



2023 VENDOR GUIDELINES

INFORMATION, GUIDELINES AND TERMS AND CONDITIONS

Dauphin's Countryfest 2023 takes place June 30 – July 2. The festival site is located 10 kms south of Dauphin, Manitoba on PTH#10, bordering the beautiful Riding Mountain National Park. We are Canada's longest running country music festival. On a sellout year, Dauphin's Countryfest offers a daily attendance of approximately 12,000 - 14,000 patrons per day. The festival is held rain or shine.

APPLICATION PROCESS

Applications are accepted on the following considerations:

- Product / Menu Variety
- Product balance on festival site
- Curb appeal of vendor set-up
- Previous history with Dauphin's Countryfest and other festivals
- Location Availability
- Submission of all required paperwork, permits, etc

Once applications are received, successful vendors will be notified. A contract will be sent, and vendors will then be required to submit:

- Signed, dated confirmation contract which will be forwarded to you;
- 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);
- For Retail Vendors - Final payment of all outstanding charges. Vendors with any outstanding items will NOT be granted entry into the site.
- For Food Vendors – Reconciliations will take place daily. Final settlement Monday following event.

Applications can be submitted:

- Online
- By fax to 1-204-622-3711
- By mail to Dauphin's Countryfest, Attn: Vendor Committee, 28 – 2 Ave NE, Dauphin, MB R7N 0Z4

If additional information is required or if you have any questions, please email devin@countryfest.ca or call 1-204-622-3700. Please read the guidelines in their entirety. You will be required to sign to verify that you have read and understand the most current vendor guidelines. PLEASE ENSURE YOU READ AND UNDERSTAND ALL VENDOR GUIDELINES

VENDOR FEES

RETAIL/ SHOPPING / MINI MALL VENDORS

Prices for outdoor booths/ spaces will be determined once application has been submitted and reviewed. Prices vary depending on location, product sold, size of footprint, electrical requirements, etc.

If renting a booth from Countryfest, vendor is responsible for bringing own lock. If renting outdoor space from Countryfest, vendor is responsible for bringing own tent or setup and setup must not exceed space rented. Subletting of space, space-sharing or reassignment of contract to another party is prohibited. Vendors are required to restrict setup (tables, signage, etc) to within the parameter of the space rented.

FOOD VENDORS

FOOD SALES: Vendor food sales can be purchased by patrons ONLY through food tickets available onsite and/or on-site credit/debit card accepted platforms (Countryfest issued Square Card Terminals). **No cash sales are allowed.**
NEW FOR 2023- ACCEPTANCE OF TIPS ON SQUARE TERMINALS IS ALLOWED FOR FOOD VENDORS.

FOOD TOKEN RECONCILIATION: Logistics Coordinator and Vendor Assistant will in be vendor area daily by 9:00am to start with food token counts for all food vendors. Please speak with Devin Russenholt (Logistics Coordinator) prior to Thursday of the festival to arrange specific daily time for token counting. ALL TOKEN RECONCILIATION TO BE DONE PRIOR TO 12PM

ACCEPTING CASH OR USING OWN POS MACHINES IS GROUNDS FOR IMMEDIATE EVICTION WITHOUT REFUND.

Participation fee for Food Trucks: \$1500 participation fee + 20% commission of sales.

Participation fee for Food Vendors renting existing Countryfest booths: \$1700 participation fee + 20% commission of sales.

FOOD TICKETS / SQUARE CARD TERMINALS – FOOD VENDORS ONLY

Food tickets will be available for purchase by patrons at the **FOOD & BEVERAGE TICKET / TOKEN BOOTH**, centrally located in the upper vending area. Along with a secondary location in the upper vending area near the merchandise booth. And at the main office, located at the bottom of the amphitheater (hours may vary depending on location.) Food tickets will be available in denominations of \$1. Menu items must be sold in denominations of \$1 only.

Each vendor will be issued one Square Card Terminal to use to accept payment for food products. Additional Square Card Terminals may be rented for \$100 each for the weekend. If the Countryfest issued Square Card Readers used by the vendor are lost or damaged, a fee of \$500 will be deducted from the final settlement.

Food Vendors will be required to reconcile with Dauphin's Countryfest daily. Settlement schedules to be determined with final settlement Monday morning. Cheques for vendor's commissions (less Pepsi products, rentals, additional power, fees for cleaning booths or spaces, etc) will be mailed to vendors **within 2 weeks of festival**. Cash advances are available during the festival weekend after first reconciliation.

HOURS OF OPERATION

Vendor agrees to be fully set up, adequately staffed and open for business during the dates and times listed below:

OUTDOOR FOOD & RETAIL VENDORS: Thursday - Sunday 11:00 am – 1:30 am or later

INDOOR VENDORS (MINI MALL): Thursday - Sunday 11:00 am – 9:00 pm

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, space-sharing or reassignment of contract to another party by vendor is not permitted. Load out is not permitted until Monday July 3 starting at 6am.

CHECK-IN / LOAD-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 upper south 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 Booth is open the next day. Vendor packages will be available for pickup at Check-In booth. Load Out is not permitted prior to 6am on Monday, July 3, 2023.

A vendor assistant will be available onsite to assist with locating vendor spots, camping, parking, electricians, plumbers, etc as needed from 8 am to 7 pm Monday to Sunday of the festival weekend.

WORKER PASSES

Worker Passes will be available for pickup commencing Monday, Jun 26 at the Upper Will Call Booth. Up to four worker wristbands per vendor booth or space rented are provided. Additional worker wristbands may be purchased for \$25 each. Worker wristbands must be worn to access vendor camping and shower areas. Only patrons with worker wristbands or All Access passes have access into vendor camping area – the general public does NOT have access to the vendor area. Worker wristbands do not allow access to Main Stage show.

VENDOR CAMPING / PARKING

Vendor camping and parking is located directly south of the upper vending area, in close proximity. Space is allocated on a first-come first-serve basis. Two camping passes and two vehicle passes are included for each vendor space or booth rented, at no charge. Extra passes are available for purchase - \$60 for parking and \$75 for camping. If purchased as indicated on application, they will be in your vendor package. All camping units and vehicles, including stock units in vendor camping area must have a valid pass. Campers, vehicles or tents in the vendor camping area may be required to relocate to accommodate all vendors – your cooperation is expected and appreciated. Unauthorized vehicles will be towed. **Security/Countryfest has the right to ask vendors to lower noise levels at any time.**

VENDOR SHOWERS

Showers are offered at no charge to vendors and are located near the vendor 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.

SPONSORS / SUPPLIERS

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.

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

Major sponsors of the 2023 festival are currently:

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

CONTACT: Sandy Johnston 204-573-5993 (primary) or 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 between 10am and noon to take beverage orders and make deliveries. Accounts will be settled on Sunday of the festival weekend. FULL UNOPENED cases of same quantity Pepsi product can be returned on **Sunday morning only** prior to payment reconciliation.

10:00 am – noon daily Pepsi Deliveries – by Pepsi representatives

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

CONTACT: Melinda 204-638-6003 ext 224 or 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 info above.

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)
- **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.

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.
-

FOOD STORAGE

Vendors are required to coordinate their own food storage requirements while on site. 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 are granted access to the festival site so other arrangements may have to be made.

COOLERS

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. All arrangements must be done prior to May. Payment for coolers will be included in contract. Fee for double door coolers is \$220.00 plus GST and PST.

TENTS, TABLES FOR RENT

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.

RESTOCKING

Restocking of booths must be completed prior to 10:00 am each day of the festival. Restocking vehicles are not permitted to remain in upper vending area near booth or tent.

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 and may be asked to move at any time.

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.

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.

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.

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.

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. An electrician will be onsite. Any charges incurred will be the responsibility of the vendor at the time of service.

PLUMBING

Food vendor kitchen booths will have plumbed in sinks meeting the regulations of Manitoba Health. Vendors should bring additional hoses, connectors, etc with them. A plumber will be onsite. Any charges incurred will be the responsibility of the vendor at the time of service.

GARBAGE / RECYCLING

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 recycling bin marked RECYCLING / CARDBOARD located by the Hall, upper vendor area. Glass should be placed in the recycling bin marked RECYCLING / GLASS located by the Hall. Vendors are required to sort recyclables into appropriate containers supplied by Countryfest.

GREASE DISPOSAL / GREY WATER

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.

CLEANING OF BOOTHS/SPACES

Vendors are responsible for leaving booth / space in a tidy condition before checking out, including proper disposal of all garbage, recycling, grease and grey water. Vendors must take home their entire booth setup brought with them, including racks, food, carpet, storage containers, etc. 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 AND TAKEN OFF FINAL SETTLEMENT**. Other charges may apply.

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.

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.

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, naming Dauphin's Countryfest as an additional insured. A copy of this policy must be delivered to Dauphin's Countryfest no less than 30 days prior to festival.

MANITOBA HEALTH AUTHORITY

All vendors agree to follow the guidelines of the Manitoba Health Authority including applying for Temporary Food Service Operating Permits. Manitoba Health Inspectors are will be onsite during the festival weekend to inspect your vendor operation.

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.

SHIPPING OF EXTRA PRODUCT

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: DAUPHIN'S COUNTRYFEST 1457 Main Street South, Highway 10, Dauphin, MB R7N 3B3 (204) 638-0800

Vendor name and contact number should be included and visible on the packaging of all shipments. 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 30th, 2023. Shipping and courier arrangements are the sole responsibility of the vendor.

ADDITIONAL TERMS AND CONDITIONS:

- I. 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.
- II. 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.
- III. 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.
- IV. Dauphins Countryfest retains the right to limit the level of noise output by any vendor.
- V. 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, pandemic, 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.

CONTACT: Any questions can be directed to devin@countryfest.ca . Vendor committee members can be reached at 204-622-3700 or at the Countryfest office onsite during the festival.