



2022 CAVENDISH BEACH MUSIC FESTIVAL  
VENDOR AGREEMENT  
JULY 6 – 9, 2022

# Vendor Information

Welcome to the 2022 Cavendish Beach Music Festival! We look forward to working with you at this year's festival to provide our customers with high quality food and beverage service.

Below is important information you will need to ensure we continue to bring a smooth and excellent offering. We ask that you review this document in detail and if chosen you will be required to submit a \$500 deposit.

Please note that a 22.5% royalty on the net plus HST will be paid to CBMF.

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## **1. Environmental Health**

- Deadline to submit Environmental Health application, fee and menu is Friday June 10, 2022.
- Environmental Health will be enforcing the Food Premises Regulations (as outlined in the "Guidelines for Food Service at Special Events" document).
- Environmental Health Officers will be collecting food samples which will be held frozen in the event of a foodborne illness investigation.
- Vendors are required to have an alternate power supply to ensure proper holding of refrigerated items in the event of an interruption to the power supply provided by CBMF.
- Failure to meet Environmental Health requirements will result in a recommendation to CBMF to remove the vendor.
- Recommendations: Have alternate power supply in case of outage. Water hoses are aging- replace with full grade food hoses. Take samples of food of high risk- personal safety insurance, freeze samples

## **2. Potable Water**

- Potable water will be available on site.

## **3. Power**

- Cost to be determined by the organizers as per application form and any additional on site requirements.

#### ***4. Propane***

- You can bring your own, if you choose 100 lbs & 20 lbs will be available for sale on-site if you run out.
- NO Propane BBQ's under tents.
- Propane cylinders will be kept in a central area on site.

#### ***5. Food***

- Vendor to supply all their own food. There will be no extra food on site to replenish your stock; please order accordingly.

#### ***6. Equipment***

- Vendor to supply all their own equipment including coolers, tables and chairs etc.
- If supplying your own tent, please ensure it meets the Provincial Fire Marshal regulations. If you have a question about your tent, ask in advance **do not wait** until you are on site.

#### ***7. Ice***

- Ice will be available for sale on site.
- Feel free to bring your own ice to start.
- Hours to pick up ice will be determined before festival, if you are not there during pick up hours you will have to wait until Iceman has time to attend to you.

#### ***8. Non-alcoholic beverages***

- Must be purchased on site
- Pepsi products only
- Items available: soft drinks, water, Gatorade in 24 pk and single.

#### ***Beverage & Ice pick up***

- Pepsi reefer truck will be located behind the vendors. Must be picked up by 11 am each day (if you run out, we can get you more).
- Ice pick up times will be decided before festival. If you are not there during pick up times, you will have to wait until tenant has time to assist
- THERE WILL BE NO POP RETURNS AT THE END OF THE EVENT.
- Receipts will be given, and total will be deducted from daily or final settlement.

## **9. Currency**

- Credit/Debit and tokens will be used.
- Vendors will be given a debit/credit machine at the beginning of the festival. \$20 rental fee per machine will be deducted from final settlement.
- Token system:
  - Vendors will purchase a token float at beginning of festival.
  - Denominations of tokens are \$1, \$2, \$6 and \$10.
  - There will be a minimum of 2 token tents in the vendor area.
- ANYONE ACCEPTING CASH OR USING OWN CREDIT CARD MACHINE WILL BE ESCORTED OFF THE SITE IMMEDIATELY.

## **10. Signage**

- Vendors are responsible for their own menu signage
- No handwritten signs/menus.
- NO PRICE CHANGES FOR MENU ITEMS DURING THE FESTIVAL.

## **11. Vendor Cash Out Procedure**

- Vendor cash out times:
  - Thursday, Friday, Saturday, Sunday: 11:00 am – 2:00 pm.
- You can do one cash out at end of festival (Sunday) if you prefer.
- \*Please bring your debit machine and tokens from the previous day to the bank building during these times to be counted and tracked.
- We will back out the taxes to determine Net Revenue (Sales before taxes).
- We will have a token counter to count each Vendor's tokens
- We will charge Vendors a 22.5% Royalty on Net Revenue plus HST.
- At the end of the weekend, each Vendor will be issued a cheque based on Gross Sales less Royalty and less any charges you may have incurred with Iceman,

propane, rental equipment. Cheques will be issued within one month of festival completion.

## **12. Vendor Setup / Teardown–**

- Must strictly adhere to rules.
- Vendors may begin their setup on Tuesday July 5 between the hours of 9:00 am and 6:00 pm.
- All vendors must be set up by Wednesday July 6 at 10:45 am - Health and Fire inspections will begin at 11:00 am sharp.
- Gates will open at 5 pm on Wednesday July 6 and 12 pm on Thursday July 7, Friday July 8, and Saturday July 9. Please be fully prepared and have staff checked in at least one (1) hour before the gates open.
- Please use the EAST service road to park trucks/trailers for set up, we ask that you stay off the public grounds as much as possible during the set up. Site maps will be sent to you prior to festival.
- Vendors are to have vacated the site by 4:00 pm Sunday July 10, unless prior arrangements have been made.

## **13. Parking/Car Registration**

- You will be provided one parking pass in the staff/volunteer lot - designated area for vendors. Parking passes will be mailed out in advance to festival.
- For those staff members that do not travel in the registered vehicles they will be given parking passes for a designated parking lot outside the festival grounds.

## **14. Staff Check in**

- Staff names + schedule of shifts must be submitted to CBMF by June 22, 2022.
- If you have last minute changes to your staff schedule between June 22 and the Festival, please let CBMF know immediately. If you do not submit your staff names, they will not be permitted into the festival grounds.
- There is a maximum of 8 staff members allowed on site per shift. You may be asked to reduce this number based on your operation.
- All staff members must be on site before 6:00 pm. At this time, we will be shutting down the check in area. New staff will not be allowed to enter the site after this

time.

### **15. Service Road**

- No traffic except for festival golf carts between 6:00 pm and 11:45 pm or until deemed safe by CBMF Security.
- The service road will be shut down with gates locked at 6pm each evening, there will be no thru traffic. If you need anything transferred in or out of the site, please coordinate before 6 pm. The gates will not open again until 11:45 pm or after festival attendees have cleared the premises and the onsite parking lot begins to clear.

### **16. Accessing the Grounds**

- When arriving at the site to start your setup, please enter the original Avonlea Village entrance on the East side of the property and continue along the East tree line till you get to the Service Road Entrance Gate. Please do not drive down the middle of the parking lot.

### **17. Alcohol / Drugs**

- Any vendor or employee of a vendor that attempts to bring alcohol or drugs into the site whether on them, in a cooler, in a bag or in the car will be subject to a \$500 fine.
- Any employee during shift that is caught drinking alcohol or doing drugs will be asked to leave immediately and will be fined \$500. They also risk their business being shut down.

### **18. Exiting the Grounds at night**

- The service road is closed from 6:00 pm - 11:45 pm daily. Any vehicles requiring access inside the fence must be inside by 6:00 pm and any deliveries are to occur prior to 6:00 pm. Vendor vehicles parked inside the fence will not be permitted to leave until 11:45 pm or until deemed safe for the vehicles to leave.

### **19. Vendors must:**

- Keep their assigned space clean. All garbage to be placed in the garbage cans. Upon departure nothing is to be left behind including plastic crates or cardboard boxes.
- Follow all policies and guidelines that have been put in place.
- If not followed, you will lose deposit.

### **20. Festival Resources**

- Use of electricity, tents, fire extinguishers, water, purchase of propane will all be recorded during the festival.
- This record is the final amount that will be deducted from your deposit. No exceptions.

### **20. Pepsi Fridges**

- All request for fridges will be sent to PEPSI, to be confirmed prior to you arriving onsite.

### **21. Attendance:**

- The attendance numbers we are expecting are estimates.
  - Wednesday: 2000 - 3000
  - Thursday: 27,000
  - Friday: 25,000
  - Saturday: 25,000
  - Campground: 1000

### **22. Insurance Information**

#### **VENDOR INSURANCE REQUIREMENTS**

For the “event period” (period covering the show dates plus move-in and move-out dates), July 6 – July 9, 2022, the VENDOR shall at its own expense obtain, maintain and keep in force, the insurance provisions set forth below:

1. Commercial General Liability (CGL) insurance with a minimum of two million dollars (\$2,000,000) per occurrence including a general aggregate limit of no less than two million dollars (\$2,000,000).

The CGL policy shall:

- a) Add the following as additional Insureds, but only with respect to its interest in the operations of the named insured:
    - **Cavendish Beach Music Festival Inc.** (14 Macaleer Dr. Charlottetown, PE C1E 1A1)
    - **MI Entertainment Group Inc.** (503 Mall Court, #329  
Lansing MI 48912)
    - **The Resort Municipality** (7591 Cawnpore Lane, RR#2, Hunter River, PE, C0A 1N0)
    - **Province of PEI** (PO Box 2000, Charlottetown, PE, C1A 7N8)
  - b) Contain a 'Waiver of Subrogation' clause
  - c) Not be cancelled or its coverage reduced except upon thirty (30) days prior written notice to **Cavendish Beach Music Festival Inc.** (14 Macaleer Dr. Charlottetown, PE C1E 1A1)
2. Non-Owned Automobile coverage with a minimum Liability limit of two million dollars (\$2,000,000)
3. Automobile Insurance SPF No. 1 (Owner's Form) with a minimum Third Party Liability limit of two million dollars (\$2,000,000) on vehicles owned by the Vendor and used by it in the operation of its business.

**PROOF OF INSURANCE:** A Certificate of Insurance (COI) in form and content satisfactory to Cavendish Beach Music Festival Inc. prior to the Vendor's occupancy of the Premises and not less than fourteen (14) days prior to the event period.

**COMPLIANCE WITH LAWS:** Comply with all applicable laws, bylaws, ordinances, rules and regulations and orders of all federal, provincial, municipal and local governmental authorities relating to fire, safety and health.

**WORKERS COMPENSATION COMPLIANCE:** The vendor agrees to abide by the rules and regulations as outlined in the provincial Occupational Health and Safety Act, and shall provide a 'Certificate of Compliance' (if applicable).



VENDOR'S MERCHANDISE: Cavendish Beach Music Festival Inc. will not be responsible for property of the Vendor. The vendor shall insure their own merchandise, at their own expense, if they so choose.

A representative from Cooke's Insurance will be reaching out to you shortly to secure your insurance documents.