



Food Concession Information Letter & Application

December 2011

Thank you for your interest in having a Food Concession at the 2012 Filberg Festival. The Festival will take place August 3-6, 2012 with set-up happening **Wednesday**, August 1, 2012. We are anticipating a great year as we celebrate the 30th Anniversary of the Filberg Festival in 2012. Estimated attendance is 20,000 guests over the four days.

**Note the NEW show hours for 2012 are
Friday – Sunday 10:00am – 6:00pm and Monday 10:00am – 5:00pm.**

Festival Background:

The Filberg Festival serves as a significant source of income which assists the Filberg Heritage Lodge and Park Association in accomplishing its goals and objectives throughout the year.

The Filberg Heritage Lodge and Park Association (FHLPA) maintain the buildings within Filberg Park, all of which are owned by the Town of Comox. Its mission, through stewardship, is to manage the Filberg Heritage Lodge and Park where all can experience unique gardens, fine arts and crafts, and events at this scenic landmark. The Filberg Festival, one of the Comox Valley's most enduring and signature annual event is owned by the Filberg Heritage Lodge and Park Association and was started in 1982. 16,000+ visitors from across the province and region attend the Festival annually. Many stay for the weekend and support the local accommodation, dining, retail and attraction sectors during their time in the Comox Valley. The Festival itself also offers artisan and vendors the opportunity to exhibit in a well established summer show and many re-apply year after year. In 2012 the Filberg Festival will celebrate its 30th Anniversary which is something to celebrate, as many Festivals do not sustain that many years without experiencing financial difficulties.

Food Vendors:

We provide the ground space, electrical and water hook-ups for food concession vendors. Vendors are required to bring everything else: Food prep equipment, booth or trailer, flooring, hand and food washing sinks, gray water holding tanks, hoses, hose backflow prevention valve, extension cords (short, medium, and long of **12 gauge or heavier wire***), lighting, prep garbage cans, etc.

Fees:

We charge a Flat Fee based on the size of your booth. It is very important that the sizes given for your booth are accurate. If your application is successful the cheque will be deposited when the results letters are mailed at the end of April.

The Booth Fees do include a limited number of non-transferable wristbands.

2012 Food Concession Fees

- \$850.00 – up to 150 Sq ft
- \$950.00 – 151 to 179 Sq ft
- \$1000.00 – 180 Sq ft and over

Application Form:

(The 2012 Food Vendor Application and the VIHA Temporary Food Service Application are also available for download in PDF format online at www.filbergfestival.com)

Please take time to fill out the Filberg Festival application, and the VIHA Temporary Food Service Application. Submit both applications together, to - Attention: Judy Armstrong, Filberg Festival, 61 Filberg Road, Comox, BC, V9M 2S7, postmarked no later than March 31, 2012.

Please include the following:

- Any photos of your booth in operation at a recent event (new applications are required to provide photos as well as references with up to date contact information)
- **Photos must clearly show trailer hitch so we can position the booths properly**
- Complete menu items & prices, indicating serving sizes/weights, clearly marking which items you expect to be your top sellers & listing how many you could produce per day
- Specifications of your Concession. We have a treed site with limited space and we need to know exactly how big your concession is, including how tall it is. Changing the dimensions of your concession once the contract has been sent out needs to be discussed in advance with the Festival to ensure the new dimensions can be accommodated. Please take the time to thoroughly fill in the information requested on the graph page.
- Take the time to analyze your power requirements and to specify all the electrical equipment you want to use during the Festival – especially if you need 220 – specify exactly the amperage and configuration of your plugs. *The Electrical Inspector will be onsite and booths have had to suspend operations when they were found using extension cords less than 12 gauge wire, or if their inspection permits were not up-to-date.

Note: Your business will be required to have a minimum of two million dollars liability insurance as a Food Concession and you will still need to complete a VIHA Temporary Food Establishment Application whether or not you have a permanent BC Health Permit. Please do not send copies of insurance policies with this application.

The Filberg Festival assigns Booth locations, and reserves the right to decide where booths are located. You are not required to provide seating. Gasoline powered refrigerator trucks are not permitted on the grounds or the street. Your refrigeration needs must be met by electricity or propane. Generators are not allowed on the grounds and we do not have an onsite ice vendor.

All food offered for sale at the Food Booths is to be consumed on the grounds. We have a policy that no preserves, sauces, jams, jellies or condiments may be sold as packages during the Festival except by the vendors who are selling Specialty Food as part of the Artisans' selection process. *(If you think your food product is better suited to the Specialty Foods category, **please complete the Artisan's application form instead. Deadline for that is February 10, 2012.***

Please note that for safety reasons, it is our policy that vendors may not bring any children less than 13 years of age to the show. This is a WORK situation.

Each year the Festival wants to offer an exciting mix of menu items to our visitors. For this reason, a new mix is always necessary and participation one year does not imply or guarantee in any way, participation in the next year. Our primary basis for selection is the quality of your menu and, in no particular order, other important considerations are:

- electrical requirements and the size of your booth
- “greenness” of your product, serving methods, how will you help us minimize our landfill impact?
- overall menu balance of the Festival
- the look of your booth or vending outlet
- previous history with the Filberg Festival and/or other events
- level of experience within the food industry,
- the professional nature of your application

Successful candidates will be emailed by the end of April, 2012. Please call the Festival number, 250 334-9242, and leave a message or email info@filbergfestival.com if you have any questions.

Thank you for your interest in participating in the 30th Annual Filberg Festival!

Judy Armstrong
Filberg Festival Logistics Manager
61 Filberg Road
Comox, B.C.
V9M 2S7
250-334-9242
[Info@filbergfestival.com](mailto:info@filbergfestival.com)

2012 Filberg Festival Food Concession Application Form



Mail completed applications, no later than March 31, 2012 to:
Attention: Judy Armstrong, Filberg Festival, 61 Filberg Road Comox,
B.C. V9M 2S7

Company Name: _____

Contact name: _____

Phone #: _____

Fax#: _____

Email: _____

Mailing address: _____

City: _____ Prov: _____ Post Code: _____

Do you already have a B.C. Permit to Operate? Yes: _____ No: _____ If yes, please
send a copy for our files, and tell us where it was issued:

Have you had a concession at Filberg before? _____ If so,
When? _____

Please include with your application:

- Any photos of your booth in operation at a recent event (*new applications are required to provide photos as well as references with up to date contact information)
- ***Photo must clearly show trailer hitch so we can position the booths properly***

Menu: (Please provide a list of all possible products you might like to have on your menu, including prices and serving sizes/weights.) Duplication of menu items will be avoided whenever possible, and you may be asked to revise your menu prior to being invited.

Please feel free to use more pages if necessary to provide all the information.

Equipment: We need to know about ***all*** the equipment you propose to use.

Please outline all **electrical** equipment and the amps each requires:

How many **15 amp 110 circuits** will you need? _____

Will you need **220**? Yes: _____ No: _____ What amperage, and what sort of connector do you have?

Please list all **propane** equipment:

Water:

Will you need to hook up to water all day? Yes: _____ No: _____

Will you be using "our" water for food preparation – i.e. rice, pasta? Yes _____ No: _____

What experience do you have? Please tell us about your food handling and selling experience, and your experience at other festival or special events.

Space Requirements:

We have a treed site, and access and load in is tight when many concessions are mobile rather than built in place. For this event, smaller is better! All dimensions are very important and you must tell us exactly how much space you will need. To avoid last minute surprises, we need an exact “footprint” and we **really** need to know all the information below to help us plan how to load you in:

Length _____

Width _____

Height at highest point _____(top of fans/peak of tent)

Locations of Serving Windows: _____

Location of Trailer Hitch and/or Driver’s Seat: _____

- **Prep area: additional tent or structure and dimensions if outside the vehicle**
(Please describe what the structure is made from and how it is constructed.):

Applications must be postmarked by March 31, 2012

Please don’t forget the two pages of the VIHA Temporary Food Service Application. Get it from our website –return to us, not to the Health Unit. We will collect for the group and hand deliver all applications into VIHA for approval. VIHA will contact you directly if they need more information.