOOR VENDORS (MALL): Thursday - Sunday 11:00 am – 9:00 pm**
- II. Vendor agrees to occupy the contracted space / booth during the hours listed above and to sell, promote or advertise only the products and services described in this agreement. Subletting by vendor is not permitted.
- III. Exclusivity for any vendor for any product is not guaranteed unless previously arranged with Countryfest.
- IV. Display, sales or advocacy of items or paraphernalia that promote **illegal substances** are prohibited. **Knives, swords, guns or weapons of any kind** are not permitted to be sold or stocked by vendor on site during festival weekend. **Cowboy / western hats, Styrofoam products, stir sticks, individual condiment packages**, including but not limited to ketchup, mustard, relish, mayonnaise, vinegar, salt, pepper, cream, sugar are not permitted to be dispensed, sold or stocked by vendor on site during the festival weekend.
- V. Vendor agrees to honor **SPONSORS** and exclusive product suppliers of the festival and use their products where required. For 2018, current sponsors of Countryfest include but are not limited to: **Pepsi, Dauphin's Consumer Co-op**. It is the vendor's responsibility to consult with Countryfest to verify confirmed sponsors. Vendor Guidelines (on website) will be updated with current sponsors. Vendors agree to comply with any terms outlined by Countryfest with regards to these and other sponsors of the festival.
- VI. Vendor agrees to obtain, at its own expense, any licenses or permits which are required for the operation of its trade or business during the term of the festival, and to pay all taxes, including applicable sales taxes, of any nature or kind that may be levied against it as a result of the operation of its trade or business in its contracted space. All food vendors will be required to follow the guidelines of the Manitoba Health Authority including applying for Temporary Food Service Operating Permits.
- VII. Vendor shall obtain and maintain at its own expense a comprehensive general liability and all risk property insurance policy while on the festival site, having a limit of not less than \$1,000,000.00. The policy shall name **Dauphin's Countryfest Inc** as an additional insured and vendor / exhibitor shall provide Dauphin's Countryfest with a copy of this policy no less than **30 days prior to festival**.
- VIII. 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 or 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 / exhibitor.
- IX. **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 a cancellation fee of \$500 toward the next festival.
- X. Restocking of booths must be completed prior to 11:00 am each day; restocking vehicles must be removed from the vendor area by 11:00 am daily.
- XI. Dauphin's Countryfest retains the right and sole discretion to determine the eligibility of vendors, and to reject, prohibit or remove any material from display which Dauphin's Countryfest considers offensive, objectionable, inappropriate or disruptive.
- XII. Dauphins Countryfest retains the right to limit the level of noise output by any vendor.
- XIII. The vendor agrees to leave the booth / space in a tidy condition before leaving the festival. Charges will apply for garbage removal / cleanup.
- XIV. In the event that (i) the facility in which the Festival is to be held or is held is destroyed or becomes unavailable for occupancy or (ii) Dauphin's Countryfest is unable to permit the vendor to occupy the facility or the space, or (iii) if the Festival is cancelled or curtailed, for any reasons, including but not limited to, casualty, explosion, fire, lightning, flood, weather, power outages, epidemic, earthquake or other Acts of God, acts of public enemies, riots or civil disturbances, strike, lockout or boycott, Dauphin's Countryfest will not be responsible for any loss of business, loss of profits, consequential or special damages or expenses of whatsoever nature that the vendor may suffer.

**9. CONFIRMATION:**

The submission of this application is not confirmation of acceptance. Successful vendors will be contacted, and a confirmation contract (Page 4 of the contract) will be forwarded at that time. Confirmation contract includes cost and location on site. Confirmation contract must include deposit and be signed by authorized representatives from the vendor and Countryfest, and deposit must be received for agreement to be valid.

All passes and a complete Vendor Information package will be available to successful vendors 15 days prior to festival.

**10. CHECKLIST FOR SUBMISSIONS: DO NOT SEND MONEY WITH APPLICATION.**

**Applications must include the following:**

- This Vendor Agreement / Application form, fully completed, signed and dated;
- At least one current photo of vendor set-up (not required for returning vendors unless set-up has changed since last submission);
- Professional photos of products with brief descriptions which may be used in marketing by Dauphin's Countryfest;

**Once applications are received, successful vendors will be notified. A contract will be sent at that time. Vendors will then be required to submit:**

- Signed, dated confirmation contract (Page 4 of application agreement);
- Deposit for vendor fee as outlined on confirmation;

**Once signed contract and deposit are received, vendors will have a limited time to submit the following:**

- Copy of Certificate of Insurance showing Countryfest as an added insured;
- Copy of Food Permit and all other requirements of Manitoba Health Authority (for food vendors);
- Final payment of all outstanding charges.

By signing below, I acknowledge that I have read and agree to all conditions of this application/agreement as well as the conditions outlined on the Vendor Guidelines, and agree to all conditions if accepted. I have completed **all** pages of this application/agreement.

Authorized Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

PROCESSED ON ORDER# \_\_\_\_\_ (Office use only)