



### FOOD VENDOR APPLICATION

TD Victoria International JazzFest: *Funk & Soul in the Township*  
Bullen Park, Victoria, BC

Office: 250-388-4423

Email: [boxoffice@jazzvictoria.ca](mailto:boxoffice@jazzvictoria.ca)

**\*\*\*PLEASE SEND ALL APPLICATION FORMS AND PAYMENT TO VJS\*\*\***

(See "Contract Submission" page 2)

**Site Fee: \$200 + GST = \$210.00 for June 27 – 30, 2024**

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\_\_\_\_\_  
Company Name Contact Name

\_\_\_\_\_  
Address City Province Postal Code

Phone (primary) \_\_\_\_\_ Phone (secondary) \_\_\_\_\_

\_\_\_\_\_  
Email

Do you wish to be contacted by: Phone  Email

Type of food/drinks sold: \_\_\_\_\_  
\_\_\_\_\_

Approximate footprint of (specify)  truck,  cart,  tent: \_\_\_\_\_

- Tents need to have weights as it is windy in Bullen Park.
- Victoria Jazz Society DOES NOT provide tents, tables, or chairs.

**I will require:**

**POWER HOOKUP** (if you require an electrical hook-up, please make sure you have a 25' cable with either of the following):

- 1 x 30AMP 4PIN Twist Lock
- 1-2 x 15AMP U-Group

**WATER HOOKUP**  (if you require a water hookup, please make sure you have a 25' food grade hose with female connector)

**NOTE: All other power plugs (ie. range or dryer plugs) cannot be accommodated unless discussed and approved in advance by Heather Leary and our power equipment provider, Pacific Audio Works. Also, if you require MORE power, please advise well in advance (not the day of!) and we will adjust the site service fees accordingly.**

## CONTRACT SUBMISSION

Please email or fax back pages 1 - 3 to the Victoria Jazz Society by **March 1, 2024**. Form can be emailed to [boxoffice@jazzvictoria.ca](mailto:boxoffice@jazzvictoria.ca). **Please make cheques payable for full amount plus GST to the Victoria Jazz Society. Payments may also be made at the VJS office in person or over the phone (250-388-4423) by Visa, MasterCard and American Express.**

**Please note that any payments made are non-refundable.**

**Deadline for payments is March 15, 2024 to reserve your space.** (VJS office: 977 Alston St, Victoria, BC or 250-388-4423)

Victoria Jazz Society  
977 Alston St  
Victoria, BC V9A 3S5  
(P) 250-388-4423  
(F) 250-388-4407  
[www.jazzvictoria.ca](http://www.jazzvictoria.ca)

This agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the event. This document is a contract when signed by both parties and signifies the Vendor has read the entire contract, including the Terms and Conditions section below, received a copy, and agrees to its terms.

## TERMS AND CONDITIONS

### \*\*VENDOR RESPONSIBILITY

Each vendor **MUST provide a 15% discount to customers with a TD bank debit or credit card as part of TD's "flash your card" program. Payment does not need to be made by the card shown.**

Vendors are required to leave the occupied space in the same condition as it was when first occupied. Please use only environmentally friendly cleaning solutions when cleaning your space.

### PARTICIPATION

It is **mandatory** that Vendors be operational when the festival site is open. Tentative hours at this time are:

- **Thursday, June 27: 6pm-10pm (TBC)**
- **Friday, June 28: 6pm –10pm**
- **Saturday, June 29: 11:30am-5:00pm, break, 6:30pm – 10pm** (vendors may stay open during the break)
- **Sunday, June 30: 11:30am-5:00pm, break, 6:30pm – 10pm** (vendors may stay open during the break)

Vendors will be advised of exact dates and times by April 15, 2024.

**LOAD OUT** is not permitted until after **10pm on Sunday, June 30**. Please ensure that a festival staff member has disconnected your power and water before attempting to load out.

### VENDOR LOAD IN

Vendors will be assigned a load in time on **Thursday, June 27** starting at 10 am, staggered 15 minutes apart to ensure reasonable power/water hook-up times. If you know you are unable to make your scheduled time in advance, please contact the VJS office at 250-388-4423. If you have an arrival conflict the day of, please contact the VJS office. *If you do neither, we cannot take responsibility for ensuring that you are 100% ready to open on time.*

### DELIVERIES/VENDOR PARKING

**Vendor vehicles are allowed to park at Bullen Park for unloading of materials and trailer drop off only.** You must vacate 45 minutes before the start of the first scheduled performance. All day parking is your responsibility. Street parking outside of the park is free, but spots are not guaranteed.

**CHANGES OR MODIFICATIONS**

Any modifications to your vending cart size or requirements that are different from your application require at least two (2) weeks notice to the VJS. More electrical and water requirements may be approved; however site fees will be adjusted accordingly.

**INSURANCE AND LICENSING**

Vendors must have proof of valid business insurance and be a VIHA licensed food vendor. Please provide a copy of each to the Site Coordinator. All Vendors are subject to CRD and VIHA regulatory conditions. If a Vendor is fined or shut down by an inspector, they will be expelled from the festival without a refund of their site service fee.

**VENDOR SPACE**

1. No booth sharing of any kind is allowed.
2. Vendors must stay within the boundaries of their assigned space, which will be designated on the day of load in.
3. No moving or exchanging of spaces unless approved by festival staff.
4. No early tear down, as per times and dates laid out in the Participation guidelines (this is to ensure that no vehicles are entering or exiting the festival site while festival patrons are in attendance)

**STAFFING**

Your space must be staffed at all times during operational hours of the festival and will be given vendor accreditation at time of load in. Please advise TD JazzFest of how many accreditations you will require. Your staff will need to wear these accreditations to gain access to the site. We are very strict with accreditation passes and tolerate no abuse.

**USE OF PHOTOS OR VIDEO**

Vendors agree that TD JazzFest and the Victoria Jazz Society may use the Vendor in operational event photos for archival purposes without compensation to the vendor.

**CANCELLATION**

In the event of Vendor cancellation, any payment made will not be refunded.

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Vendor Signature Date

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VJS Staff Signature Date

<i>OFFICE USE ONLY</i>	
Contract Received	Date
Payment Received	Date