



FOOD VENDOR APPLICATION

Harbour Blues 'n Roots Festival
August 22 – 24, 2025
Ship Point (Inner Harbour), Victoria, BC

Office: 250-388-4423
Email: production@jazzvictoria.ca

*****PLEASE SEND ALL APPLICATION FORMS AND PAYMENT TO VJS*****
(See "Contract Submission" page 2)

Site Service Fee: \$200 + GST = \$210.00 for August 22-24, 2025

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 by the water.

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

NOTE: All other power plugs (ie. range or dryer plugs) cannot be accommodated unless discussed and approved in advance by Steele Bergen 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 **April 1, 2025**. Form can be emailed to production@jazzvictoria.ca. **Please make cheques payable for full amount plus GST to the Victoria Jazz Society and send to the VJS immediately. Payments may also be made at the VJS office in person or over the phone (250-388-4423) by cash, Visa, MasterCard and American Express.**

Please note that no refunds will be available on payments made. Deadline for payments is April 15 to reserve your space. (VJS office: 975A Alston St, Victoria, BC or 250-388-4423)

Victoria Jazz Society
975A Alston St
Victoria, BC V9A 3S5
(P) 250-388-4423
(F) 250-388-4407
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**

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:

- Friday, August 22, 6:30pm-10:00pm
- Saturday, August 23, 11:30am-4:15pm and 6:30pm-10:00pm
- Sunday, August 24, 11:30am-4:15pm and 6:30pm-10:00pm

VENDOR LOAD IN

Vendors will be assigned a load in time on **Friday, August 22** starting at 10am, staggered 15 minutes apart to ensure reasonable power/water hook-up times.

LOAD OUT is not permitted until after **10:30pm on Sunday, August 24**. Please ensure that a festival staff member has disconnected your power before attempting to load out.

DELIVERIES & VENDOR PARKING

Vendor vehicles are allowed to park in the site for unloading of materials and trailer drop **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 site is paid by the hour (with reduced rates on Sundays), and free after 8:00pm every night.

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. 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. In the event that 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 Harbour Blues 'n Roots Festival 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 Harbour Blues 'n Roots Festival 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, the payment will not be refunded.

Vendor Signature Date

VJS Staff Signature Date

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